# Create and Manage an Attendance Register

For complete, detailed instructions, enter a D2L course and click on the D2L link in the Faculty Guides widget. Click on Learning Environment, then click on Attendance. This is a summary of the information in the D2L documentation.

This tool may best be used to monitor classroom attendance; however, if attendance is determined by submitting an assignment, posting a discussion, logging in to the course, etc., attendance can be recorded based on those activities.

## Attendance Link

Attendance is a link from the Course Tools group on the navigation bar.

## Create Your Own Scheme

Attendance schemes provide the criteria for marking attendance in a register. If you wish to create your own scheme rather than using the default scheme, create the scheme before you create a register.

* Click on Attendance Schemes.
* Click on New Scheme.
* Enter a Name for the scheme.
	+ Enter a symbol. Example: A for absent, P for present, T for tardy.
	+ Enter a status full name: Describe the status such as Absent, Present, Tardy.
	+ Assigned %: Assign a percentage weight to each status. Leave the status blank to ignore the value in the user’s overall attendance calculation. See the next topic, “Understanding the % Attendance Calculation.”
* Click the plus symbol to add more statuses.
* Click Save and Close.

## Understanding the % Attendance Calculation

When creating the Attendance Scheme, percentages can be assigned to each attendance status: absent, present, tardy, etc. The formula is: “Sum of assigned percentages / Total of statuses with an assigned percentage x 100. To understand how this works in practice, consider the following set of statuses:

| Symbol | Status Full Name | Assigned % | Order |
| --- | --- | --- | --- |
| P | Present | 100 | 1 |
| A | Absent | 0 | 2 |
| T | Tardy | 75 | 3 |

* If the register has three sessions and you assign a user each of the above statuses (one for each session), their **% Attendance** would be 58.33 ((100 + 0 + 75)/(100 x 3) x 100 = 58.33)

## Set a Scheme as Default

* Click Attendance Schemes in the Attendance Areas panel.
* Click the Set button for the Attendance Scheme that you want to set as your default.

## Create an Attendance Register

* Click on Attendance.
* Click the New Register button.
* Enter a Name for the register, such as ENGL 1010-101 Attendance Register.
* Enter a Description.
* Choose an attendance scheme from the drop-down menu. If you created your own scheme, select it at this point. If you need to change this later after attendance has been entered, it will erase the attendance data.
* Enter a percentage (do not include the % symbol) in the Cause for Concern field. The system calculates and flags students who fall below the attendance percentage based on the values set in the attendance scheme.
* Check the box if you want users to view attendance.
* Choose the users you want to include in the register: all users, groups, or sections.
* Create Sessions (all registers must have at least one session).
* Click the plus symbol (Add Session).
* Enter a Name based on your preferences, such as Oct 13, M; Oct 15, W; Oct. 17, F.
* Enter a Description for each session, if desired.
* Save.

## Manage Attendance Data

* Enter attendance data: Click on the Attendance icon on the Attendance data page. Click on the Attendance Status drop-down menus to change the status. Use Set Status for All to set the same status for all users. You can mark all Present then individually select those that are absent.
* View attendance data: Click the Attendance link then click the name of the register. This page displays all of the data that has been collected in the register, broken down by users and sessions. If you have set a **Cause for Concern** threshold, any user that is below your specified percentage will have a  **Cause for Concern** icon beside his/her name in the **% Attendance** field.
* Export the attendance data: Click on Export All on the Attendance Data action panel. The data exports as a csv file that can be opened in Excel.
* View attendance data for withdrawn (unenrolled) users: Click the Classlist link then click the Enrollment Statistics button. In the withdrawals section, click the arrow next to a student’s name and choose View Attendance.