Albany State University
INFORMATION TECHNOLOGY SERVICES

Version 10.2

Desire2Learn

New and Updated Features

Creating Attendance Registers

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Microsoft Word is a trademark of the Microsoft Corporation.

D2L – Creating Attendance Registers

Hosted by ASU Information Technology Services

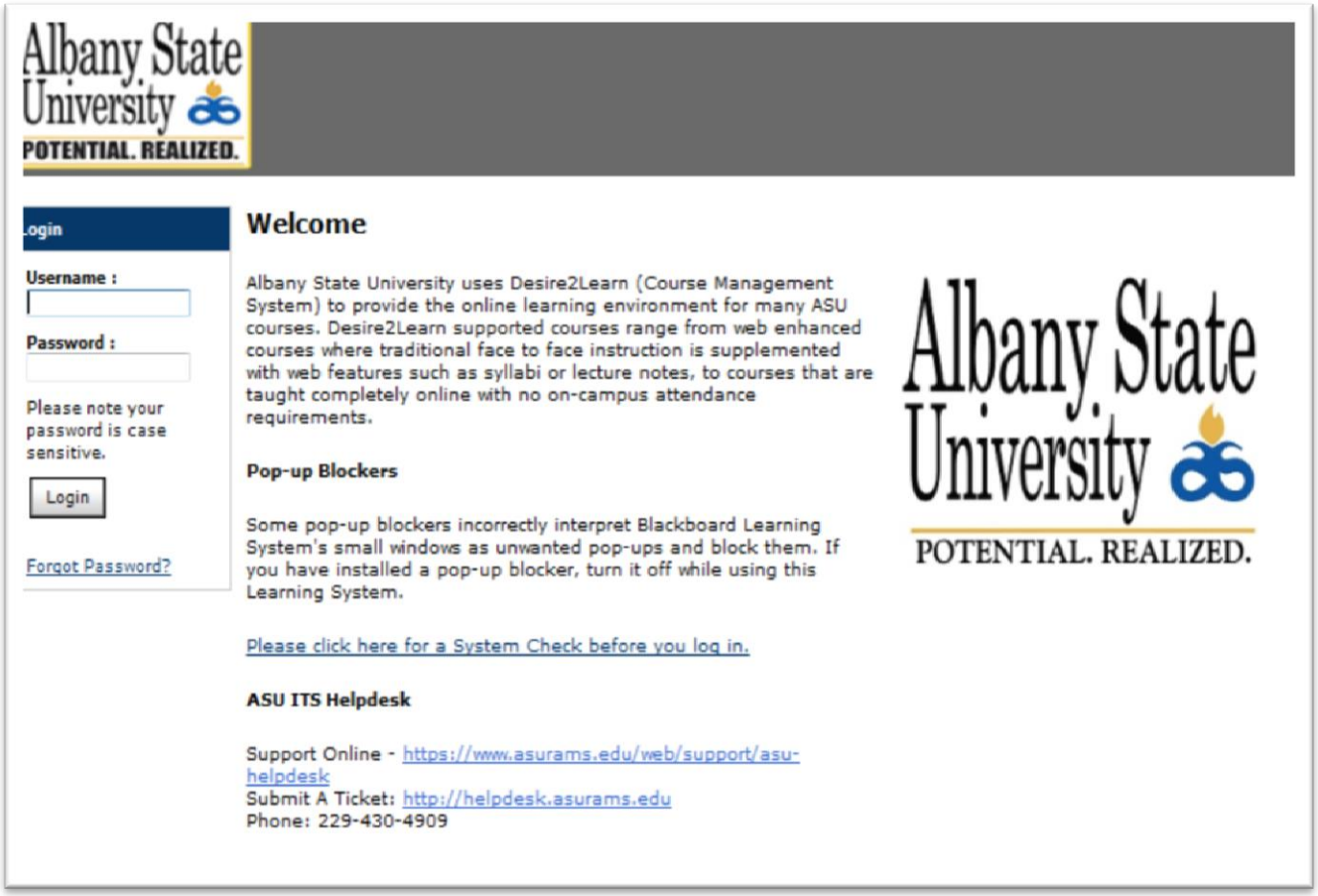
Please be remember:

Google Chrome is the recommended browser for accessing D2L on ASU site.

Website: https://asurams.view.usg.edu/

Login: NETWORK ID

Password: DEFAULT PASSWORD



D2L – Creating Attendance Registers

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OVERVIEW

Attendance registers are tool that allow you to record students' presence at or participation in course-related sessions/days. They allow you to add information such as class lists and events in order to quickly and easily record student attendance.

Follow the steps below to create a class attendance register within your course.

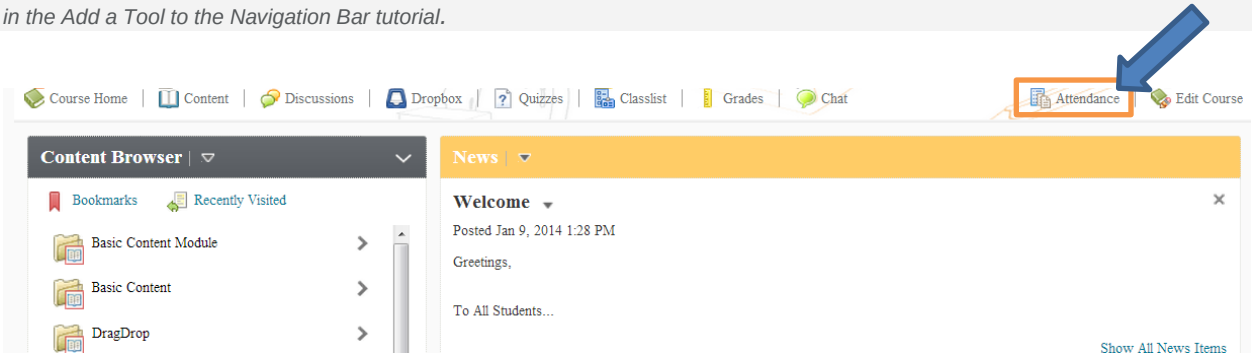
***Note:** This documentation covers, in order, how to create attendance registers and create sessions in a register . Be sure to pay attention to the step titles to see to which topic the documentation corresponds.

***This tutorial is operating system independent.**

STEP 1: CREATE ATTENDANCE REGISTERS

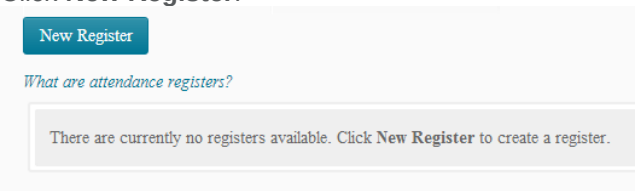
Click **Attendance** on the Navigation bar.

***Note:** Desire2Learn courses do not have the Attendance tool active by default. To add the Attendance tool to your course please follow the steps in the Add a Tool to the Navigation Bar tutorial.*



STEP 2:

Click **New Register**.



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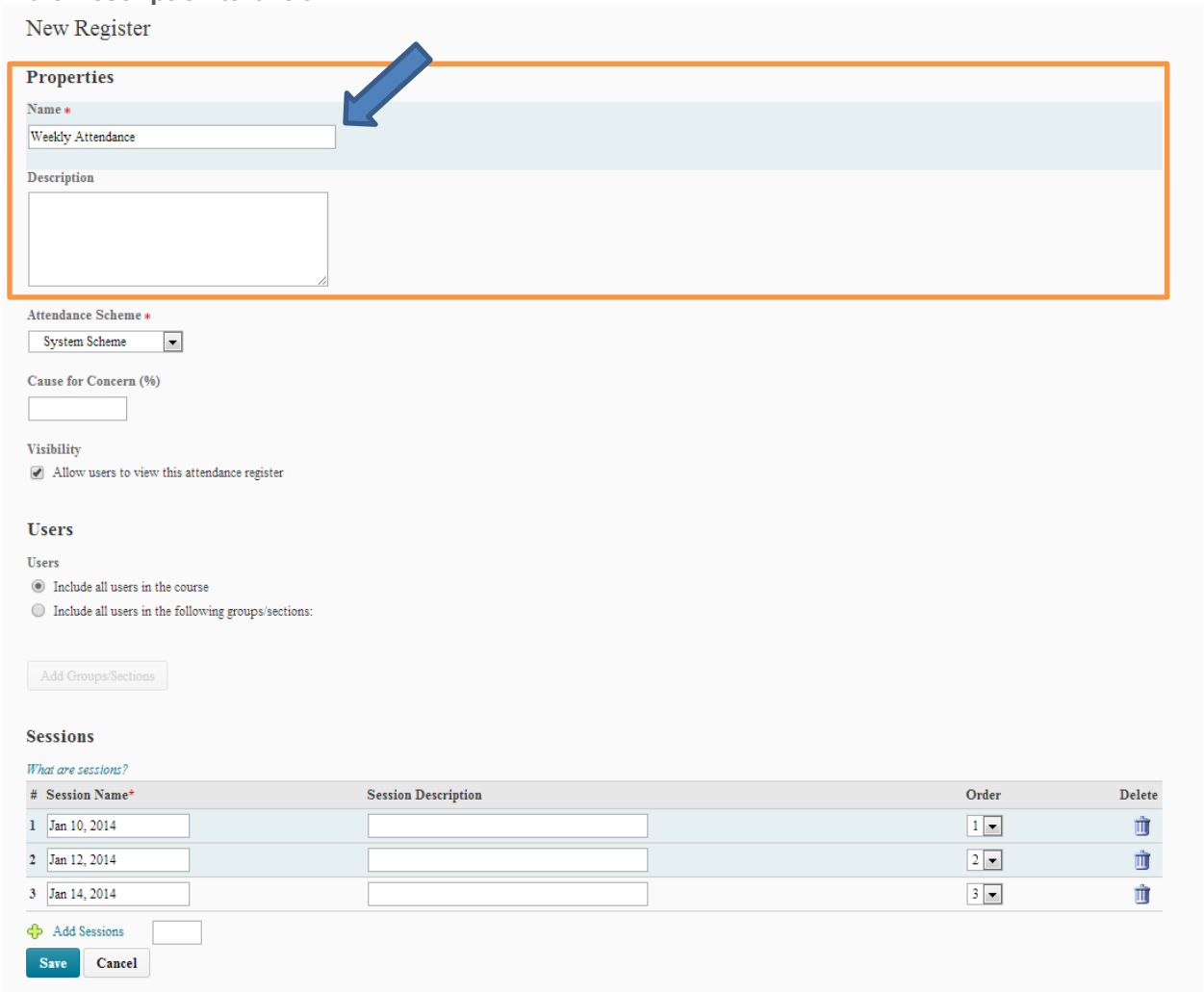
STEP 3

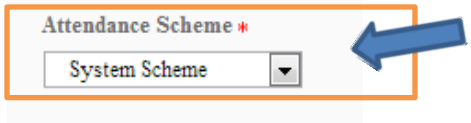
In the **Name** text field enter the name for this register. If you chose to you may also enter a description of the register in the **Description** text field.



STEP 4

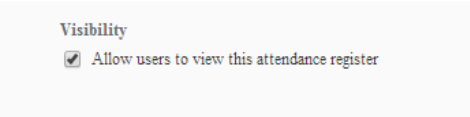
In the **Attendance Scheme** drop-down menu select the Organization Scheme you want to use.

Note: Unless you have created a custom Attendance Scheme, this will default to System Scheme.



STEP 6

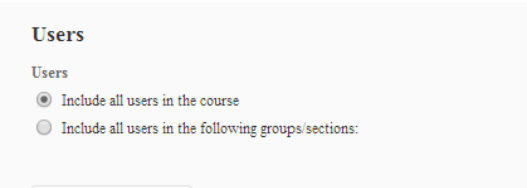
Make sure the **Visibility** box is checked if you want users to view the attendance register. You can unclick this box if you do not want users to see the registrar.



STEP 7

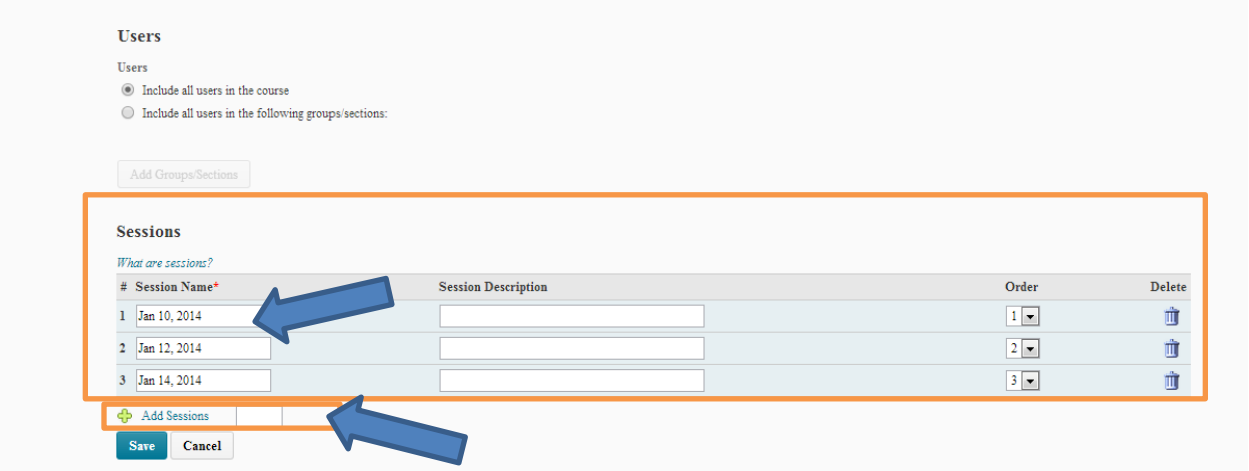
In the Users sub-section, click the **Include all users in this course** radio button to include all users.

***Note:** If you want to select specific users, skip to the next step.

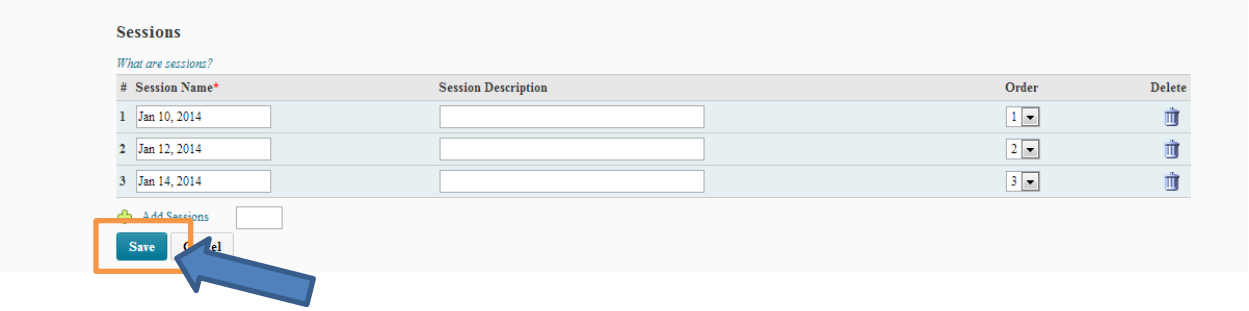


STEP 8
CREATE SESSIONS IN A REGISTER

To create a session, type the name of an attendance event (i.e. Jan 10, 2014) into the **Session Name** text field. Include a description of the event in the **Session Description** text field. Repeat for desired amount of sessions by adding the number of session wanting to add in the box next to *Add Session*



STEP 9

Click **Save**.

You should see a **Created Successfully image in the bottom right hand corner of your screen.*