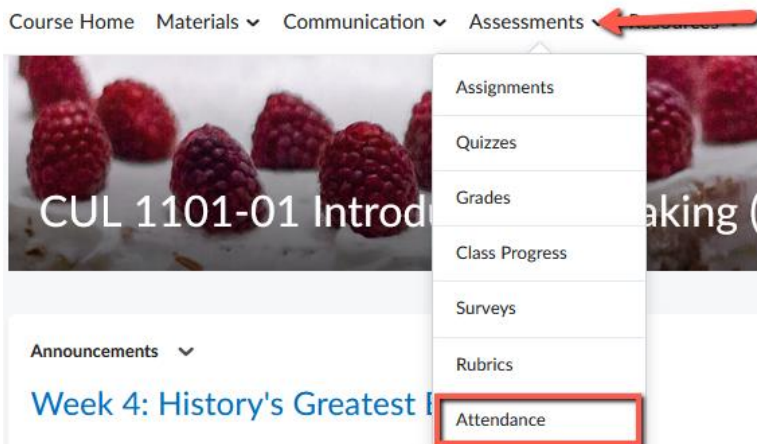




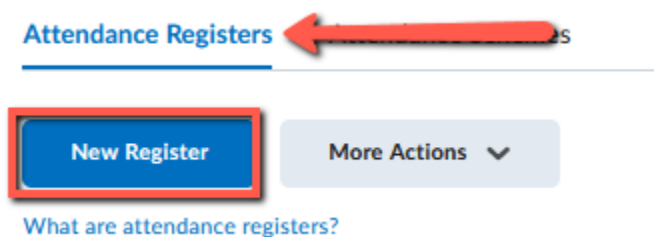
Create an Attendance Register in D2L Brightspace

This document illustrates how to create an attendance register in D2L Brightspace.

1. From your course homepage navigation bar, click **Assessments** > **Attendance**:



2. Under **Attendance Registers** > Select **New Register**:



3. Enter a **Name** for the register:

Name *



4. Select an **Attendance Scheme**:

Attendance Scheme

Present / Absent ▼

5. Enter your minimum attendance requirement in the **Cause for Concern**:

Cause for Concern (%)

10

6. Select if you would like your class to see the attendance register

Visibility

Allow users to view this attendance register

7. Select if you would like to include every student in the course on the attendance register, or groups/sections:

Users

Users

Include all users in the course

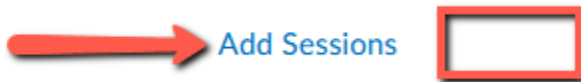
Include all users in the following groups/sections:



8. In the **Session Name** field, enter the dates of your class sessions:

#	Session Name*
1	<input type="text" value="8/30"/>
2	<input type="text" value="9/1"/>
3	<input type="text" value="9/2"/>

9. If you want to add sessions: Enter the number of sessions > then click the **Add Sessions** link:



10. Click the **Save** button:

