



Creating an Attendance Scheme – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Attendance tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved in creating an Attendance Scheme for your attendance registers. See the tutorial *Creating an Attendance Register* for further information on creating attendance registers.

Steps

1. Go to your course homepage, and click **Edit Course**.

The screenshot shows the D2L course interface for 'Training Course 03'. At the top, there is a navigation bar with the Camosun logo, the course name 'Training Course 03', and several utility icons (grid, mail, chat, bell, profile, settings). Below the navigation bar, there is a breadcrumb trail: 'Training Course 03 > Course Home > My Tools > Edit Course'. The 'Edit Course' link is highlighted with a red box and a red arrow pointing to it. Below the breadcrumb trail, there is a 'News' section with a dropdown arrow. The first news item is titled 'Welcome to D2L version 10.3!' and is dated 'Posted Mar 21, 2014 10:52 AM'. The text of the news item reads: 'Today we will be giving you an overview of how to use some of the tools in D2L 10.3. Please let us know if you have any questions.' Below the news item is a link 'Show All News Items'. To the right of the news section, there is a 'Territorial Acknowledgement' section with a photo of a field of purple flowers. The text of the acknowledgement reads: 'Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.'



2. Click **Attendance**.

Training Course 03 Course Home My Tools ▾ Edit Course

Course Administration

Category Name

Site Setup

- Course Offering Information
- Homepages
- Navigation & Themes
- Widgets

Site Resources

- Book Management
- Calendar
- Content
- Course Builder
- External Learning Tools
- Frequently Asked Questions
- Glossary
- Import / Export / Copy Components
- Links
- Manage Dates
- Manage Files

Learning Management

- Attendance**
- Class Progress
- Classlist
- Groups

Assessment

- Checklists
- Competencies
- Dropbox
- Grades
- Quizzes
- Rubrics

3. Click **Attendance Schemes**.

Training Course 03 Course Home My Tools ▾ Edit Course

Attendance Registers Attendance Schemes

New Register

What are attendance registers?

Register Name	Cause for Concern (%)	# of Sessions
Lab Attendance ▾	60	6



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4. Click **New Scheme**.

Training Course 03 Course Home My Tools Edit Course

Attendance Registers Attendance Schemes

New Scheme

What are attendance schemes?

Scheme Name	Default Scheme
Organization Schemes	
System Scheme (Organization Default)	Current Default
System Scheme	Set

5. Give your new scheme a Name, then create your Statuses, including each status' **Symbol**, **Full Name**, and **Assigned %**. The statuses are how you are assessing attendance, for example "Present", "Absent" or "Full attendance", "Partial attendance", etc. Use the **Add Statuses** option at the bottom to add more to the list. When you are finished (you can come back later and add more to the list if you need to) click **Save**. Then click **Close**.

New Scheme

General

Name *

Lab Attendance Scheme

Attendance Statuses

If 'Assigned %' is left blank, then the attendance status does not count toward the percent attendance calculation.

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	FP	Fully Present	100	1	
2	PP	Partially Present (no participation)	50	2	
3	A	Absent	0	3	

+ Add Statuses

Save

Things to Remember

Once you have created your Attendance Register and your custom Scheme (if you have created one), see the tutorial *Using your Attendance Scheme* to find out how to enter attendance data, and how to export the attendance register to your computer.



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