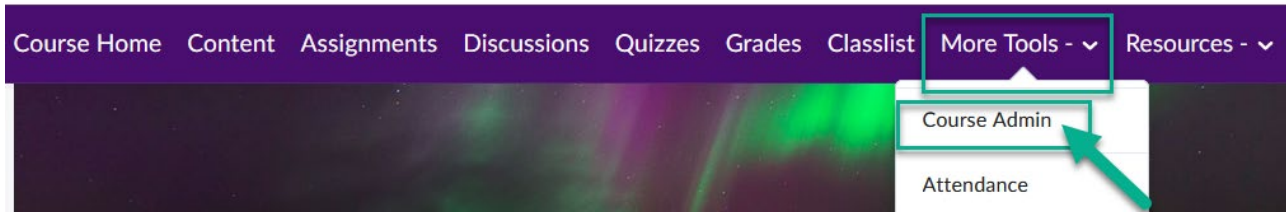
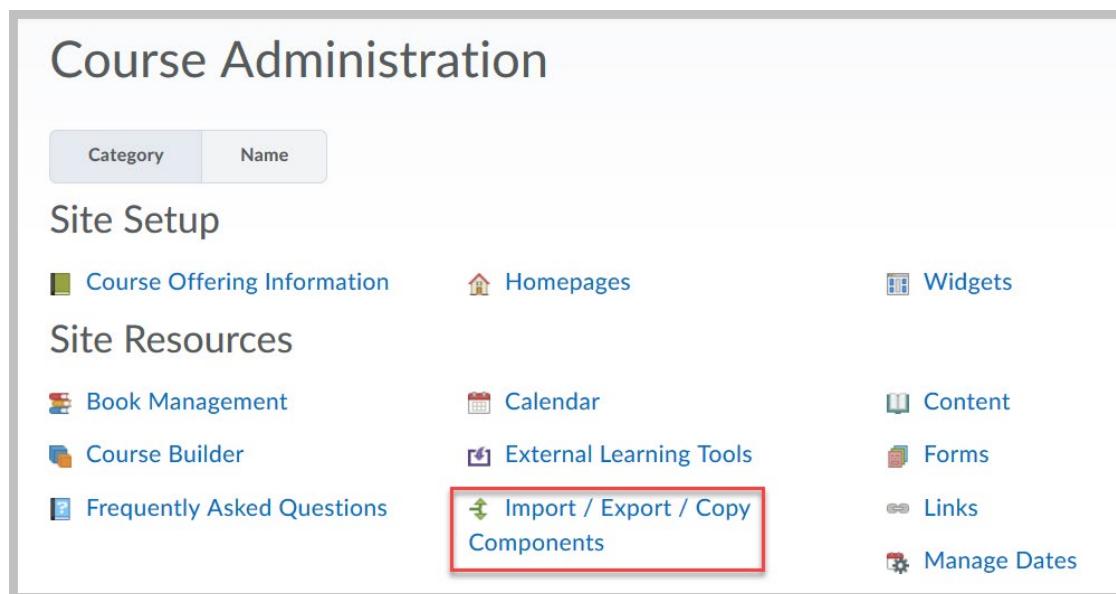


Attendance Register Copying Process

- 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?](#)

- Type in **Attendance SU24** in the search bar.

Select Course Offering

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

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

- You can also find the attendance course by entering the semester code into the Search for box, **SU24**, 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 SU24 ×

☒ Include protected resources

[View History](#)

At the bottom of screen, choose
Select Components.

[Copy All Components](#) [Select Components](#)

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**

☐ Content Display Settings

☐ 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.

Attendance Registers

Select Attendance Registers to Copy

☒ Select All

Do **NOT** Select All.

☐ Friday Attendance Summer 2024

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

☐ Monday Attendance Summer 2024

☐ M-T-R Attendance Summer 2024

☐ M-W Attendance Summer 2024

☐ M-W-F Attendance Summer 2024

☐ M-W-R Attendance Summer 2024

☐ Saturday Attendance Summer 2024

☐ T-R Attendance Summer 2024

☐ Tuesday Attendance Summer 2024

☐ Wednesday Attendance Summer 2024

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 or call 303-352-3201.