Version 10.2

New and Updated Features

Taking Attendance

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D2L – Taking Attendance

Hosted by ASU Information Technology Services

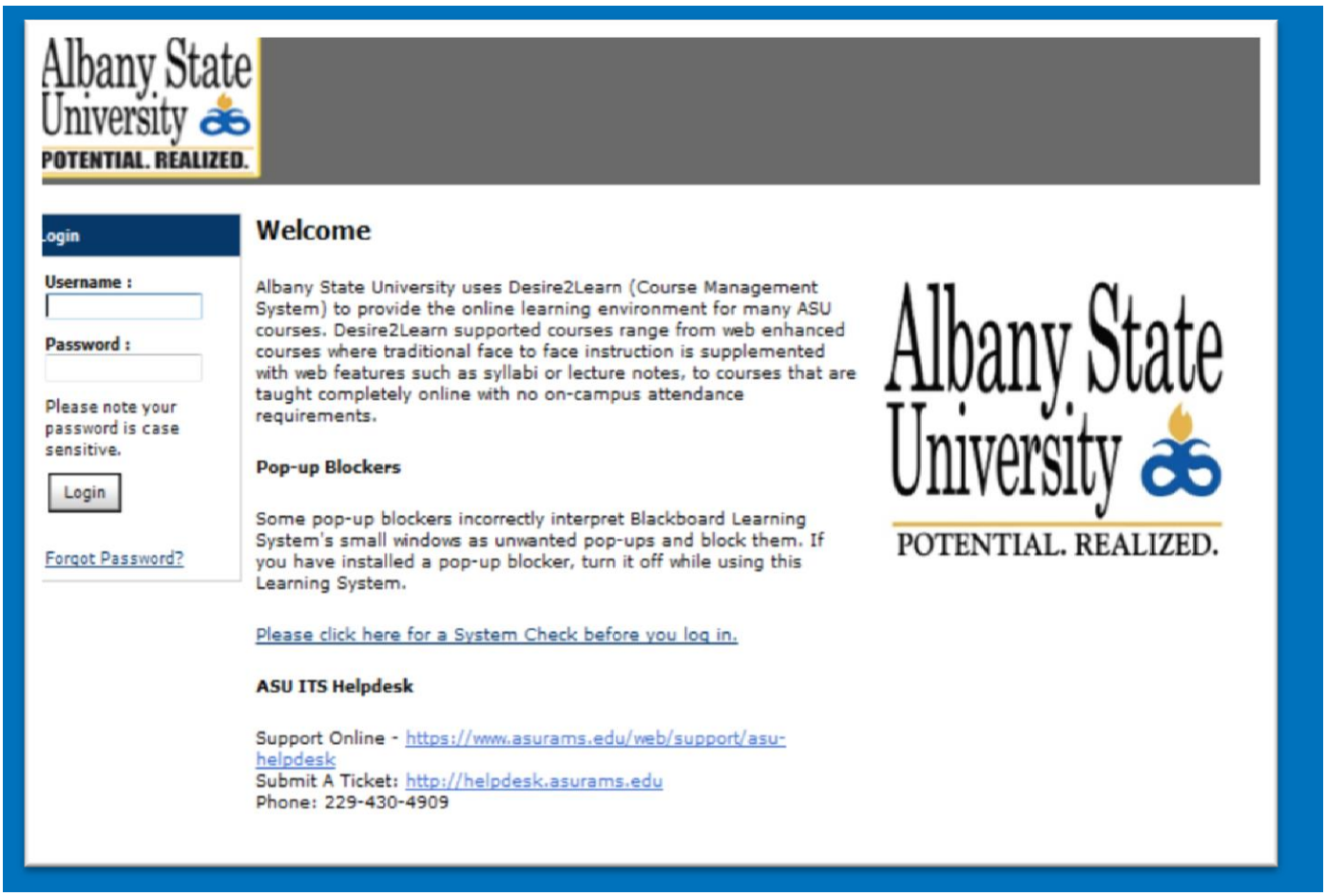
Please be remember:

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 – Taking Attendance

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OVERVIEW

Follow the steps below to take attendance using the attendance tool in D2L.

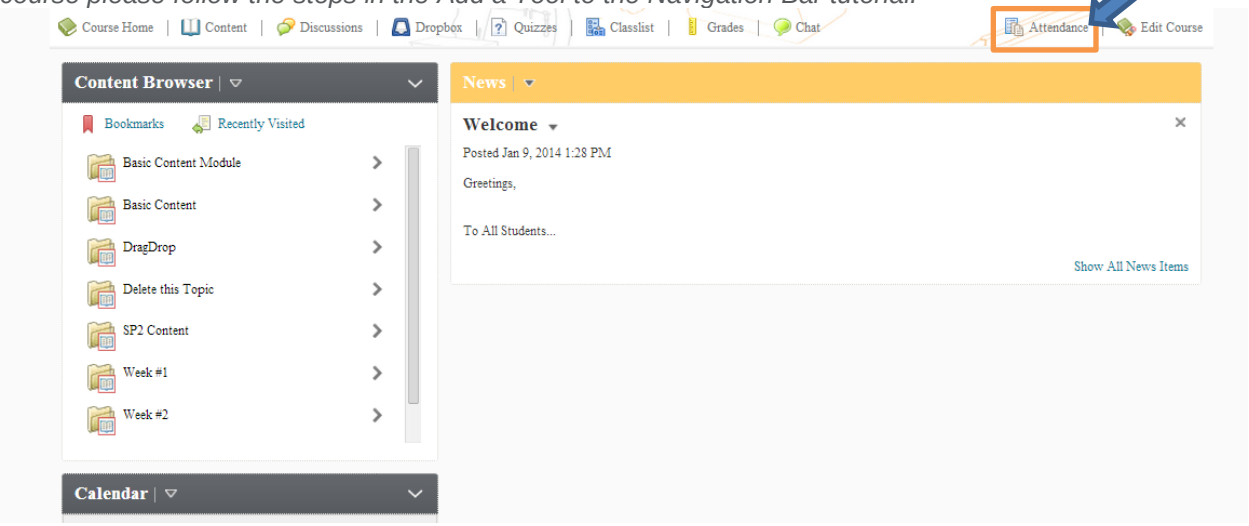
***Note:** You can take attendance either one student at a time or all at the same time . Be sure to pay attention to the step titles to see to which topic the documentation corresponds.*

This tutorial is operating system independent.

STEP 1

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

Select the **Register** for which you want to take attendance.

***Note:** To create an attendance register follow the steps in the Creating Attendance Registers tutorial.*

D2L – Taking Attendance

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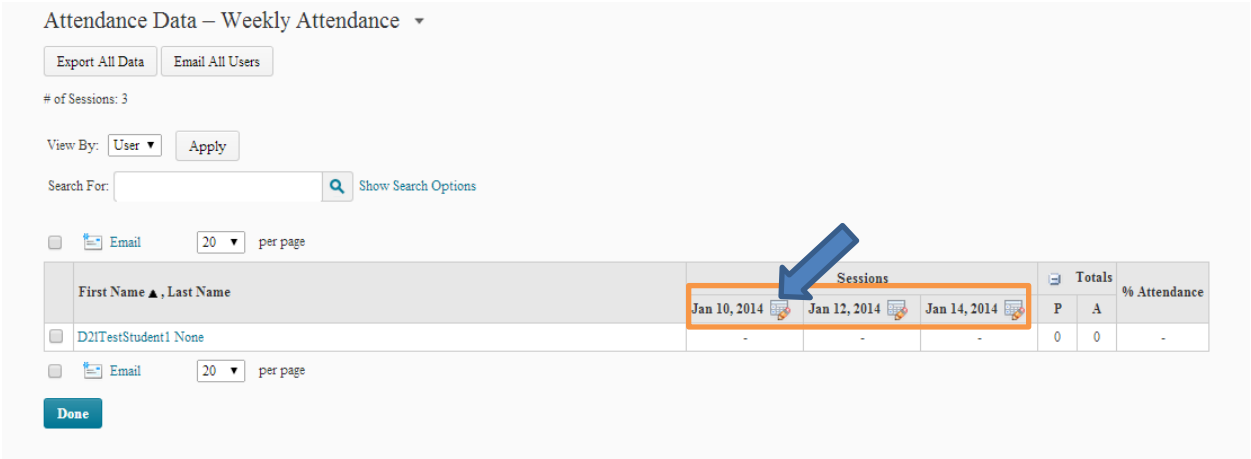
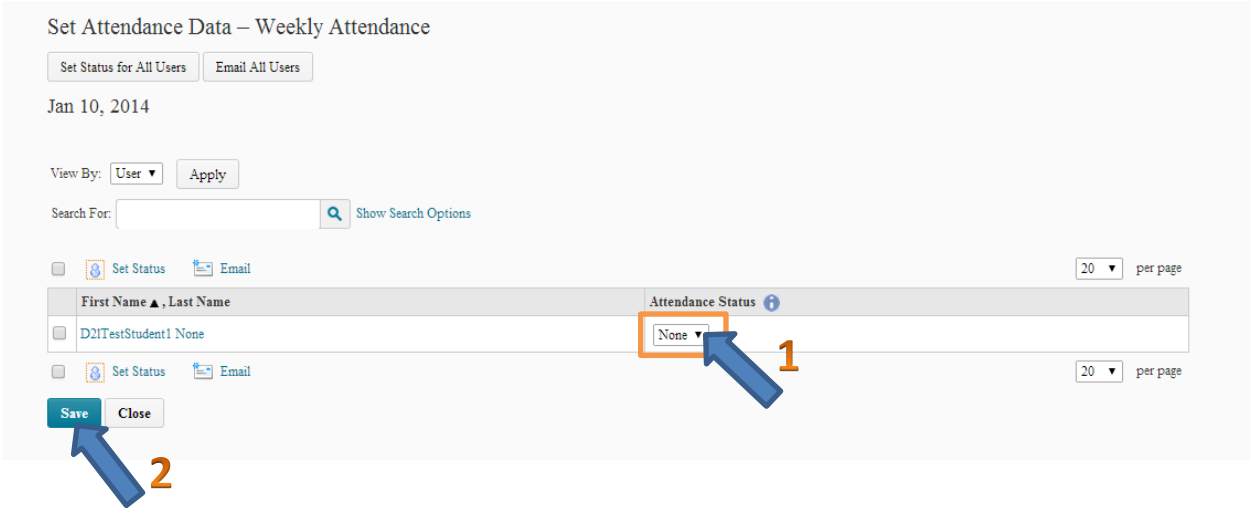
STEP 3

Select the session for which you would like to take attendance by clicking on the icon next to it.



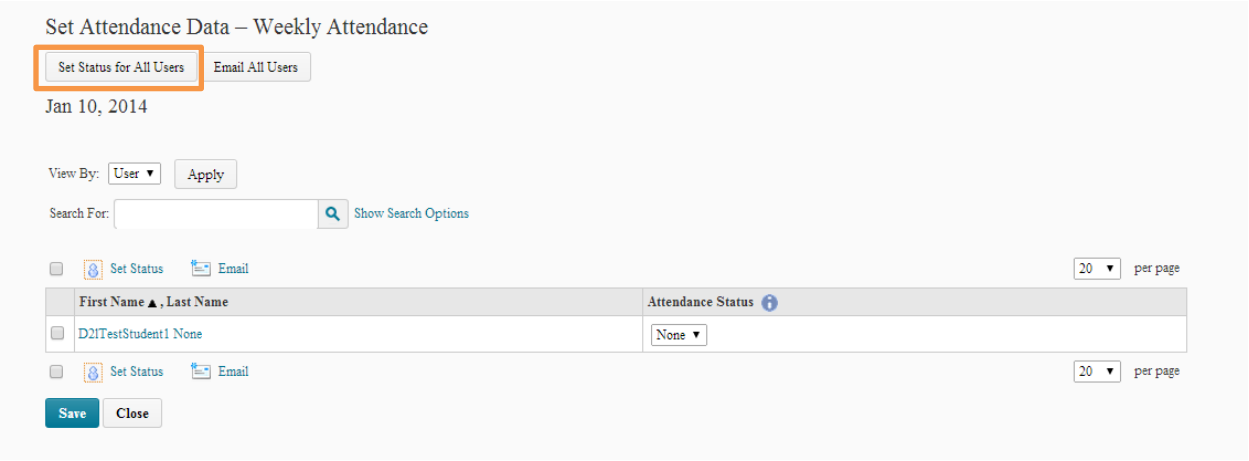
STEP 4
TAKING ATTENDANCE ONE STUDENT AT A TIME

Chose the student you would like to mark attendance for by checking the box next to their name. From the **Attendance Status** drop-down menu chose either **P** (Present) or **A**(Absent). Click **Save** when finished.



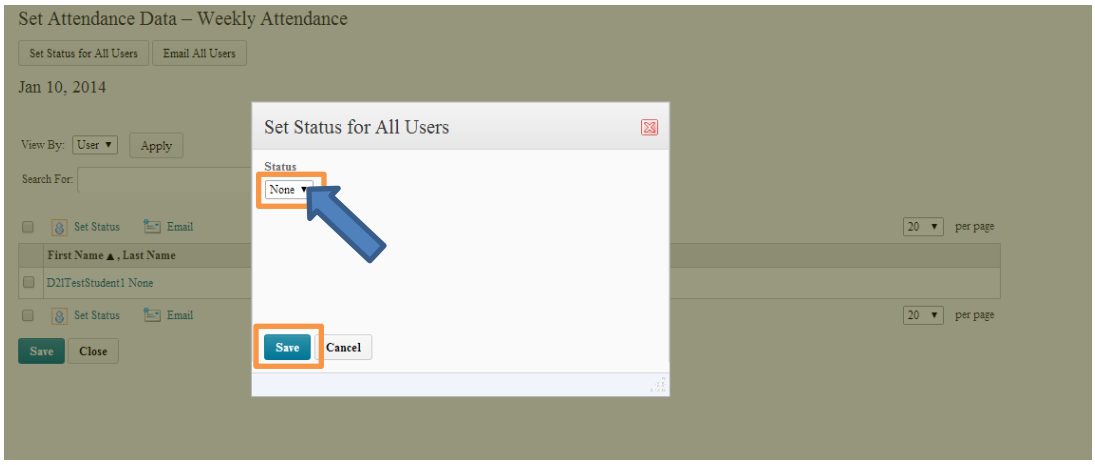
STEP 5
TAKING ATTENDANCE FOR ALL STUDENTS

Click **Set Status for All**.

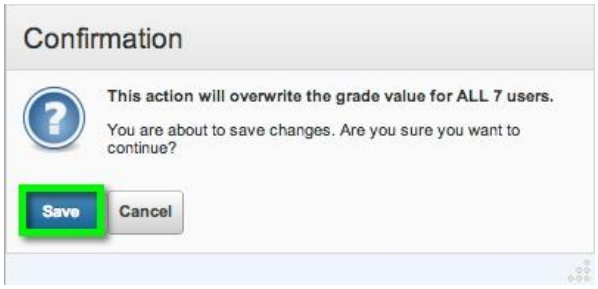


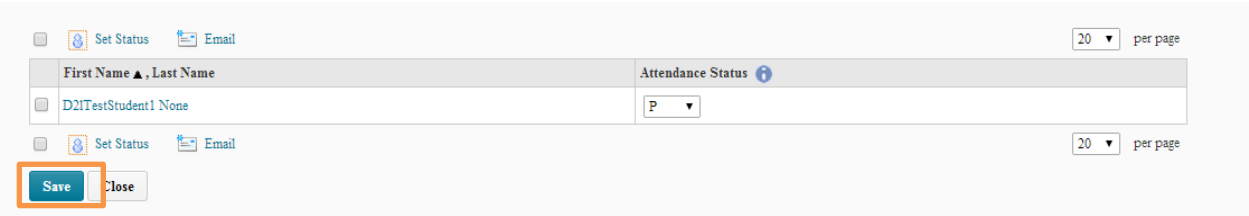
STEP 6

From the **Status** drop-down menu select either **P** (Present) or **A** (Absent). Click **Save**



Click **Save.**



STEP 7

The attendance will now be populated on the main register screen. Click **Save.**