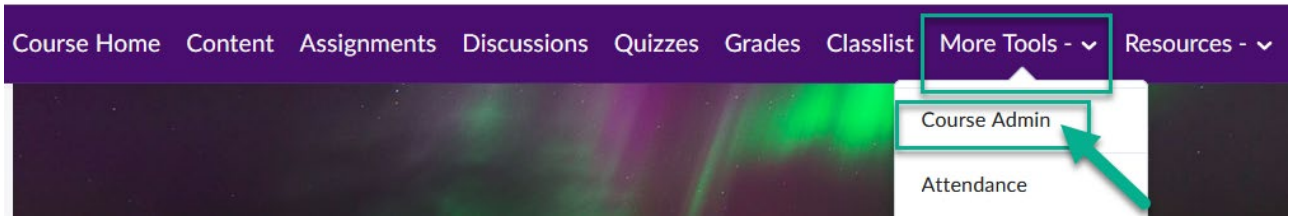
Teaching Learning Center
tlc@ccd.edu
303-352-3201

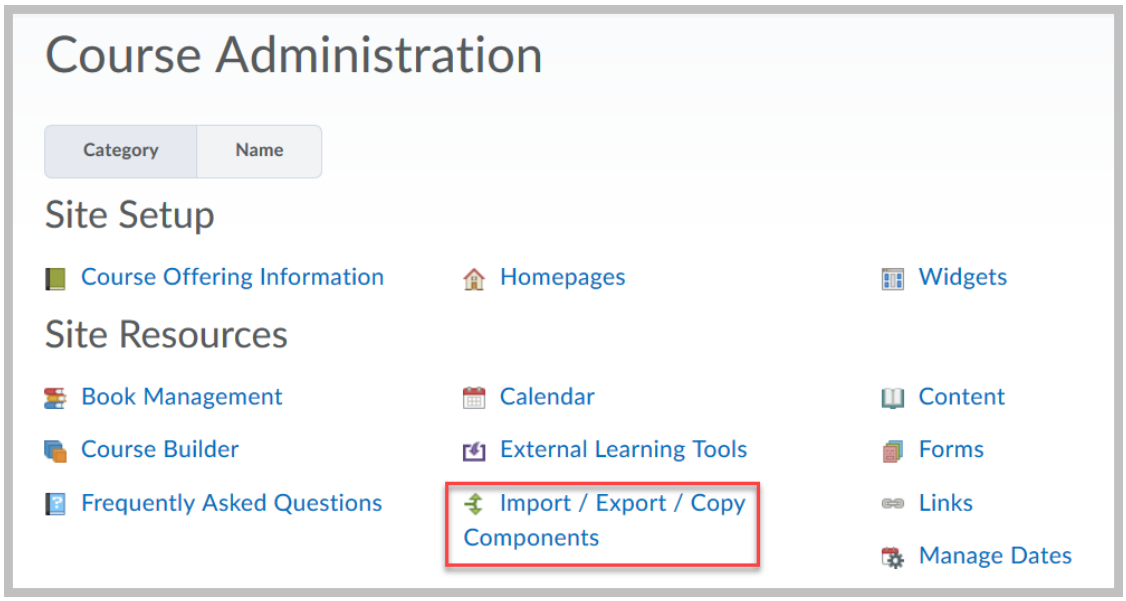
Attendance Register Copying Process

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

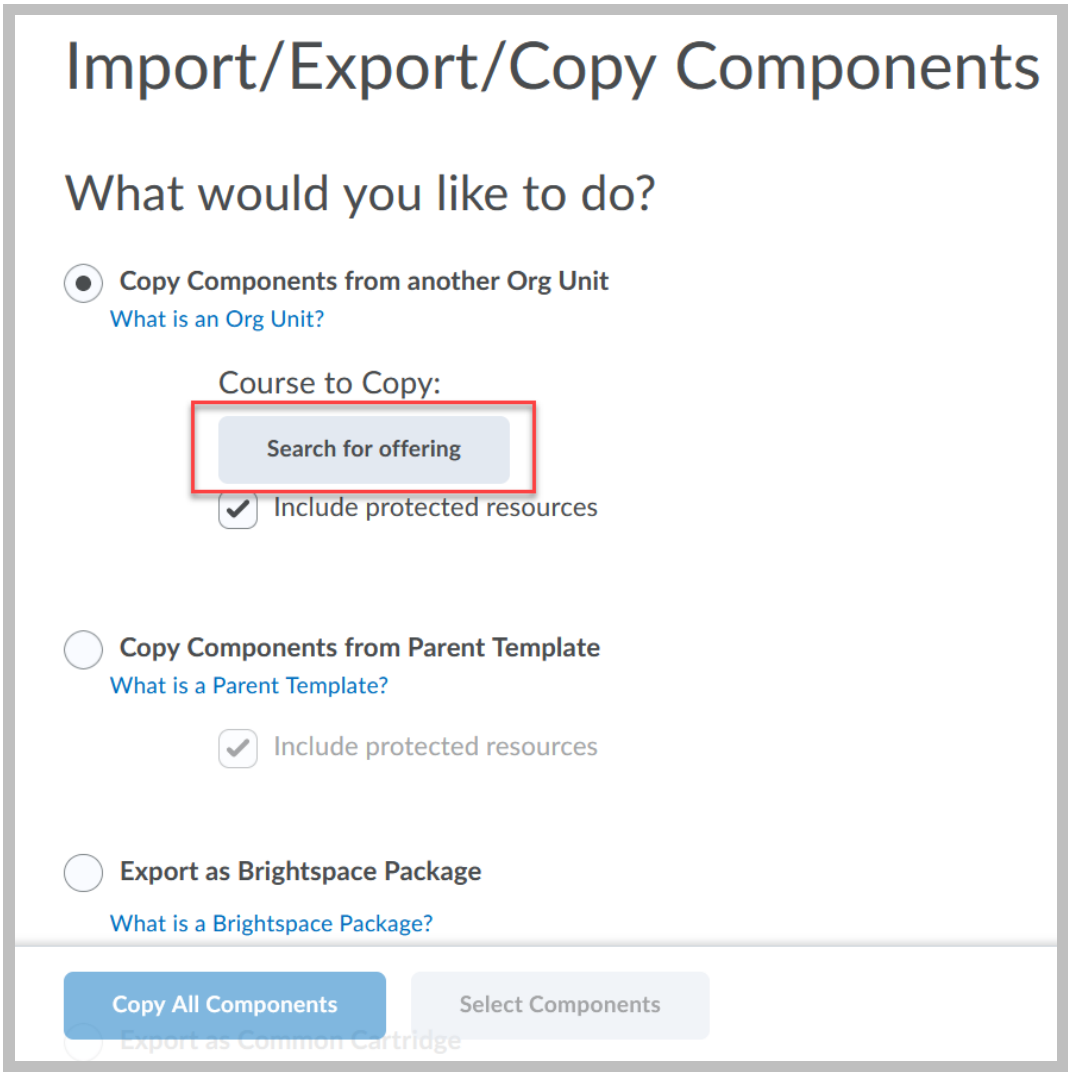


- To begin the copying process for Attendance, click on the **Course Admin** link underneath More Tools.

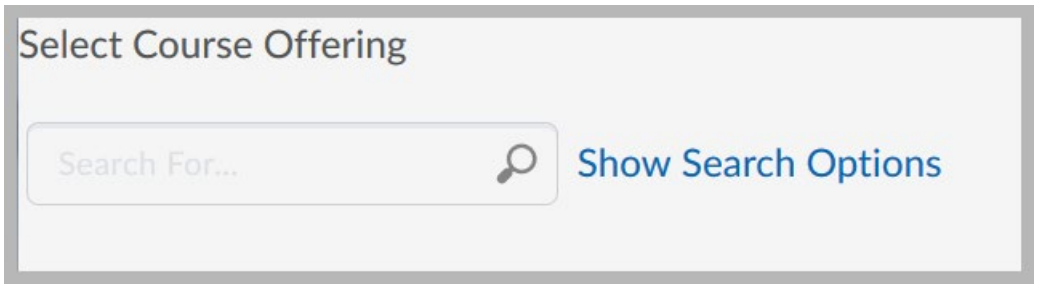
- Click on Import/Export/Copy Components



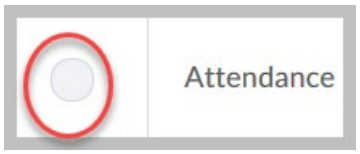
- On the next screen, leave the **Copy Components** radio button selected and click the **Search for Offering** button.



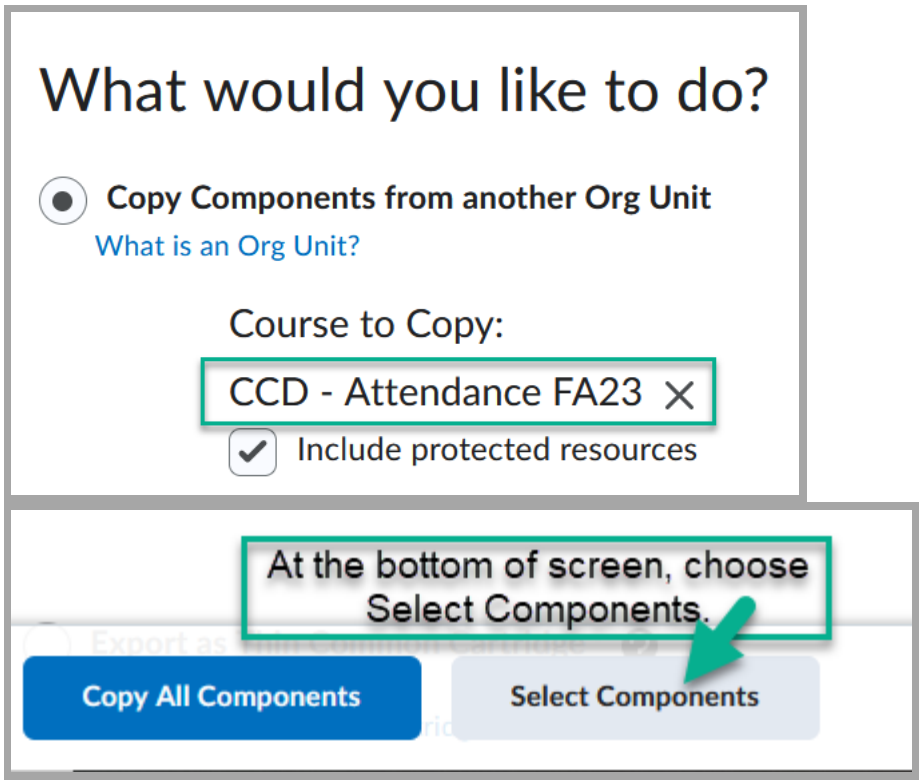
- Type in **Attendance FA23** in the search bar.



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

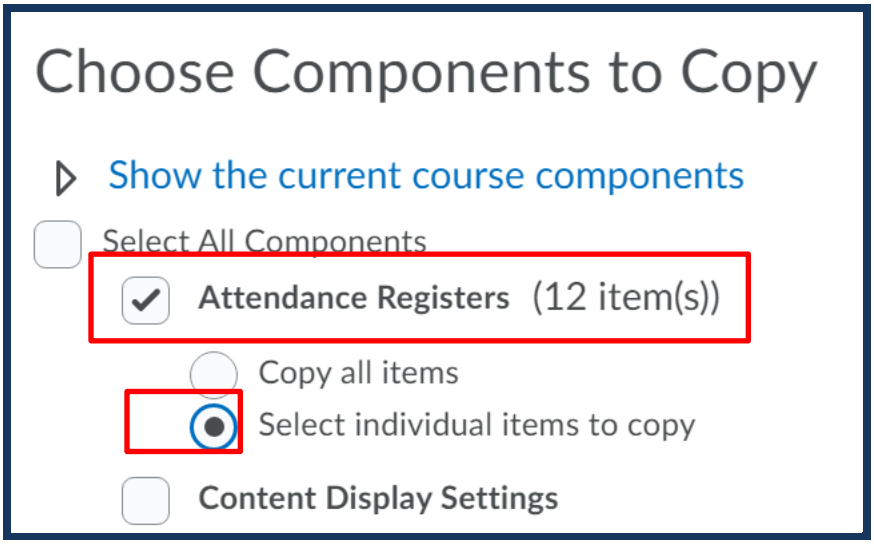


- You can also find the attendance course by entering the semester code into the Search for box, **FA23**, for example. This will bring up all your courses for that semester.

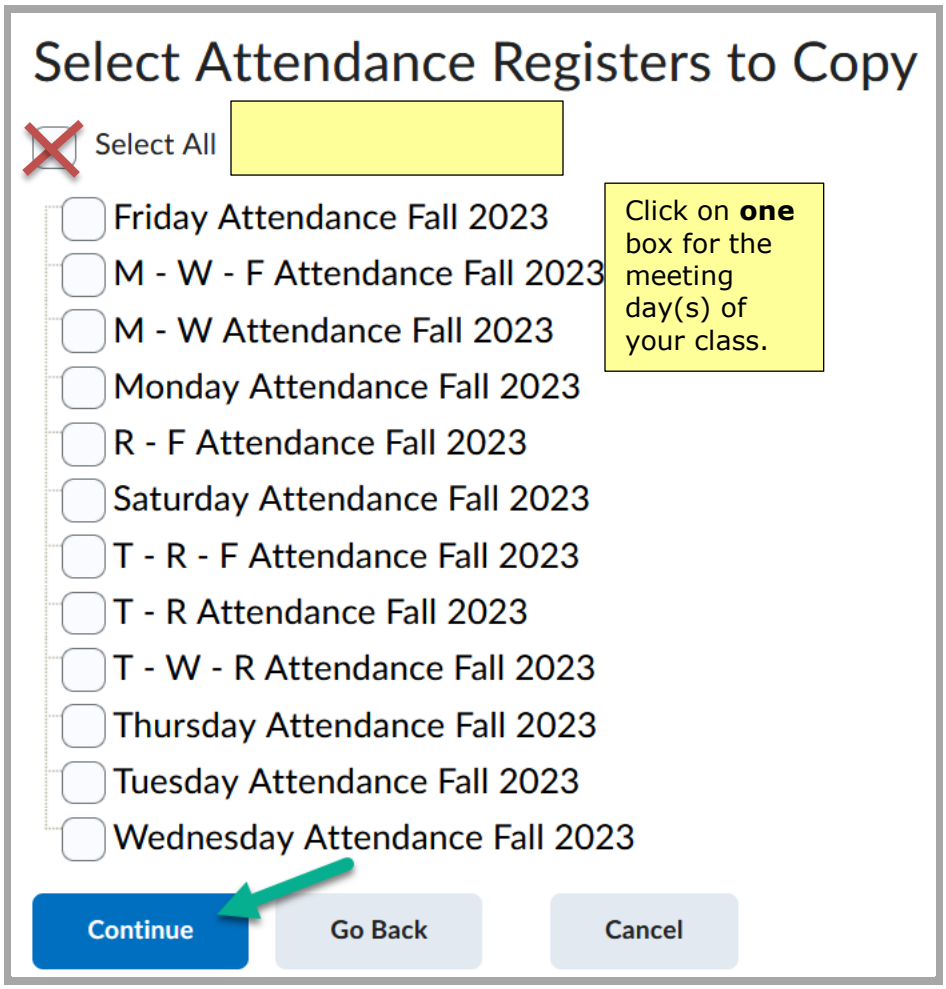


If all components are copied, the navigation bar will be disabled in your course.

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.



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.