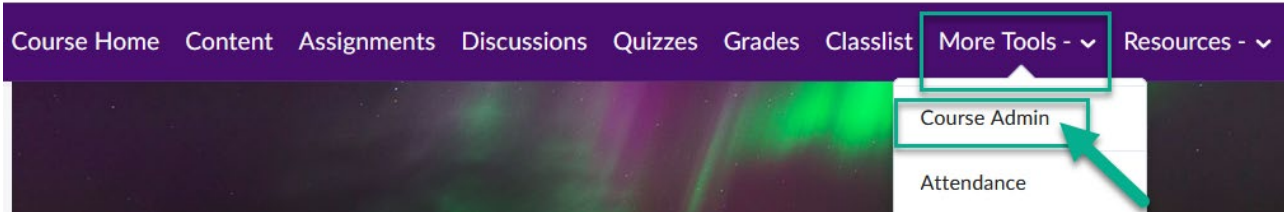
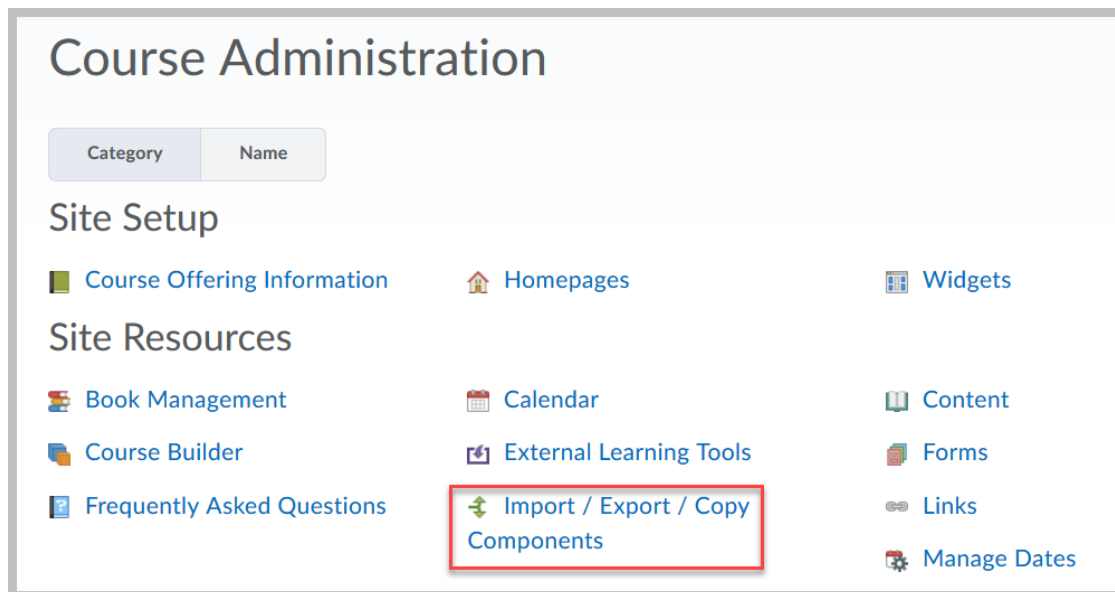


## Attendance Register Copying Process

- 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:

Include protected resources

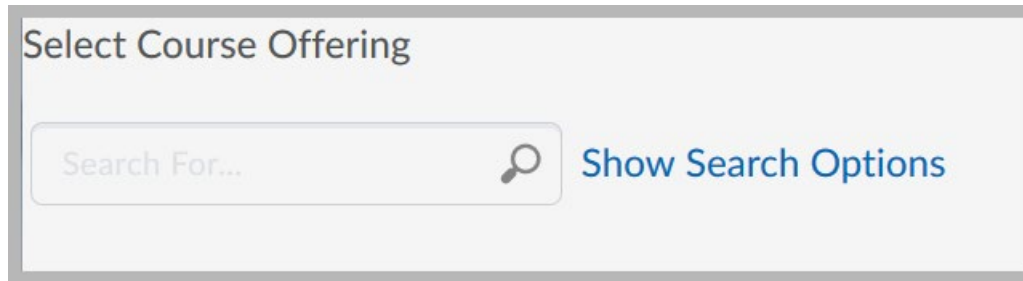
**Copy Components from Parent Template**  
[What is a Parent Template?](#)

Include protected resources

**Export as Brightspace Package**  
[What is a Brightspace Package?](#)

**Export as Common Cartridge**

- Type in **Attendance SU23** in the search bar.



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


	Offering Code
<input type="radio"/>	CCD Attendance registers

- You can also find the attendance course by entering the semester code into the Search for box, **SU23**, for example. This will bring up all your courses for that semester.

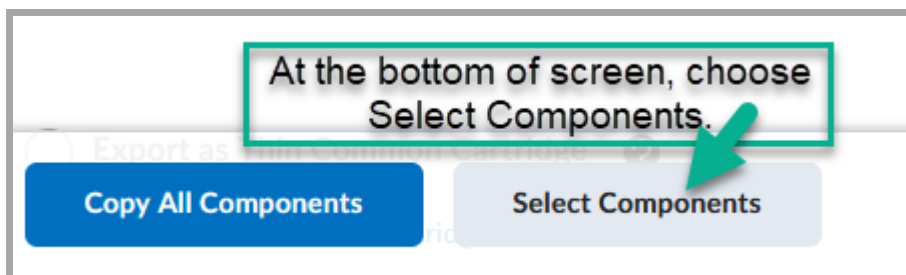
## Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit  
[What is an Org Unit?](#)

Course to Copy:   
Attendance SU23 ×

Include protected resources





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

### Choose Components to Copy

▶ Show the current course components

Select All Components

Attendance Registers (10 item(s))

Copy all items

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.

### Attendance Registers

#### Select Attendance Registers to Copy

Select All **Do NOT Select All.**

Friday Attendance Summer 2023

Monday Attendance Summer 2023

M-T-R Attendance Summer 2023

M-W Attendance Summer 2023

M-W-F Attendance Summer 2023

M-W-R Attendance Summer 2023

Saturday Attendance Summer 2023

T-R Attendance Summer 2023

Tuesday Attendance Summer 2023

Wednesday Attendance Summer 2023

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

**Continue** **Go Back** **Cancel**

Click on **Attendance** in your navigation bar from underneath the **Course Admin** drop-down 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](mailto:tlc@ccd.edu) or call 303-352-3201.