

Create an Attendance Scheme

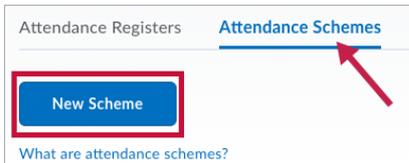
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Attendance schemes provide the criteria for marking attendance in a register. Each attendance register uses one attendance scheme, which you assign when creating a new register. The register defines the applicable students and sessions, and the attendance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

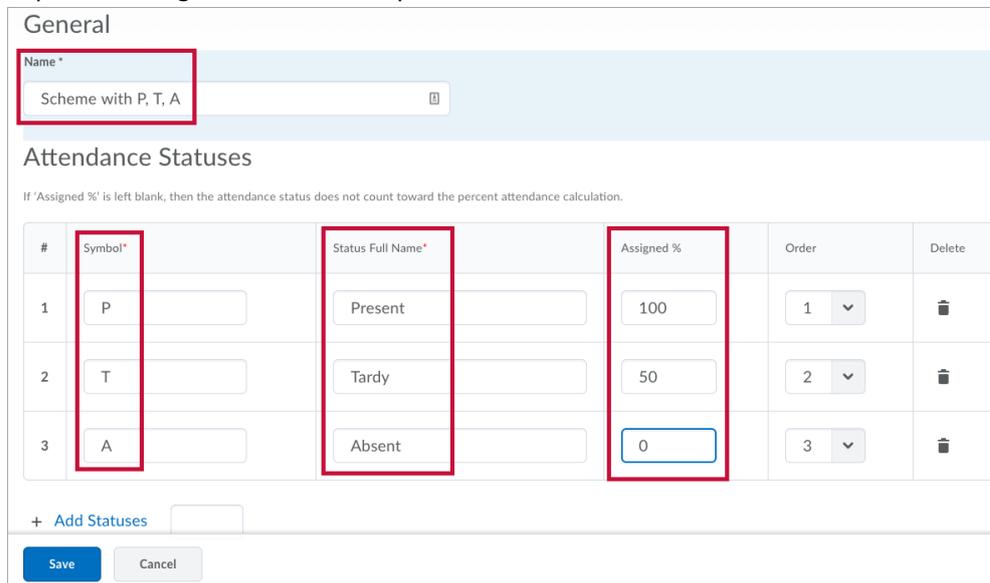
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Create a new attendance scheme

1. Click on **Course Activities > Attendance**.
2. Click the **Attendance Schemes** tab.
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.



The screenshot shows the 'General' and 'Attendance Statuses' form fields. The 'Name*' field is highlighted with a red box and contains the text 'Scheme with P, T, A'. The 'Attendance Statuses' section contains a table with three rows. The 'Symbol*' column, 'Status Full Name*' column, and 'Assigned %' column are highlighted with red boxes. The 'Assigned %' field is empty.

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	P	Present	100	1	
2	T	Tardy	50	2	
3	A	Absent	0	3	

+ Add Statuses

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 \(https://vtac.lonestar.edu/help/create-attendance-register\)](https://vtac.lonestar.edu/help/create-attendance-register)

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