

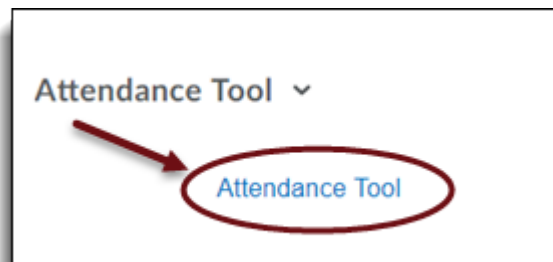
## Attendance Tool

*In order to use the attendance widget, you must add the widget to your homepage. For instructions on how to do this, please view the customizing homepages documentation.*

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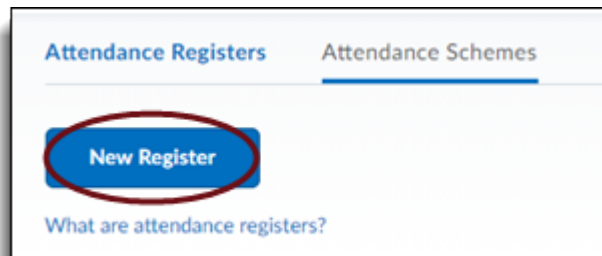
### Accessing the Attendance Tool

1. Log into D2L and select the course you wish to use the attendance tool in.
2. On your homepage, find the attendance widget.
3. Click on Attendance Tool.



### Creating an Attendance Register

1. Select New Register.



2. Name the Register.
3. Select the Attendance Scheme. The default is System Scheme and should be sufficient for basic attendance needs.
4. Input the Cause for Concern (optional). The Attendance Tool is not connected to the grades area. However, the instructor can place the cause for concern percentage as a reference. The percentage you place in the cause for concern box will be an indicator for you as the instructor when the student's attendance is at or lower than that percentage. An icon will appear next to students whose attendance percentage is of concern.

5. Choose whether or not you want the students to see the attendance register. By default, students can see the register.
6. Determine if this register is for each individual student or for groups of students.
7. Enter the names of the sessions. The names can be the dates the class meets, various speakers, etc. If you need more sessions than the default three sessions provided, place the number of extra sessions you need in the box next to Add Sessions and click the green plus sign.
8. Click on Save.

Attendance Scheme \*

System Scheme

Cause for Concern (%)

Visibility

Allow users to view this attendance register

Users

Users

Include all users in the course

Include all users in the following groups/sections:

Add Groups/Sections

Sessions

What are sessions?

**Enter dates and the names you would like the attendance to be on**

#	Session Name	Session Description	Order	Delete
1			1	
2			2	

## Editing an Attendance Register

1. Click on the dropdown arrow beside the Attendance Register you would like to edit
2. Select Edit Register
3. Make any changes necessary and remember to select Save.

Register Name	Cause for Co
Attendance	-
LTC 101	80

View Attendance Data

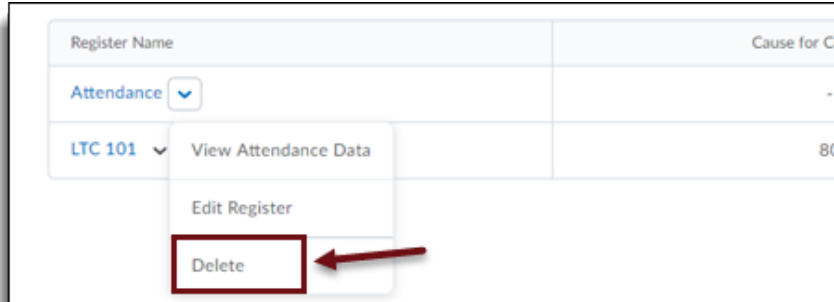
**Edit Register**

Delete

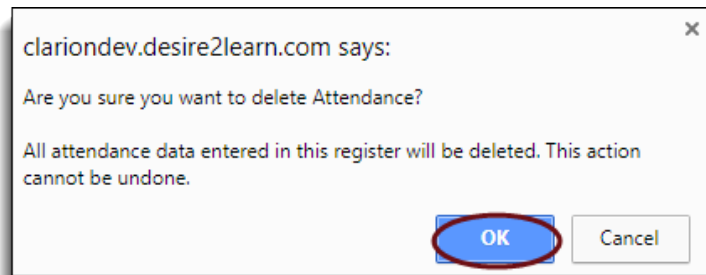
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## Deleting an Attendance Register

1. Click on the dropdown arrow beside the register you would like to delete
2. Click Delete from the dropdown menu

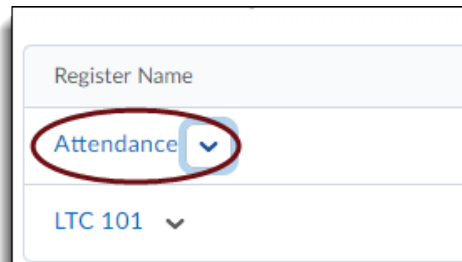


3. A confirmation box will appear.
4. Select OK

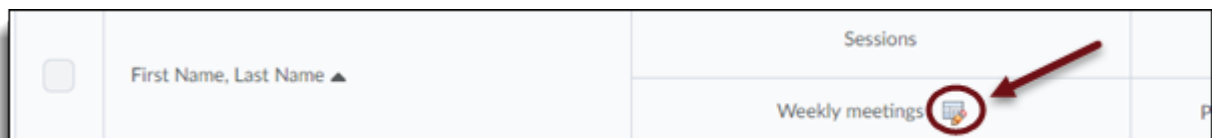


## Entering Attendance Information

1. Click on the name of the attendance register you want to add information into.



2. Click on the icon to the right of the session.

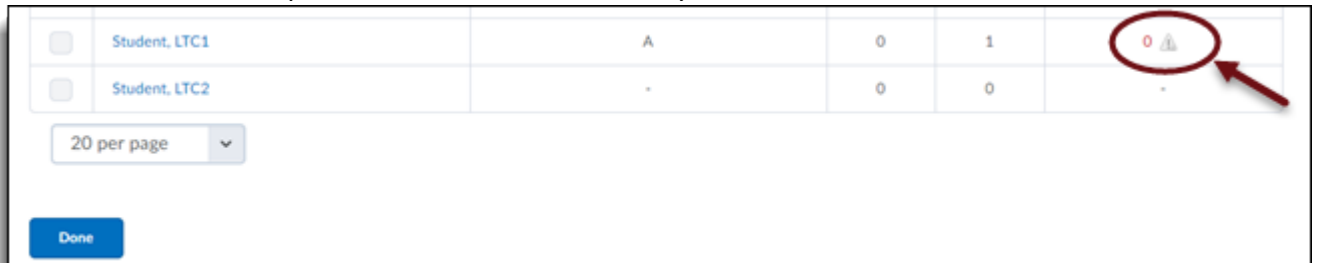


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- 3. Go through the list of students and use the drop menu to indicate whether they were present (P) or absent (A).



- 4. Click Save and then click Close to go back
- 5. If you have any students below the Cause for Concern percentage that you have set, their % Attendance will show up in red with an exclamation symbol beside it.



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