

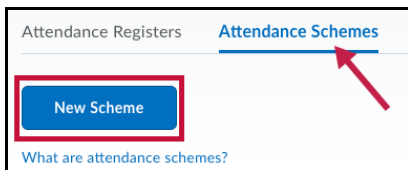
# Create an Attendance Scheme

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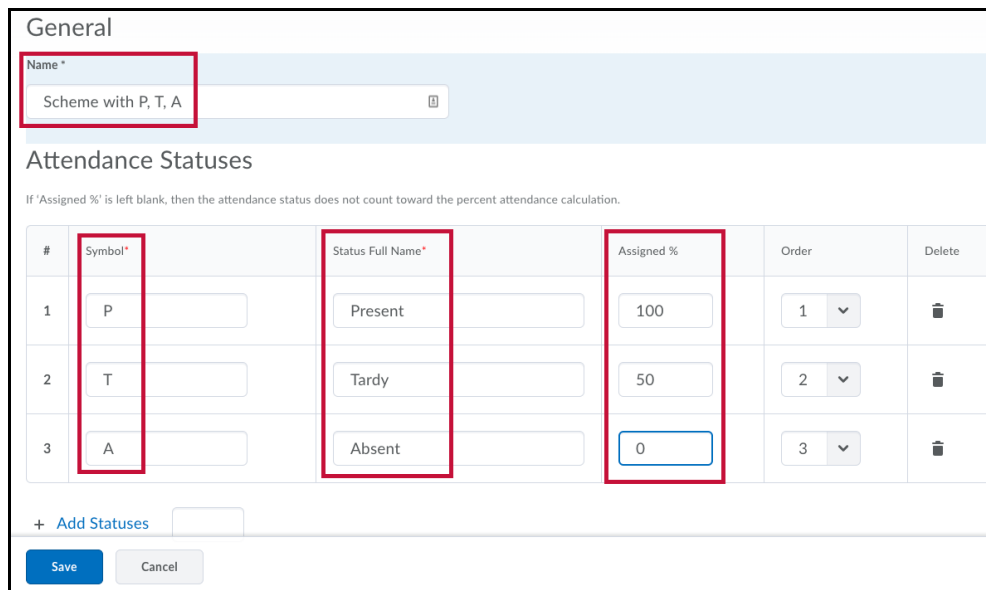
Attendance schemes provide the criteria for marking attendance in a register. Each attendance register uses one attendance scheme, which you assign when creating a new register. The register defines the applicable students and sessions, and the attendance scheme defines the attendance statuses that you can give to students for each session.

## Create a new attendance scheme

1. Click on **Course Activities > Attendance**.
2. Click the **Attendance Schemes** link.
3. Click the **New Scheme** button.



4. Complete the fields marked with an asterisk (\*). Name, Symbol, and Status Full Name are required. Assigned % is not required.

A screenshot of a form titled 'General' and 'Attendance Statuses'. The 'General' section has a 'Name\*' field with the text 'Scheme with P, T, A' and a trash icon. The 'Attendance Statuses' section has a note: 'If Assigned % is left blank, then the attendance status does not count toward the percent attendance calculation.' Below this is a table with columns: '#', 'Symbol\*', 'Status Full Name\*', 'Assigned %', 'Order', and 'Delete'. The table contains three rows: 1. Symbol: P, Status Full Name: Present, Assigned %: 100, Order: 1. 2. Symbol: T, Status Full Name: Tardy, Assigned %: 50, Order: 2. 3. Symbol: A, Status Full Name: Absent, Assigned %: 0, Order: 3. Below the table is a '+ Add Statuses' button and a 'Save' button. The 'Symbol', 'Status Full Name', and 'Assigned %' fields in the first row are highlighted with red boxes.

5. To add additional statuses, enter the number of additional needed in the Add Statuses field and click the plus sign.

In this scheme you either mark students Present (P), Tardy (T), or Absent (A). The Assigned % field is used by D2L to calculate the level of concern you set in the Attendance Register.

See also:

[Create an Attendance Register \(https://vtac.lonestar.edu/help/a063\)](https://vtac.lonestar.edu/help/a063)

[Edit an Attendance Scheme \(https://vtac.lonestar.edu/help/a070\)](https://vtac.lonestar.edu/help/a070)