

Create an Attendance Register

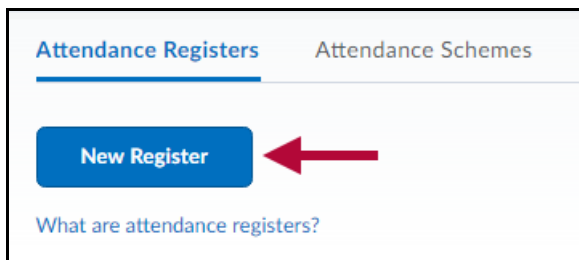
Last Modified on 09/22/2022 9:36 am CDT

The attendance register is commonly used for classes that meet in a physical classroom, but it can also be used for recording attendance at required field trips or clinical events.

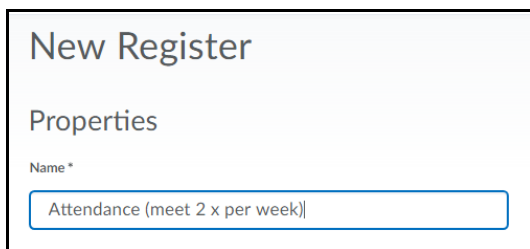
Create a new Attendance Register

Show Video Walkthrough

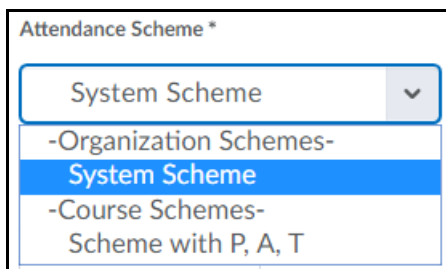
1. Click on **Course Activities > Attendance**.
2. Click the **New Register** button.



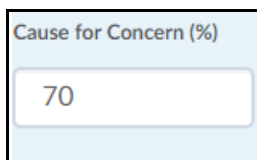
3. Enter the **Name** of your register, such as Attendance.

A screenshot of a form titled 'New Register'. Under the heading 'Properties', there is a field labeled 'Name*' containing the text 'Attendance (meet 2 x per week)'.

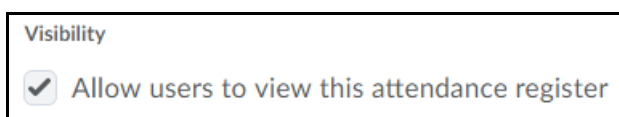
4. Choose an **Attendance Scheme**. See [Create an Attendance Scheme \(https://vtac.lonestar.edu/help/a066\)](https://vtac.lonestar.edu/help/a066) to create your own.

A screenshot of a dropdown menu titled 'Attendance Scheme *'. The current selection is 'System Scheme'. The dropdown is open, showing options: '-Organization Schemes-', 'System Scheme' (highlighted in blue), '-Course Schemes-', and 'Scheme with P, A, T'.

5. Enter a number indicating the % of attendance at which you intervene. (This is optional.)

A screenshot of a form field labeled 'Cause for Concern (%)'. The field contains the number '70'.

6. Selecting **Allow users to view this attendance register** is recommended.

A screenshot of a form section titled 'Visibility'. It contains a checked checkbox followed by the text 'Allow users to view this attendance register'.

7. Choose **Include all users in the course** or if you will have multiple registers, changing the selection to **Include all users in the following groups/sections** will allow you to limit the students in the register to a specific section or group.

Users

Users

Include all users in the course

Include all users in the following groups/sections:

Users

Users

Include all users in the course

Include all users in the following groups/sections:

Add Groups/Sections

Add Groups/Sections

Groups/Sections to Add

Group/Section Category

Group Project ▼

Group Project

Section 1

Section 2

8. Determine how many class meetings you will have this term and add the needed rows to the sessions list.

+ Add Sessions

9. Enter a Session Name for each row.

NOTE: Keeping the names short and generic keeps the register compact and reusable without the need for editing each term, such as W1.1, W1.2, W2.1, W2.2, W3.1, etc for a Mon/Wed or Tues/Thurs class. And if you have a weekly lab, L1, L2, etc...

Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	<input type="text" value="W1.1"/>	<input type="text" value="Week 1 First class meeting"/>	1 <input type="button" value="v"/>	<input type="button" value="trash"/>
2	<input type="text" value="W1.2"/>	<input type="text" value="Week 1 Second class meeting"/>	2 <input type="button" value="v"/>	<input type="button" value="trash"/>
3	<input type="text" value="L1"/>	<input type="text" value="Weekly lab"/>	3 <input type="button" value="v"/>	<input type="button" value="trash"/>

+ [Add Sessions](#)

9. Click the **Save** button.

NOTE: You cannot save the register with incomplete rows so delete any unused rows by clicking the trashcan to the right.