

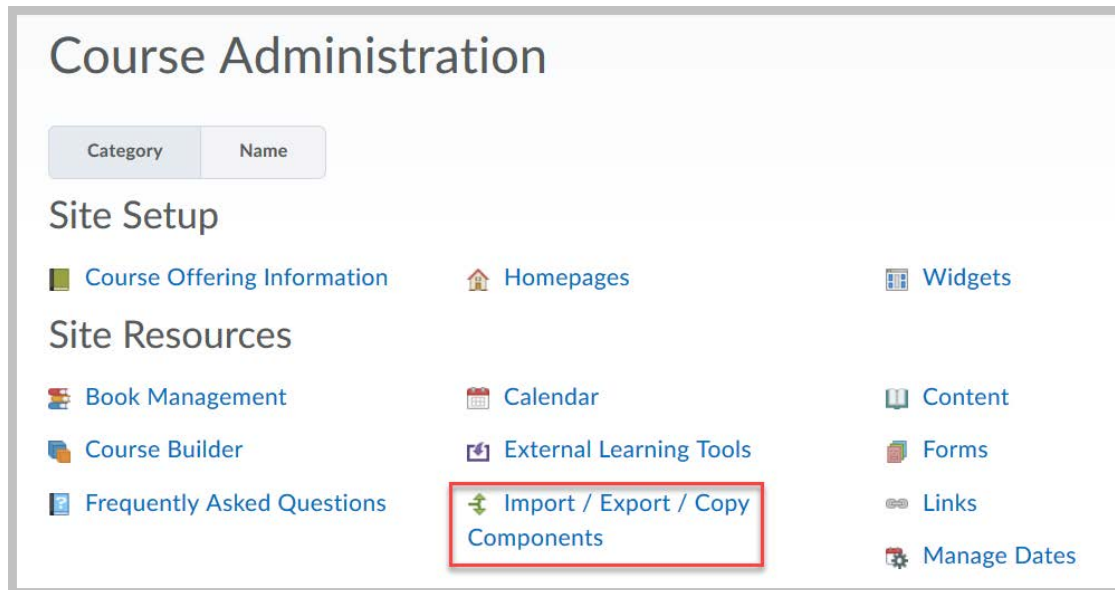
## Attendance Register Copying Process

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
















Attendance Classlist Content Assignments Discussions Quizzes Grades ePortfolio YuJa Extras ▾ **Course Admin**

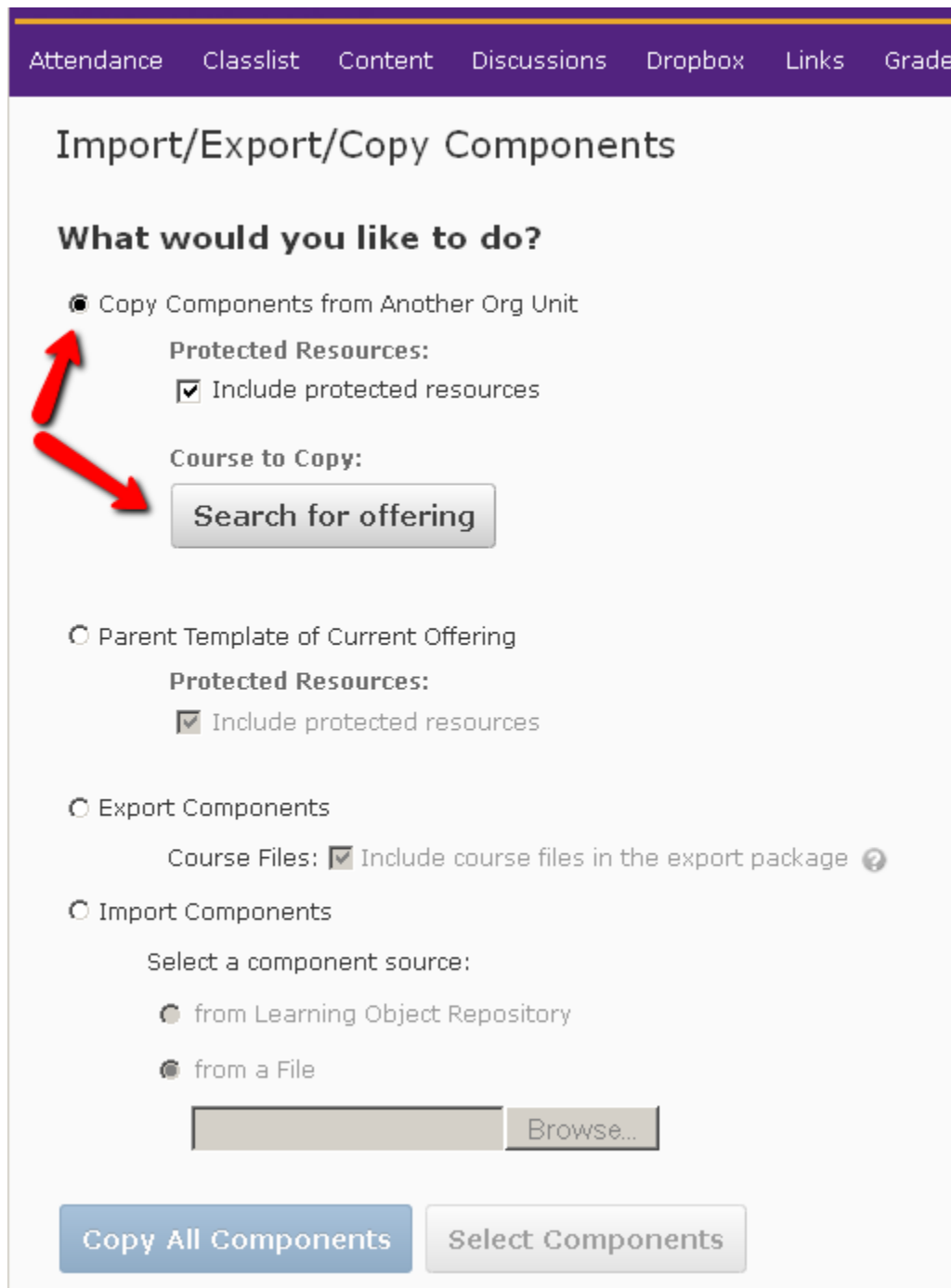
- Click on Import/Export/Copy Components



**Course Administration**

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

- 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:**

Search for offering

☐ 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:

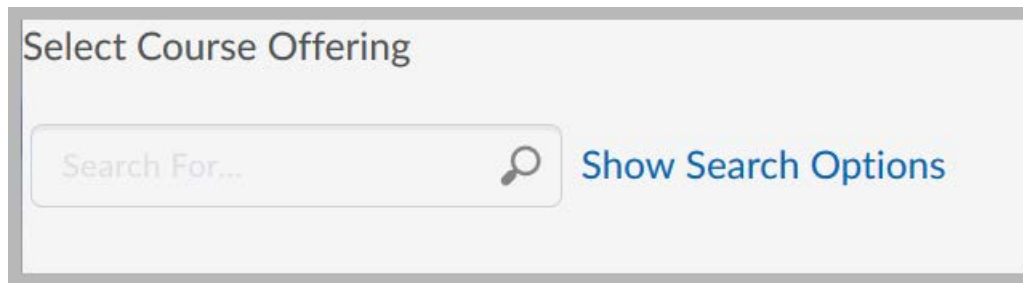
☐ from Learning Object Repository

☒ from a File

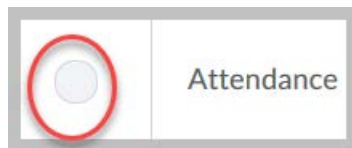
Browse...

Copy All Components Select Components

- Type in **Attendance FA18** in the search bar.

A screenshot of a web interface titled "Select Course Offering". It features a search bar with the placeholder text "Search For..." and a magnifying glass icon. To the right of the search bar is a blue button labeled "Show Search Options".

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

A screenshot showing a radio button and the text "Attendance". The radio button is a small circle with a larger circle around it, and it is highlighted with a red circle.

- You can also find the attendance course by entering the semester code into the Search for box, **FA18**, 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 FA18 X

☒ 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?](#)

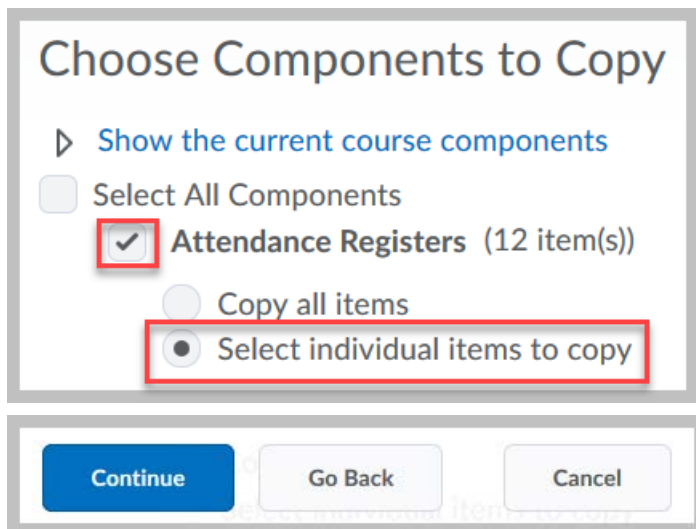
☒ Include course files in the export package

[Import Components](#)

[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**.



Choose Components to Copy

▶ Show the current course components

☐ Select All Components

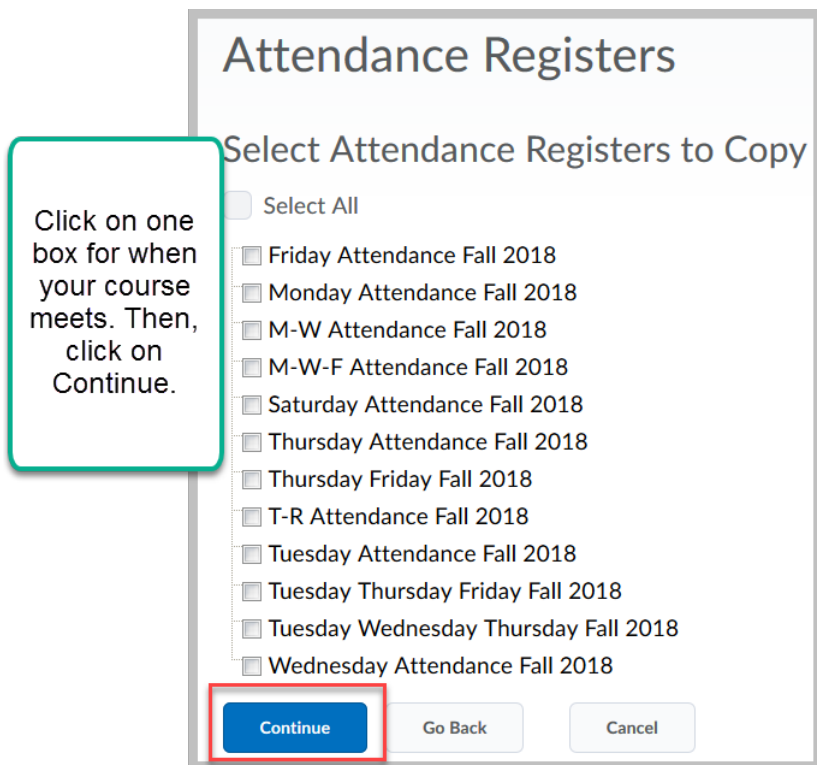
☒ Attendance Registers (12 item(s))

☐ Copy all items

☒ Select individual items to copy

Continue Go Back Cancel

- 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

- ☐ Friday Attendance Fall 2018
- ☐ Monday Attendance Fall 2018
- ☐ M-W Attendance Fall 2018
- ☐ M-W-F Attendance Fall 2018
- ☐ Saturday Attendance Fall 2018
- ☐ Thursday Attendance Fall 2018
- ☐ Thursday Friday Fall 2018
- ☐ T-R Attendance Fall 2018
- ☐ Tuesday Attendance Fall 2018
- ☐ Tuesday Thursday Friday Fall 2018
- ☐ Tuesday Wednesday Thursday Fall 2018
- ☐ Wednesday Attendance Fall 2018

Continue Go Back Cancel

Click on one box for when your course meets. Then, click on Continue.



### Select Course Material

Confirm Components to Copy

**Attendance Registers**

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

**Finish** **Go Back** **Cancel**

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](mailto:tlc@ccd.edu) or call 303-352-3201.