

Create an Attendance Register

Last Modified on 01/28/2026 3:47 pm CST

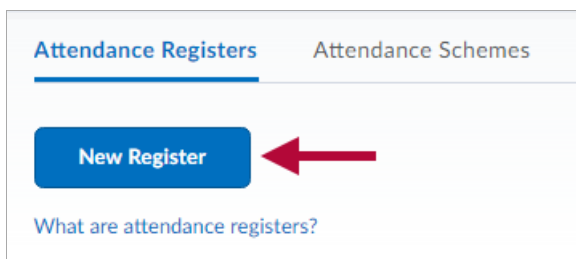
The attendance register is commonly used for classes that meet in a physical classroom, but it can also be used for recording attendance at required field trips or clinical events. Maintaining accurate records in D2L helps meet institutional requirements and provides documentation for grading and financial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

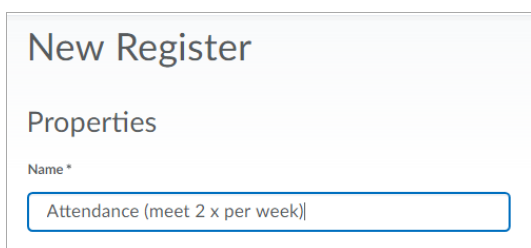
Create a New Attendance Register

► Show Video Demo

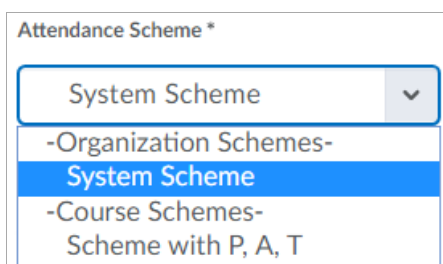
1. Click on **[Course Activities]** -> **[Attendance]**.
2. Click **[New Register]**.



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

A screenshot of the 'New Register' form. The title 'New Register' is at the top. Below it is the section 'Properties'. Under 'Properties', there is a label 'Name *' followed by a text input field. The input field contains 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 the 'Attendance Scheme *' dropdown menu. The dropdown is open, showing a list of options. The first option is 'System Scheme', which is highlighted in blue. Below it are three options: '-Organization Schemes-', '-Course Schemes-', and 'Scheme with P, A, T'.

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	<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