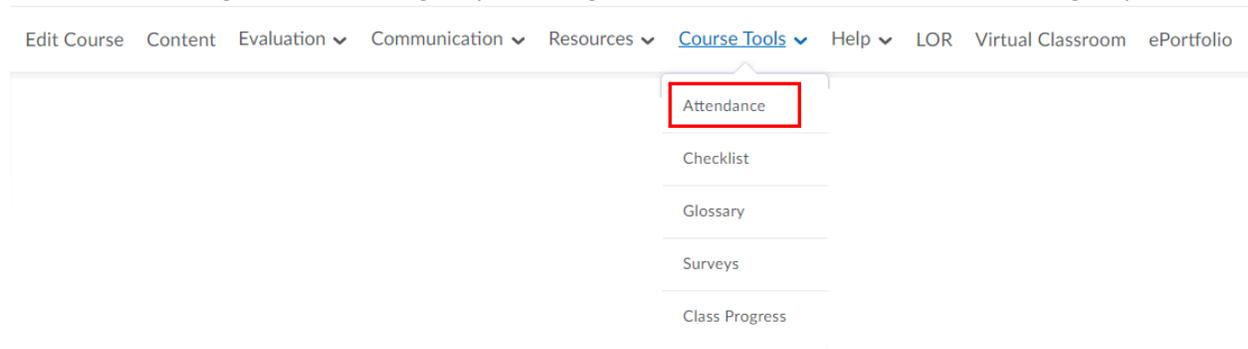


## Using the Attendance Tool

To keep track of attendance in D2L, you will need to create a Register. Attendance registers are entries that you create to track attendance for activities in your organization or course. For example, you can create attendance registers to track attendance for mandatory chat sessions, weekly seminars, or meetings. Use registers to define the sessions, attendance expectations, and applicable users and enter data as you complete each session.

Note that you may have multiple registers per course. For example, you may have a general Attendance register to track which students have attended each class session *and* you may have a Lab or Peer Review register to track which students have attended those specific class sessions. This is especially helpful if attendance at different class activities is graded differently.

All of the following instructions begin by selecting “Attendance” from the “Course Tools” group:

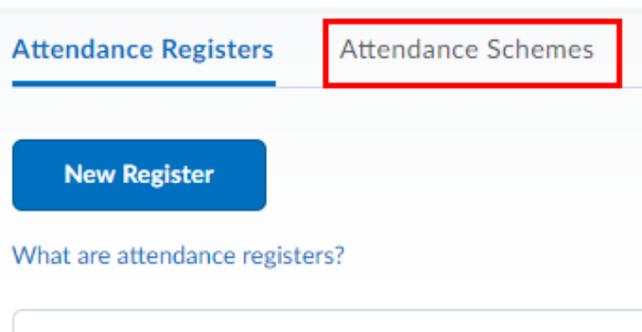


### Creating an Attendance Scheme

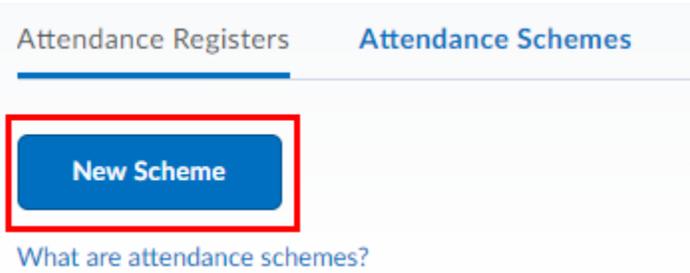
Before you begin creating your register, it is important to consider what your attendance options need to be. For example, are you only interested in keeping track of whether a student is present or absent? Or is it important to have a tardy option as well? Determining the attendance options you will need is part of the Attendance Scheme. If your desired attendance scheme contains only Present and Absent options, then you may use the organization’s default scheme. If, however, you would prefer different categories or would like more categories, you will have to create your own attendance scheme.

If you do not need a new scheme, skip to the “Creating an Attendance Register” section.

1. Click the “Attendance Schemes” tab:



2. Click the “New Scheme” button:



This will direct you to the “New Scheme” page.

3. Give your new scheme a name. Consider something descriptive but succinct (e.g. “Lab Attendance” or “Class Period Attendance”):

Name \*

4. In the “Attendance Statuses” section, you must fill out a Symbol, Status Full name, Assigned % (if you are using this scheme to assign a grade), and order:

- “Symbol” is the shorthand that will appear in the register for that particular Status Full Name. For example, the symbol “P” would indicated “Present,” “T” would indicated “Tardy,” and “A” would indicated “Absent.”
- In the “Assigned %” column, you can assign a percent value for each status, if you are using this scheme to generate a grade. Normally, “Present” would be 100%, and “Absent” would be 0%. In this example, you would need to determine what percentage you wish to assign “Tardy”:

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	<input type="text" value="P"/>	<input type="text" value="Present"/>	<input type="text" value="100"/>	1 <input type="button" value="v"/>	<input type="button" value="trash"/>
2	<input type="text" value="T"/>	<input type="text" value="Tardy"/>	<input type="text" value="75"/>	2 <input type="button" value="v"/>	<input type="button" value="trash"/>
3	<input type="text" value="A"/>	<input type="text" value="Absent"/>	<input type="text" value="0"/>	3 <input type="button" value="v"/>	<input type="button" value="trash"/>

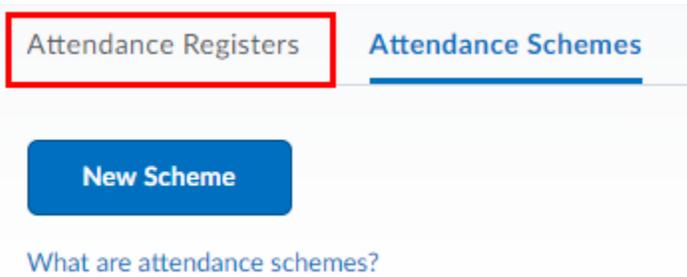
- If additional Status lines are necessary, input the desired number of additional lines in the textbox, and then click the “Add Statuses” link:

+ Add Statuses

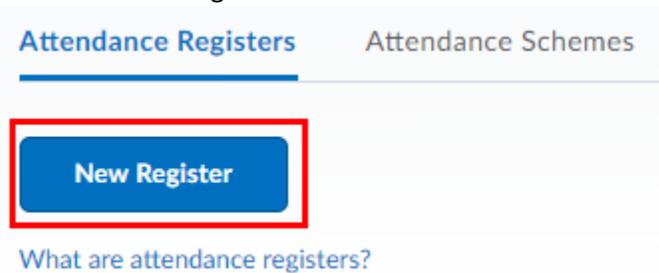
- Once your Status chart has been completed, click “Save” and then “Close.”

### Creating an Attendance Register

1. Click the “Attendance Registers” tab:



2. Click the “New Register” button:



This will direct you to the “New Register” page.

3. Assign a name to your register in the “Name” textbox:

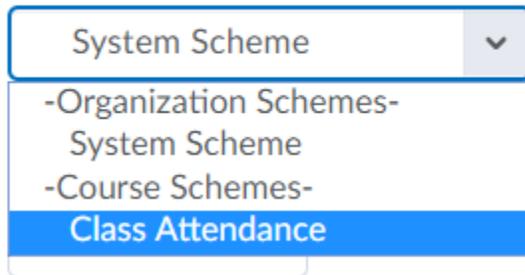
Name \*

4. Input a description of the register in the “Description” textbox. It is recommended that you paste your attendance policy into this “Description” textbox:

Description

- From the “Attendance Scheme” dropdown menu, select your desired scheme:

Attendance Scheme \*



A dropdown menu with a blue border. The selected item is "System Scheme". The menu is open, showing a list of options: "-Organization Schemes-", "System Scheme", "-Course Schemes-", and "Class Attendance". The "Class Attendance" option is highlighted with a blue background.

- Input a “Cause for Concern” percentage in the appropriate textbox. This Cause for Concern metric helps you track users that fail to meet your attendance requirements by placing the Cause for Concern icon beside their names on the Attendance Data page:

Cause for Concern (%)



An empty rectangular text input field with rounded corners and a light gray border.

- By default, the attendance register is visible to all students in the course. If you would like to remove access to this register, uncheck the “Allow users to view this attendance register” checkbox:

Visibility

Allow users to view this attendance register

- By default, all students in the course are included in the register. If you would like to include only a subset of students, make these changes in the “Users” section:

Users

- Include all users in the course  
 Include all users in the following groups/sections:

Add Groups/Sections

- Add session names in the “Sessions” chart. While you may title each session using a general name (e.g. “Week 1,” “Week 2,” etc.), it is best practice to use the date on which that session occurs. You may also wish to include information about the material covered during that class period in the “Session Description” textbox.

#	Session Name*	Session Description	Order	Delete
1	August 22, 2018	Chapter 1 Overview	1	
2	August 24, 2018	Chapter 2 Overview	2	
3	August 26, 2018	Chapter 3 Overview	3	

10. To add sessions, type the additional number of sessions in the “Add Sessions” box, and then click the “Add Sessions” link:

+ Add Sessions
20

11. Once all sessions have been named, click “Save” and then “Close.”

### Taking Attendance

1. From the “Attendance Registers” tab, locate the register you wish to use to take attendance, and click on the link:

Register Name	Cause for Concern (%)	# of Sessions
<span style="border: 2px solid red; padding: 2px;">Daily Attendance</span>	-	3

2. Click on the “Attendance Data” icon of the session for which you wish to record attendance:

	First Name, Last Name ▲	Sessions			Totals ▼		% Attendance
		August 22, 2018	August 24, 2018	August 26, 2018	P	A	
<input type="checkbox"/>	Blackburn, Diana	-	-	-	0	0	-
<input type="checkbox"/>	Valentinario, Troy	-	-	-	0	0	-

3. Using the dropdown menu, assign each student an attendance status:

	First Name, Last Name ▲	Attendance Status ⓘ
<input type="checkbox"/>	Blackburn, Diana	<div style="border: 2px solid red; padding: 2px;">           None             None            P            A         </div>
<input type="checkbox"/>	Valentinario, Troy	

You may also set the status for all students at once by clicking the “Set Status for All Users”

button at the top of the page:

**Set Status for All Users**

### Notes

Unfortunately, D2L does not offer a way to directly transfer attendance into the gradebook.