

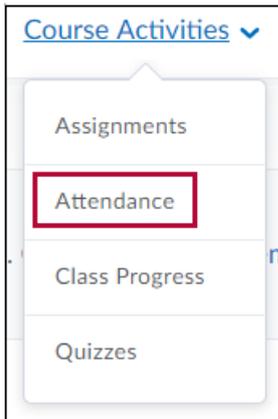
Set Up or Delete Attendance Registers

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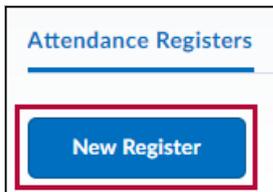
Create attendance registers to track attendance for your course-based activities, such as a mandatory weekly chat session or optional discussion seminar.

▶ **Show Video Walkthrough**

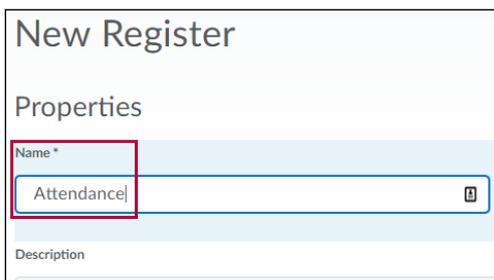
1. Click **Course Activities** on the navbar and choose **Attendance**.



2. On the main Attendance page, click **New Register**.



3. Enter a Name for your register, such as "Attendance." A description is optional.

A screenshot of a web form titled "New Register". Under the heading "Properties", there is a "Name *" field with a text input containing the word "Attendance". The "Name *" label and the input field are highlighted with a red rectangular box. Below the name field is a "Description" field, which is currently empty.

4. Choose **System Scheme** from the Attendance Scheme drop-down list.

5. Enter a percentage in the **Cause for Concern** field if you want to see a Cause for Concern icon (warning) beside students' names on the Attendance Data page when their attendance drops below that percentage.
6. Select the check box to **Allow users to view this attendance register**.
7. Select the students that you want to include in your register. You can choose to include all users or specific groups or sections.
8. Add one or more sessions for your register, such as W1.1, W1.2, W2.1, W2.2 for a class meeting twice a week.

Attendance Scheme *

System Scheme

Cause for Concern (%)

80

Visibility

Allow users to view this attendance register

Sessions

What are sessions?

#	Session Name*	
1	W1.1	
2	W1.2	
3	W2.1	
4	W2.2	

NOTE: Avoid using dates in your session names to reduce the need for editing each semester.

9. To add more session fields enter the number of additional fields needed and click **Add Sessions**.

+ Add Sessions

5

Save Close

10. Click **Save**.

Delete & Restore Attendance Registers

1. Select a register to delete.
2. Click on the **More Actions** menu, then select **Delete**.

Attendance Registers Attendance Schemes

New Register More Actions ▾

What are attendance regi

<input type="checkbox"/>	Register Na
<input checked="" type="checkbox"/>	16-Week M
<input type="checkbox"/>	16-Week C

- Make Visible to Users
- Hide from Users
- Delete
- View Deleted Registers

3. To restore previously deleted registers, click **View Deleted Registers**.
4. Click **Restore**.