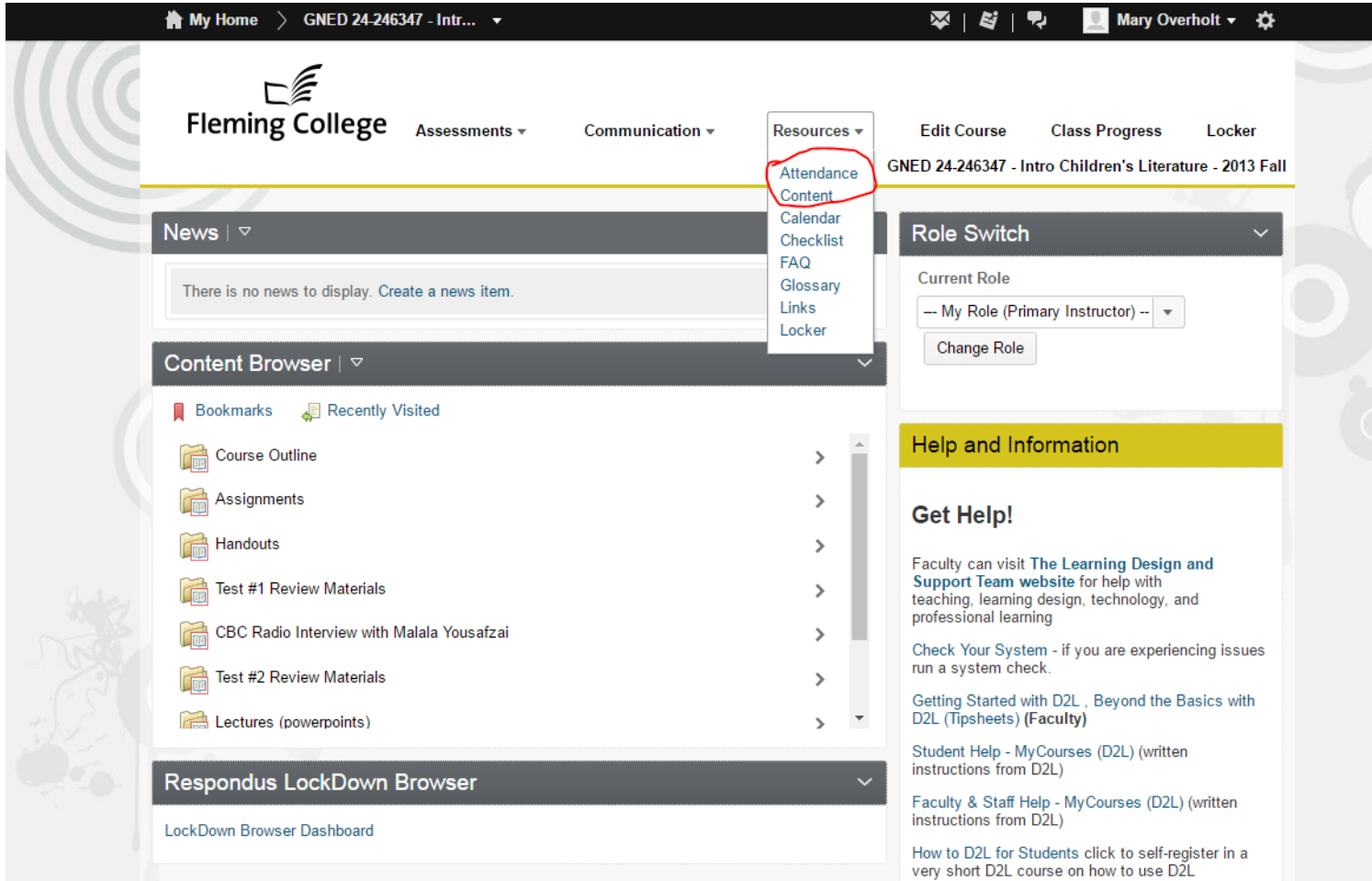


Creating an Attendance Scheme in D2L

To create a new Attendance Scheme (for example, to align with the Class Absence Procedure terminology, etc.), go into the course, and in the Resources menu, click Attendance.



The screenshot displays the D2L course interface for "GNED 24-246347 - Intro Children's Literature - 2013 Fall". The user is logged in as "Mary Overholt". The "Resources" menu is open, and the "Attendance" option is highlighted with a red circle. The interface includes a navigation bar with "My Home", "Assessments", "Communication", and "Resources". The main content area is divided into several sections: "News" (no news to display), "Content Browser" (with a list of items like "Course Outline", "Assignments", "Handouts", "Test #1 Review Materials", "CBC Radio Interview with Malala Yousafzai", "Test #2 Review Materials", and "Lectures (powerpoints)"), "Respondus LockDown Browser" (with a "LockDown Browser Dashboard" link), "Role Switch" (showing the current role as "My Role (Primary Instructor)" and a "Change Role" button), and "Help and Information" (with a "Get Help!" section containing links to support resources).

Click "Attendance Schemes".

The screenshot shows the top navigation bar of the Fleming College system. The course title is "GNED 24-246347 - Intro Children's Literature - 2013 Fall". The main menu includes "Attendance Registers" and "Attendance Schemes", with the latter circled in red. Below the menu is a "New Register" button and a table with the following data:

Register Name	Cause for Concern (%)	# of Sessions
Attendance	-	23

Then click "New Scheme."

The screenshot shows the "Attendance Schemes" page. The "New Scheme" button is highlighted with a red arrow. Below the button is a table with the following data:

Scheme Name	Default Scheme
Organization Schemes	
System Scheme (Organization Default)	Current Default
System Scheme	Set
Advising Scheme	Set

Add whatever Symbols and Status Names you want to use (in this example, they are the terms taken from the Class Absence Procedure).

Fleming College Assessments Communication Resources Edit Course Class Progress Locker
GNED 24-246347 - Intro Children's Literature - 2013 Fall

Edit Scheme - Class Absences

General

Name *
Class Absences

Attendance Statuses

If 'Assigned %' is left blank, then the attendance status does not count toward the percent attendance calculation.

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	P	Present		1	
2	PA	Planned Absence		2	
3	SA	Sanctioned Absence		3	

+ Add Statuses 1

Save Close

To add additional Statuses, type the number of additional rows you want added, then click "Add Statuses."

Fleming College Assessments Communication Resources Edit Course Class Progress Locker
GNED 24-246347 - Intro Children's Literature - 2013 Fall

Edit Scheme - Class Absences

General

Name *
Class Absences

Attendance Statuses

If 'Assigned %' is left blank, then the attendance status does not count toward the percent attendance calculation.

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	P	Present		1	
2	PA	Planned Absence		2	
3	SA	Sanctioned Absence		3	

+ Add Statuses 1

Save Close

In this example, I've also added a "Late" status.

Fleming College Assessments ▾ Communication ▾ Resources ▾ Edit Course Class Progress Locker

GNED 24-246347 - Intro Children's Literature - 2013 Fall

Edit Scheme - Class Absences

General

Name*

Attendance Statuses

If 'Assigned %' is left blank, then the attendance status does not count toward the percent attendance calculation.

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	<input type="text" value="P"/>	<input type="text" value="Present"/>	<input type="text"/>	1 ▾	
2	<input type="text" value="PA"/>	<input type="text" value="Planned Absence"/>	<input type="text"/>	2 ▾	
3	<input type="text" value="SA"/>	<input type="text" value="Sanctioned Absence"/>	<input type="text"/>	3 ▾	
4	<input type="text" value="UA"/>	<input type="text" value="Unplanned Absence"/>	<input type="text"/>	4 ▾	
5	<input type="text" value="L"/>	<input type="text" value="Late"/>	<input type="text"/>	5 ▾	

[+ Add Statuses](#)

You can also re-order the statuses in the drop-down menu, by assigning them different "Order" numbers (on the right).

When you are finished, click "Save."

In the Attendance tool, go back to the “Attendance Registers” tab, and click “New Register.”

Fleming College Assessments Communication Resources Edit Course Class Progress Locker
GNED 24-246347 - Intro Children's Literature - 2013 Fall

Attendance Registers Attendance Schemes

New Register

What are attendance registers?

Register Name	Cause for Concern (%)	# of Sessions
Attendance	-	23

Name the register, then select the attendance scheme you just created, or another existing scheme.

Fleming College Assessments Communication Resources Edit Course Class Progress Locker
GNED 24-246347 - Intro Children's Literature - 2013 Fall

New Register

Properties

Name *

Description

Attendance Scheme *

System Scheme

Cause for Concern (%)

Visibility

Allow users to view this attendance register

Users

Include all users in the course

Include all users in the following groups/sections:

You can un-check the “Allow users to view this attendance register” option if you do not want your students to see *their own* attendance record. Note that checking this option will not allow them to see their classmates’ attendance records.