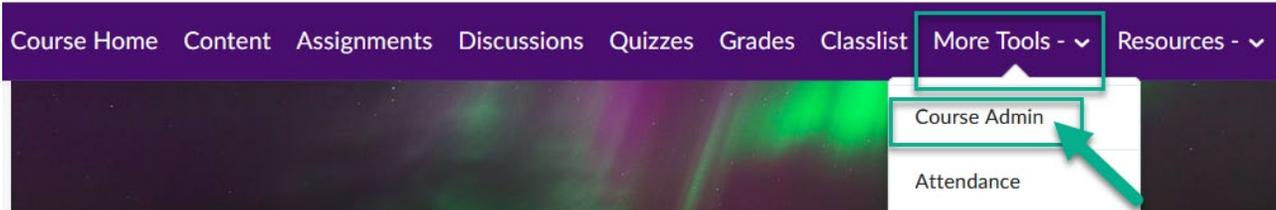


Attendance Register Copying Process

- 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

Course Administration

Category	Name	
Site Setup		
 Course Offering Information	 Homepages	 Widgets
Site Resources		
 Book Management	 Calendar	 Content
 Course Builder	 External Learning Tools	 Forms
 Frequently Asked Questions	 Import / Export / Copy Components	 Links
		 Manage Dates



- 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

Search For...

[Show Search Options](#)

- 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
- 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

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 or call 303-352-3201.