



Using your 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 using your Attendance Scheme to fill in your Attendance Register. See the tutorials *Creating an Attendance Register* and *Creating an Attendance Scheme* for further information on creating registers and schemes.

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 from the right. Below the breadcrumb trail, there is a 'News' section with a post titled 'Welcome to D2L version 10.3!' dated 'Mar 21, 2014 10:52 AM'. To the right of the news section, there is a 'Territorial Acknowledgement' section with a photo of a field of purple flowers and text stating: 'Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ 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

Learner Management

- Attendance**
- Class Progress
- Classlist
- Groups

Assessment

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

3. Click on the title of the attendance register you wish to complete.

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



4. To add data for a session, click on the pencil icon in that session's column.

Attendance Data - Lab Attendance

Export All Data Email All Users

Cause for Concern (%): 60
of Sessions: 6

View By: User Apply

Search For... Show Search Options

Email

	First Name, Last Name	Sessions						Totals			% Attendance
		Lab 1	Lab 2	Lab 3	Lab 4	Lab 5	Lab 6	FP	PP	A	
<input type="checkbox"/>	Student, Training01	-	-	-	-	-	-	0	0	0	-
<input type="checkbox"/>	Student, Training02	-	-	-	-	-	-	0	0	0	-
<input type="checkbox"/>	Student, Training03	-	-	-	-	-	-	0	0	0	-
<input type="checkbox"/>	Student, Training04	-	-	-	-	-	-	0	0	0	-

20 per page

Done

5. Using the **Attendance Status** drop-down menus, select the appropriate scheme symbol for each student.

Set Attendance Data - Lab Attendance

Set Status for All Users Email All Users

Lab 1

View By: User Apply

Search For... Show Search Options

Set Status Email

	First Name, Last Name	Attendance Status
<input type="checkbox"/>	Student, Training01	None
<input type="checkbox"/>	Student, Training02	None
<input type="checkbox"/>	Student, Training03	None
<input type="checkbox"/>	Student, Training04	None

20 per page

Save Close



- When finished, click **Save**, then click **Close**. You can then add data for another session if you wish to.

Set Attendance Data – Lab Attendance

Lab 1

View By:

Search For...

<input type="checkbox"/>	First Name, Last Name ▲	Attendance Status ?
<input type="checkbox"/>	Student, Training01	FP ▼
<input type="checkbox"/>	Student, Training02	PP ▼
<input type="checkbox"/>	Student, Training03	A ▼
<input type="checkbox"/>	Student, Training04	FP ▼

20 per page ▼

- Click **Done** to return to the main Attendance tool.

Attendance Data – Lab Attendance ▼

Cause for Concern (%): 60
of Sessions: 6

View By:

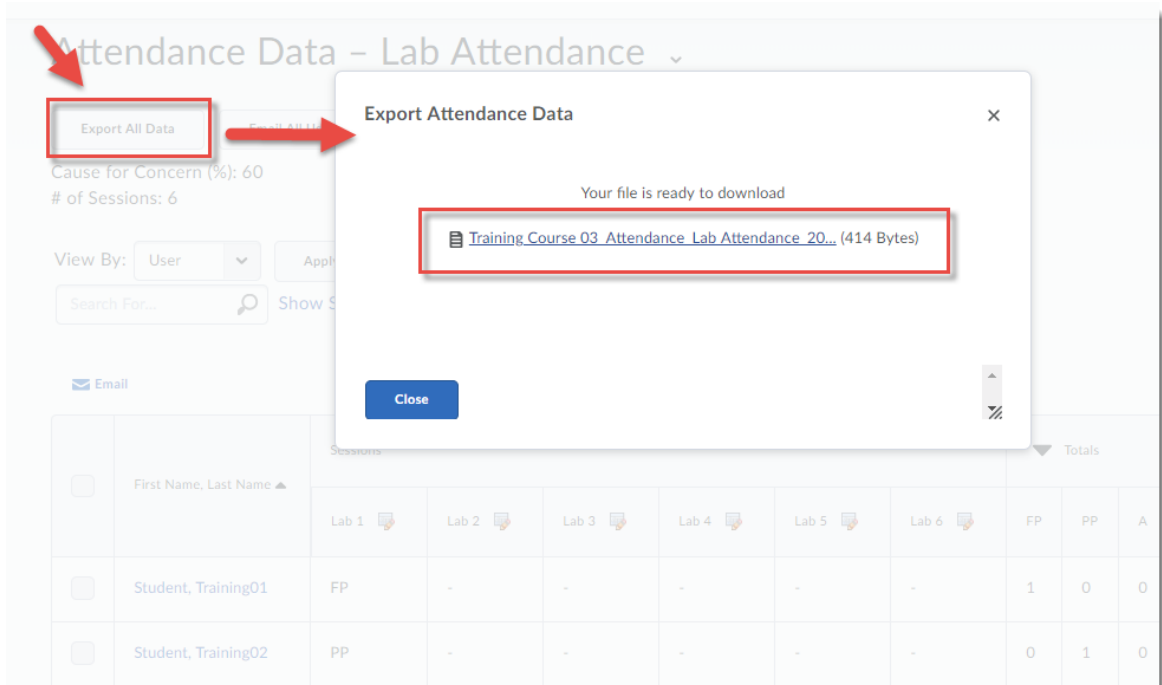
Search For...

<input type="checkbox"/>	First Name, Last Name ▲	Sessions						Totals ▼			% Attendance
		Lab 1 <input type="button" value=""/>	Lab 2 <input type="button" value=""/>	Lab 3 <input type="button" value=""/>	Lab 4 <input type="button" value=""/>	Lab 5 <input type="button" value=""/>	Lab 6 <input type="button" value=""/>	FP	PP	A	
<input type="checkbox"/>	Student, Training01	FP	-	-	-	-	-	1	0	0	100
<input type="checkbox"/>	Student, Training02	PP	-	-	-	-	-	0	1	0	50 <input type="button" value=""/>
<input type="checkbox"/>	Student, Training03	A	-	-	-	-	-	0	0	1	0 <input type="button" value=""/>
<input type="checkbox"/>	Student, Training04	FP	-	-	-	-	-	1	0	0	100

20 per page ▼



8. Finally, if you want to save your attendance register data to your computer, click **Export All Data**. Click on the filename in the Export Attendance Data pop-up box, and save the csv file to your computer. You will then be able to open it in EXCEL. Click **Close** to close the Export Attendance Data pop-up.



Things to Remember

Remember to add the **Attendance** tool to your course **My Tools** drop-down (or to the Navbar) if you want your students to be able to view their attendance.



This content is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).