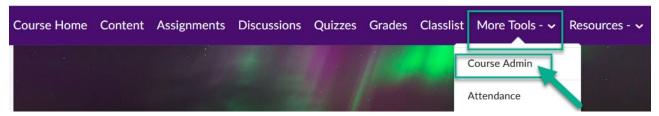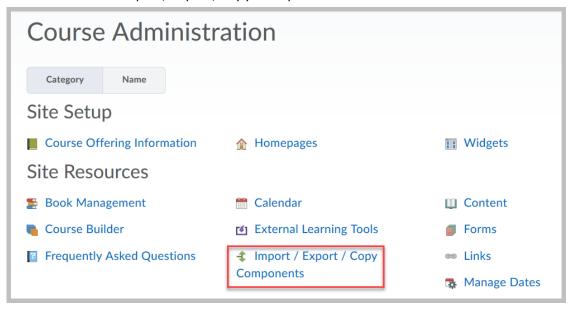# Attendance Register Copying Process

- Log into D2L and open one of your classes.
- Attendance is underneath the **More Tools** drop-down menu.
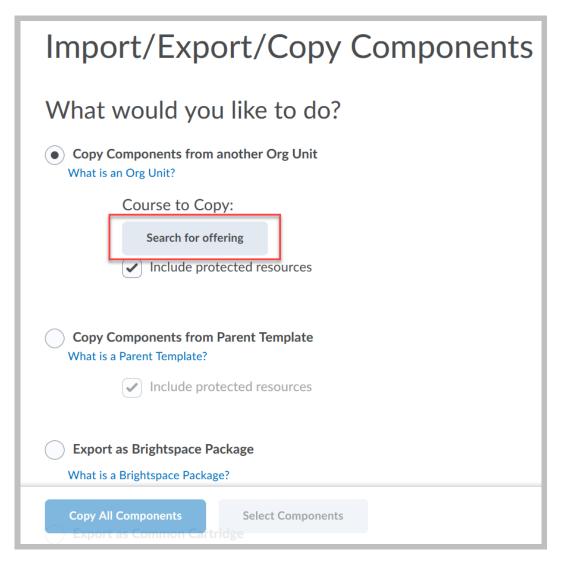

- To begin the copying process for Attendance, click on the **Course Admin** link underneath More Tools.
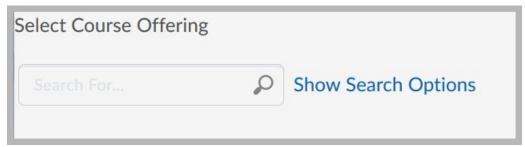
- Click on Import/Export/Copy Components

- On the next screen, leave the **Copy Components** radio button selected and click the **Search for Offering** button.

Import/Export/Copy Components

What would you like to do?

(●) **Copy Components from another Org Unit**
What is an Org Unit?

Course to Copy:

Search for offering

[✓] Include protected resources

( ) **Copy Components from Parent Template**
What is a Parent Template?

[✓] Include protected resources

( ) **Export as Brightspace Package**
What is a Brightspace Package?

Copy All Components   Select Components

Export as Common Cartridge

- Type in **Attendance FA23** in the search bar.

Select Course Offering

Search For...   🔍   Show Search Options

- Once the course appears, select the radio dial to the left of the course name.
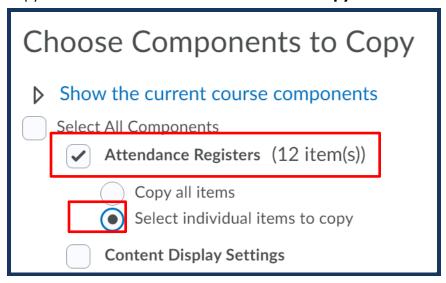
Attendance

- You can also find the attendance course by entering the semester code into the Search for box, **FA23,** for example. This will bring up all your courses for that semester.

What would you like to do?

● **Copy Components from another Org Unit**
What is an Org Unit?

Course to Copy:

CCD - Attendance FA23 ✕

✔ Include protected resources

At the bottom of screen, choose
Select Components.

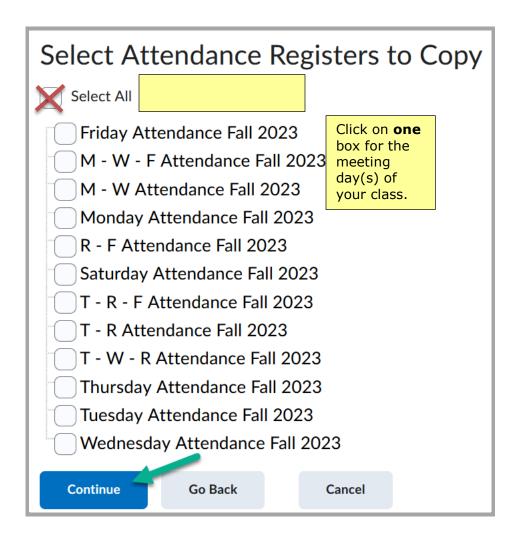**Copy All Components**   **Select Components**

If all components are copied, <mark>the navigation bar will be disabled in your course.</mark>

Select the **box to the left of Attendance Registers** and then change the default of Copy all items to **Select individual items to copy.**

- Select the **meeting day option appropriate for your course** by clicking on **the box to the left** of the day or days that you meet your class.

Select Attendance Registers to Copy

☒ Select All

Click on **one** box for the meeting day(s) of your class.

- ☐ Friday Attendance Fall 2023
- ☐ M - W - F Attendance Fall 2023
- ☐ M - W Attendance Fall 2023
- ☐ Monday Attendance Fall 2023
- ☐ R - F Attendance Fall 2023
- ☐ Saturday Attendance Fall 2023
- ☐ T - R - F Attendance Fall 2023
- ☐ T - R Attendance Fall 2023
- ☐ T - W - R Attendance Fall 2023
- ☐ Thursday Attendance Fall 2023
- ☐ Tuesday Attendance Fall 2023
- ☐ Wednesday Attendance Fall 2023

Continue   Go Back   Cancel

Click on **Attendance in your navigation bar to make sure you selected the correct meeting day(s)** for your course.

- If your course meets for fewer than 15 weeks, **simply delete (**click on the trash can symbol**) next to some of dates in the register you selected to modify it.**

Questions?

Contact TLC at tlc@ccd.edu or call 303-352-3201.