



Desire2Learn:

Attendance

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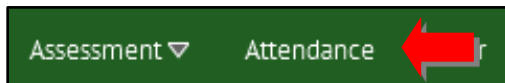
Attendance

Desire2Learn (D2L) can be used to record attendance using the Attendance tool.

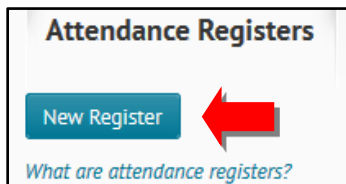
Using the Attendance Tool

Setting up a Register

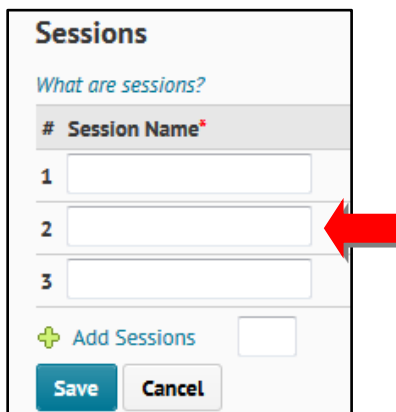
1. Go to your course in D2L and select **Attendance** from the navigation bar.



2. Select **New Register**.



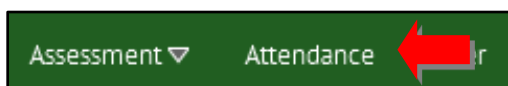
3. Enter a **Name** for the register.
4. *Optionally*, enter a **Cause for Concern (%)** number.
5. Under **Sessions**, enter the class dates.

A screenshot of the 'Sessions' form. It has a title 'Sessions' and a link 'What are sessions?'. Below is a table with a header '# Session Name*' and three rows with input fields. A red arrow points to the second row's input field. At the bottom, there is a '+ Add Sessions' button, a 'Save' button, and a 'Cancel' button.

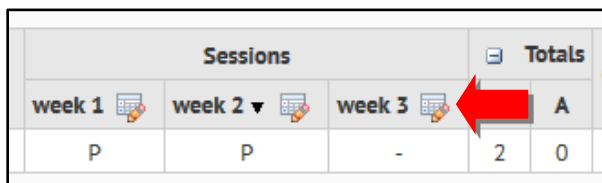
6. To add more sessions, enter the number in the box and select **Add Sessions**.
7. Select **Save**.

Recording Attendance

1. Go to your course in D2L and select **Attendance** from the navigation bar.

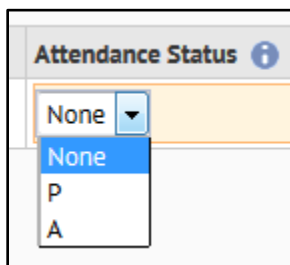


2. Select the register from the list.
3. Select the icon next to the session name in the Sessions column.



Sessions			Totals	
week 1	week 2	week 3	A	
P	P	-	2	0

4. Under **Attendance Status**, select **P** for present or **A** for absent for each student in the list.



5. Select **Save** then **Close**.