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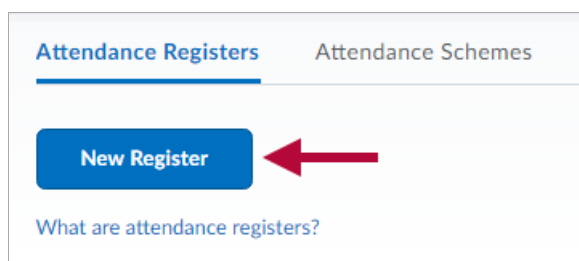
The attendance register is commonly used for classes that meet in a physical classroom, but it can also be used for recording attendance at required field trips or clinical events. Maintaining accurate records in D2L helps meet institutional requirements and provides documentation for grading and financial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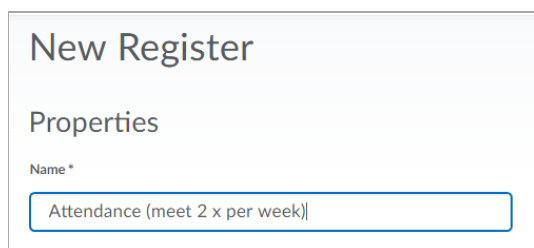
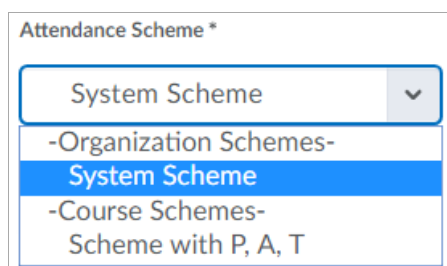## Create a New Attendance Register

Show Video Walkthrough

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

2. Click **[New Register]**.

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

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

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

Cause for Concern (%)

70

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	W1.1	Week 1 First class meeting	1	˅	🗑
2	W1.2	Week 1 Second class meeting	2	˅	🗑
3	L1	Weekly lab	3	˅	🗑

+ Add Sessions