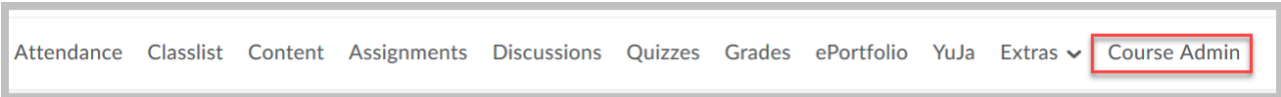
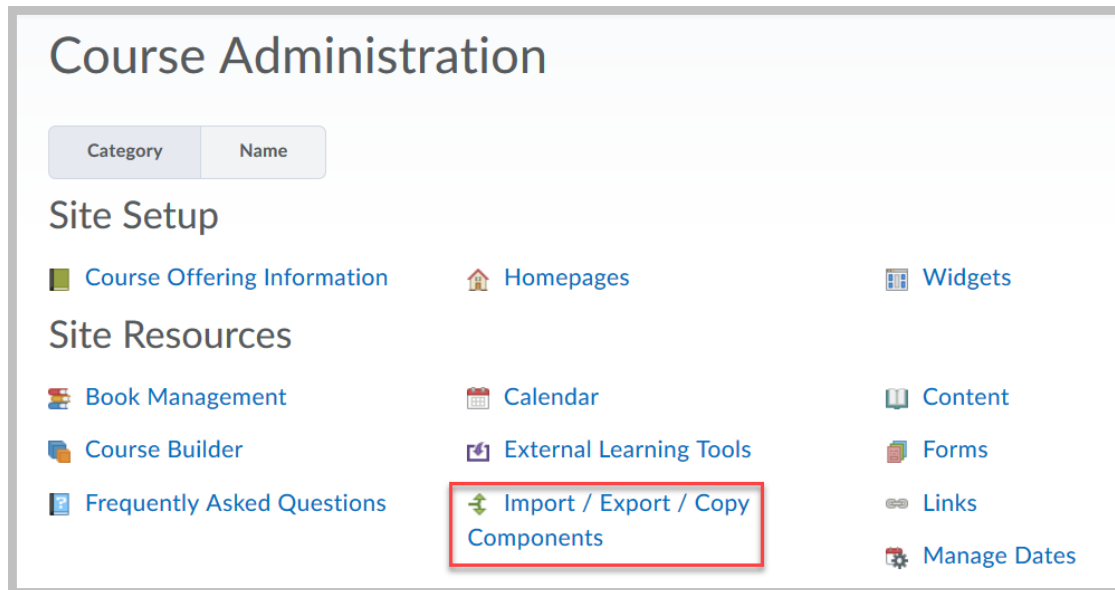


Attendance Register Copying Process

- Log into D2L and open one of your classes.
- Once there, click on the **Course Admin** link on the NAV bar.



- Click on Import/Export/Copy Components



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

Attendance Classlist Content Discussions Dropbox Links Grade

Import/Export/Copy Components

What would you like to do?

Copy Components from Another Org Unit

Protected Resources:

Include protected resources

Course to Copy:

Parent Template of Current Offering

Protected Resources:

Include protected resources

Export Components

Course Files: Include course files in the export package ?

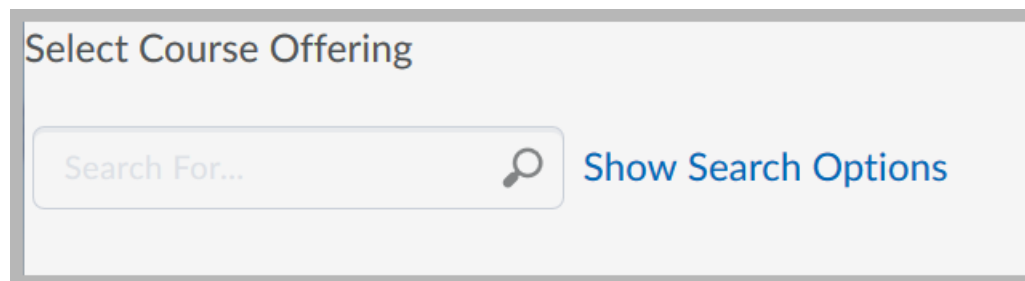
Import Components

Select a component source:

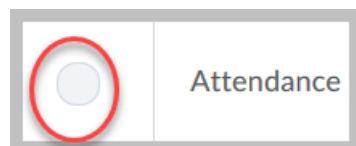
from Learning Object Repository

from a File

- Type in **Attendance SU18** 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, **SU18**, 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 SU18 ✕

Include protected resources

[View History](#)

Copy Components from Parent Template

What is a Parent Template?

Include protected resources

Export Components

Should I include course files?

Include course files in the export package

Import Components

Select a component source:

from Learning Object Repository

from a course package

Copy All Components

Select Components

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**.

A screenshot of a web interface titled "Copy Course Components". Under the heading "Choose Components to Copy", there is a list of items. The first item is "Attendance Registers (9 item(s))", which has a checked checkbox and a radio button selected for "Select individual items to copy". A red box highlights the "Attendance Registers" text and the "Select individual items to copy" radio button. Other items include "Content Display Settings" with a radio button selected for "Copy all items".

- 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.

A screenshot of a web interface titled "Attendance Registers". Under the heading "Select Attendance Registers to Copy", there is a list of items, each with a checkbox. The items are: "Friday Attendance Summer 2018", "Monday Attendance Summer 2018", "M-T-R Summer 2018", "M-W Attendance Summer 2018", "M-W-F Attendance Summer 2018", "Saturday Attendance Summer 2018", "T-R Attendance Summer 2018", "Tuesday Attendance Summer 2018", and "Wednesday Attendance Summer 2018". At the bottom, there are three buttons: "Continue" (highlighted in blue), "Go Back", and "Cancel".



Select Course Material

Confirm Components to Copy

Attendance Registers
1 of 12 item(s) selected to copy. [Modify](#)

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

- If you have a **10-week, or 7-week**, etc. course, **simply delete some of dates in the register you selected to modify it.**

Questions?

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