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.

Create a new Attendance Register

Show Video Walkthrough

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

2. Click **[New Register]**.
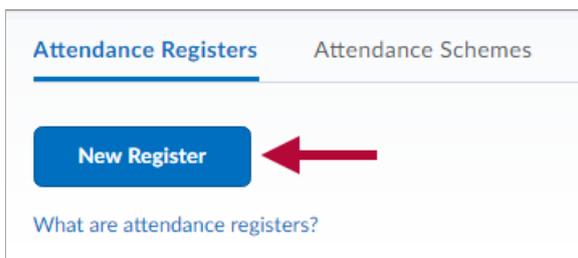
3. Enter the **Name** of your register, such as Attendance.

4. Choose an **Attendance Scheme**. See Create an Attendance Scheme (https://vtac.lonestar.edu/help/a066) to create your own.
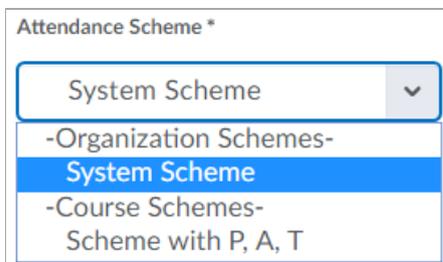
5. Enter a number indicating the % of attendance at which you intervene. (This is optional.)
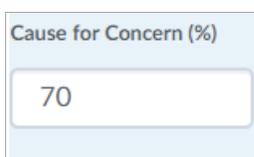
6. Selecting **Allow users to view this attendance register** is recommended.
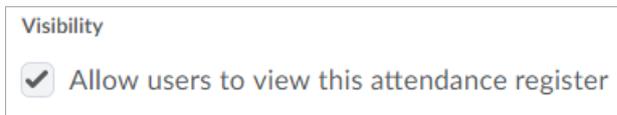
Visibility

✔ 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.
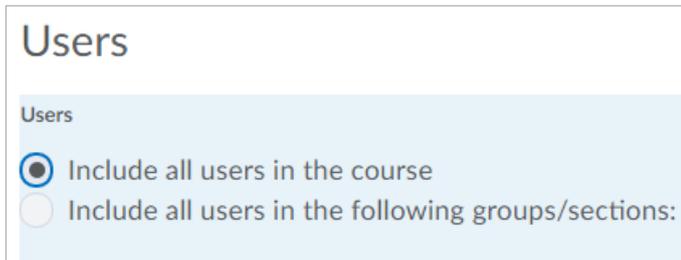
Users

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.
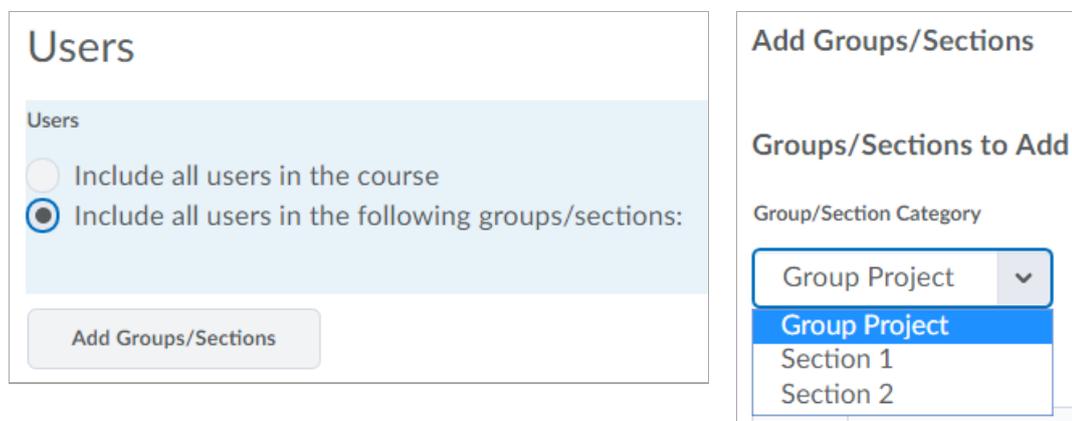
Users

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.
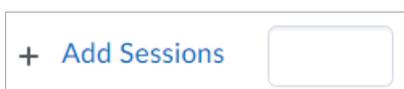
+ Add Sessions [   ]

9. Enter a **Session Name** for each row.

> **NOTE**: Keeping the names short and generic keeps the register compact and reusable without 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	W1.1	Week 1 First class meeting	1 ⌄	🗑
2	W1.2	Week 1 Second class meeting	2 ⌄	🗑
3	L1	Weekly lab	3 ⌄	🗑

+ Add Sessions

9. Click **[Save]**.

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