

Create an Attendance Register

Last Modified on 03/13/2026 3:27 pm CDT

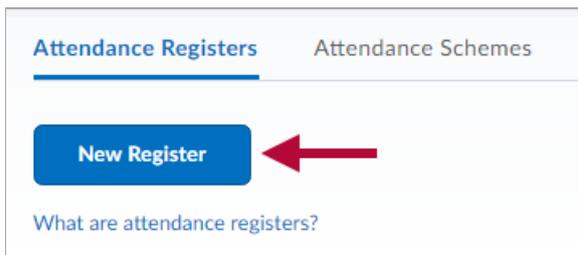
The attendance register is commonly used for classes that meet in a physical classroom, but it can also be used for recording attendance at required field trips or clinical events. Maintaining accurate records in D2L helps meet institutional requirements and provides documentation for grading and financial aid purposes.

Due to its ease of use and ability to connect to the gradebook, we recommend you use [Qwickly Attendance](https://vtac.lonestar.edu/help/qwickly-attendance-setup) (<https://vtac.lonestar.edu/help/qwickly-attendance-setup>) instead of D2L's Attendance Tool.

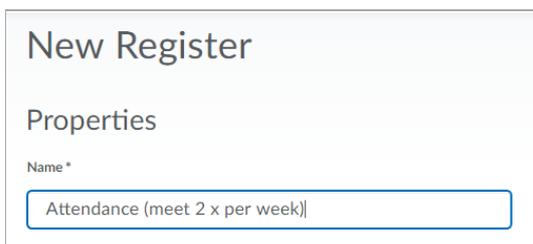
Create a New Attendance Register

▶ Show Video Demo

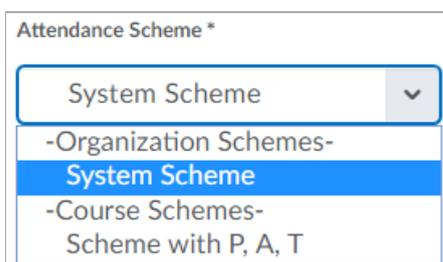
1. Click on **[Course Activities]** -> **[Attendance]**.
2. Click **[New Register]**.



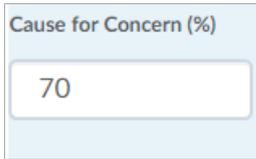
3. Enter the **Name** of your register, such as Attendance.

A screenshot of a 'New Register' form. The title is 'New Register'. Under 'Properties', there is a 'Name *' field with a text input box 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.

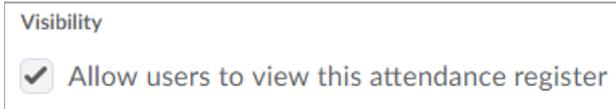
A screenshot of a dropdown menu titled 'Attendance Scheme *'. The menu is open, showing several options: 'System Scheme' (selected and highlighted in blue), '-Organization Schemes-', 'System Scheme', '-Course Schemes-', and 'Scheme with P, A, T'. A small downward arrow is visible on the right side of the dropdown box.

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



Cause for Concern (%)

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

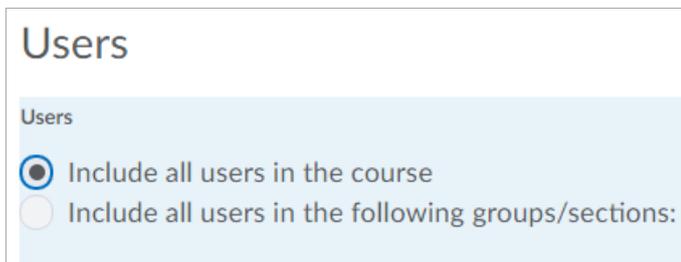


Visibility

 Allow users to view this attendance register

7. The **Users** subsection consists of the following options:

A. Choose **Include all users in the course** if you want all students to have access to the same register.



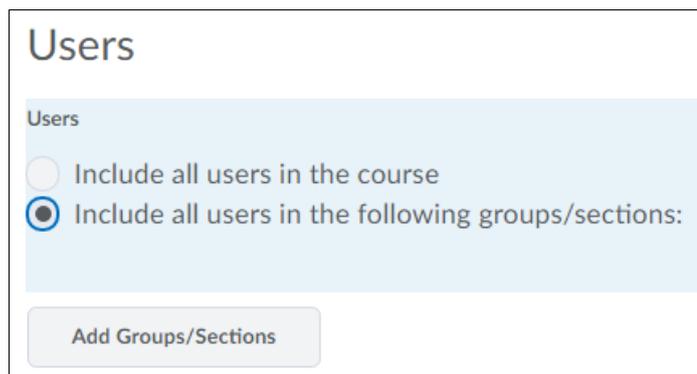
Users

Users

Include all users in the course

Include all users in the following groups/sections:

B. If you will have multiple registers, change the selection to **Include all users in the following groups/sections**. This will allow you to limit the students in the register to a specific section or group.



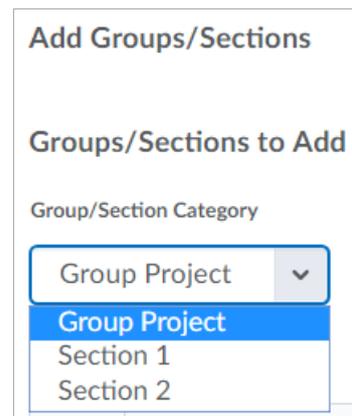
Users

Users

Include all users in the course

Include all users in the following groups/sections:

Add Groups/Sections



Add Groups/Sections

Groups/Sections to Add

Group/Section Category

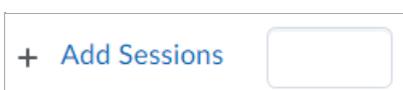
Group Project ▾

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. Click **[Save]**.

Using short, generic names helps keep the register compact and reusable without needing to edit it each term. For example, you can label sessions as W1.1, W1.2, W2.1, W2.2, W3.1, and so on for a Monday/Wednesday or Tuesday/Thursday class. If you have a weekly lab, you can use labels like L1, L2, L3, etc.

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

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"/>	
2	<input type="text" value="W1.2"/>	<input type="text" value="Week 1 Second class meeting"/>	2 <input type="button" value="v"/>	
3	<input type="text" value="L1"/>	<input type="text" value="Weekly lab"/>	3 <input type="button" value="v"/>	

+ [Add Sessions](#)