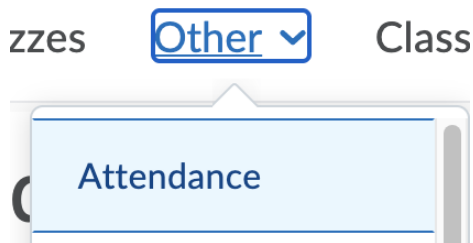


# How to Use the Attendance Tool in D2L

**\*IMPORTANT:** These instructions are for using the Attendance tool in D2L to mark all students as either Present or Absent for a given class session.

## Accessing the Attendance Tool

1. Log into your D2L course, click the **Other** tab, and click **Attendance**.



2. By default, you will be directed to the Attendance Registers menu. An Attendance Register is what you must create in D2L to take attendance for your students. Once the Attendance Register is created, you'll be able to see a table with each student's name and their attendance (Present or Absent) for each session. First, we'll need to create the Attendance Register and apply the proper settings. Start by clicking **New Register**.

**Attendance Registers**    Attendance Schemes

**New Register**

## Creating an Attendance Register

1. First, name the Attendance Register. Since an Attendance Register covers multiple class sessions, you could theoretically have one Attendance Register for the entire semester. However, this would make it a bit difficult to take attendance, as that would mean that the created table would be very large and difficult to navigate. Therefore, we recommend that you have an Attendance Register for each month. After naming it, add a description if you would like.

## New Register

### Properties

Name \*

Attendance for September

Description

Attendance register for September 2020.

2. Next, you'll need to adjust the settings for the Attendance Register.

### Attendance Scheme \*

System Scheme ▼

### Cause for Concern (%)

75

### Visibility

Allow users to view this attendance register

- The **Attendance Scheme** option can be changed if you are trying to have more options than just Present and Absent for your students. For the purposes of this tutorial, we'll set it to System Scheme, which is the default Present/Absent setting. Click on the dropdown box that says **-Organization Schemes-**, then choose **System Scheme**.
- The **Cause for Concern** box is optional, but it allows you to input a percentage. Let's say that your students must attend 75% of class sessions – if a given student has attended less than 75% of the sessions that you've added to this Attendance Register, they will see it flagged in their attendance record as a Cause for Concern.
- The **Visibility** option, when checked, allows students to view their attendance record for a given Attendance Register. If your Attendance Register covers the entire semester, then a student will be able to see their attendance record for the entire semester. If it only covers a certain month, like the one in this tutorial, the student will only be able to see their attendance record for that month. This box must be checked if you want a student to be able to see if their attendance record is flagged as a Cause for Concern. Keep in mind that students can only see their own attendance records and not those of other students.

3. Next, decide which students you would like this Attendance Register to apply to. Since this tutorial assumes you are taking attendance for the entire class, leave the **Include all users in the course** option selected.

## Users

### Users

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

Add Groups/Sections

- Next, input the sessions for which you would like to take attendance. In this tutorial, we are making an Attendance Register for September in a class with sessions every Monday and Wednesday. The Session Name will be the date of a given session for which you would like to take attendance. You can add a Session Description if you would like.

## Sessions

[What are sessions?](#)

#	Session Name*	Session Description	Order	Delete
1	Monday, September 14th		1 ▾	
2	Wednesday, September 16th		2 ▾	
3	Monday, September 21st		3 ▾	

- In our case, we have more than just three sessions for which we would like to take attendance. Therefore, we must add more sessions to the list. To do this, you must first click the blue **Save** button.



- Next, enter the number of sessions you'd like to add in the box next to the **Add Sessions** button. Then, click **Add Sessions**, and name your new sessions.

4	<input type="text"/>	<input type="text"/>	4 ▾	
---	----------------------	----------------------	-----	--

+ Add Sessions

- Once you have added all of the sessions for this Attendance Register, click the blue **Save** button again, then click **Close**.

## Taking Attendance in the Attendance Register

- After clicking **Close**, you should be redirected to the table view of the attendance register. The first column will be the names of the students in your class, and the remaining columns will correspond to each session that you created. To take attendance for a given session, click the **pencil/table icon** to the right of the session name. Let's take attendance for Monday, September 14<sup>th</sup>.

<input type="checkbox"/>	First Name, Last Name ▲	Monday, September 14th
<input type="checkbox"/>	Bartlett, Stephen	-
<input type="checkbox"/>	Powell, Tamara	-

2. You will be redirected to the Set Attendance Data page. You can take attendance for students either in bulk or one-at-a-time. To take attendance one-at-a-time, click on the dropdown menu that says **None** under the **Attendance Status** column next to the name of the student. You can choose P for Present or A for Absent.

<input type="checkbox"/>	First Name, Last Name ▲	Attendance Status ⓘ
<input type="checkbox"/>	Bartlett, Stephen	None
<input type="checkbox"/>	Powell, Tamara	None

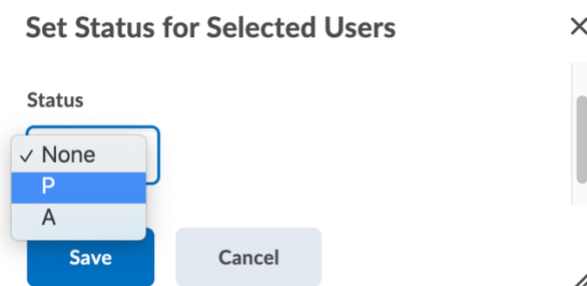
- a. Once you've selected either P or A for all of your students, click the blue **Save** button, then click **Close**.



- b. Once you click **Close**, you will be redirected back to the table view of the Attendance Register. Let's try taking attendance in bulk. Click on the **pencil/table icon** to the right of another session name.
- c. To take attendance in bulk, you must select each student that you would like to give a certain attendance status. To mark multiple students as Present, check the boxes next to the students' names. Then, click **Set Status**.




<input type="checkbox"/>	First Name, Last Name ▲
<input checked="" type="checkbox"/>	Bartlett, Stephen
<input checked="" type="checkbox"/>	Powell, Tamara


- d. Once you've clicked Set Status, a menu will appear. Click on the dropdown menu that says **None**. Select P for Present.



- e. Click the blue **Save** button. You should now see your list of students with their Present statuses. To mark the remaining students as Absent, follow the same process, except choose the A option instead of the P. Then, scroll down to the bottom of the Set Attendance Data page. Again, click the blue **Save** button, then click **Close**.

3. Once you click **Close**, you will be redirected back to the table view of the Attendance Register. If you use the scrollbar to scroll to the far-right end of the table, you can see the total number of times that each student was marked as Present or Absent, denoted by P or A.

Sessions			▼ Totals		% Attendance
	Monday, September 21st 	Wednesday, September 23rd 	P	A	
	-	-	1	0	100
	-	-	0	1	0 

- a. If you entered a Cause for Concern percentage in the Attendance Register settings, any percentages in the **% Attendance** column that are under the percentage you provided will be red and will have a caution symbol  next to it. The students will also see this next to their own attendance record.
4. When you are finished taking attendance for a given Attendance Register, click the blue **Done** button at the bottom of the screen. You will then be redirected to the Attendance Registers list.



Created by Sam Lee, August 2020