Edit an Attendance Register; Delete a Session

Edit an Attendance Register

1. Go to **Course Activities** > **Attendance**.
2. From the dropdown menu beside the register you want to edit, choose **Edit Register**.
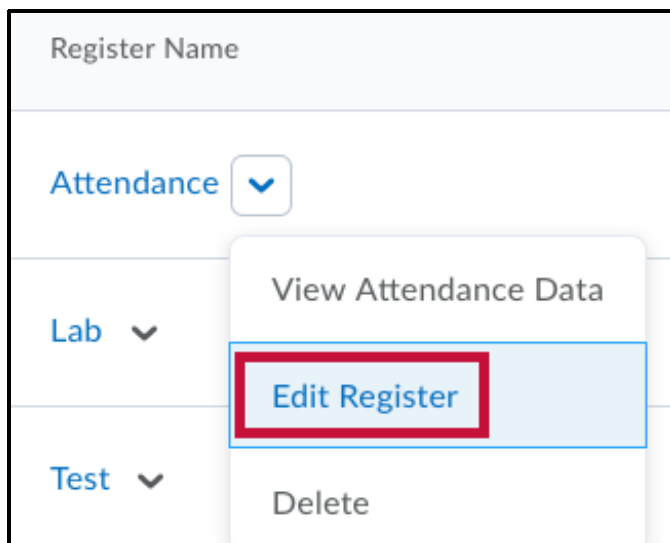
3. You can now edit any of the fields as in Creating an Attendance Register (https://vtac.lonestar.edu/help/a063).

Delete a Session

Sessions are the components of an attendance register that define one or more events to which the register applies.

1. To delete a session go to **Edit Register**.
2. Then click the trashcan to the right of the session in the register that you want to delete.
3. Click **Save**.

Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	W1.1	Week 1, Meeting 1	1 ⌄	🗑
2	W1.2	Week 1, Meeting 2	2 ⌄	🗑