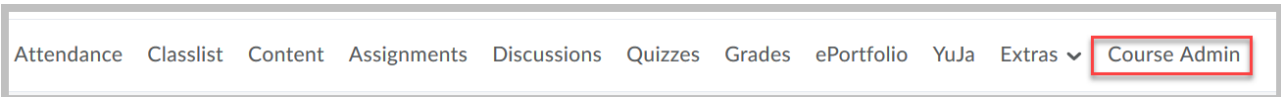
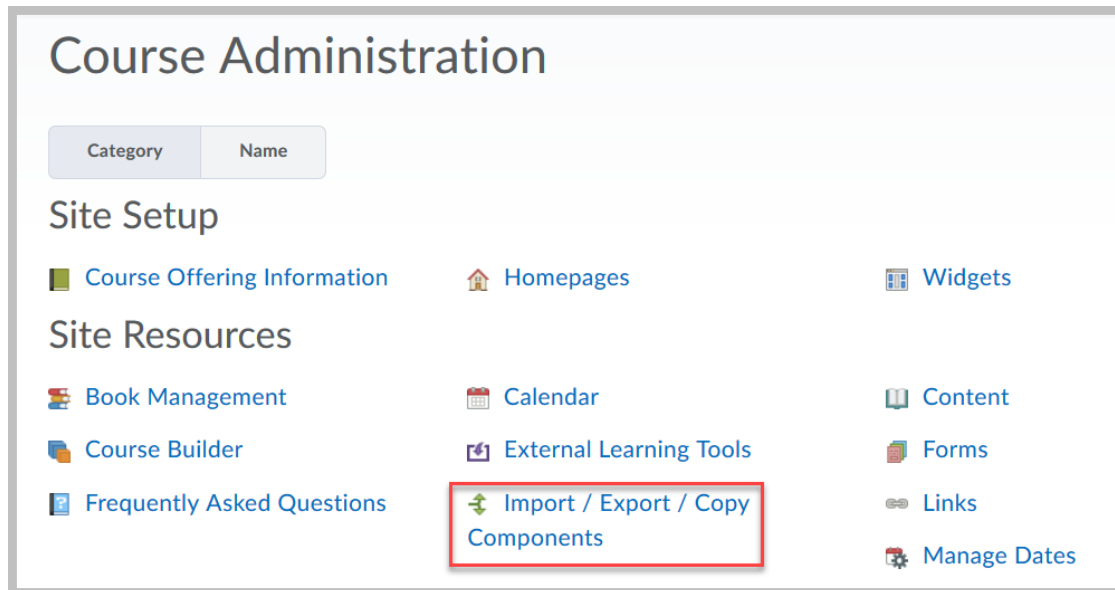


Attendance Register Copying Process

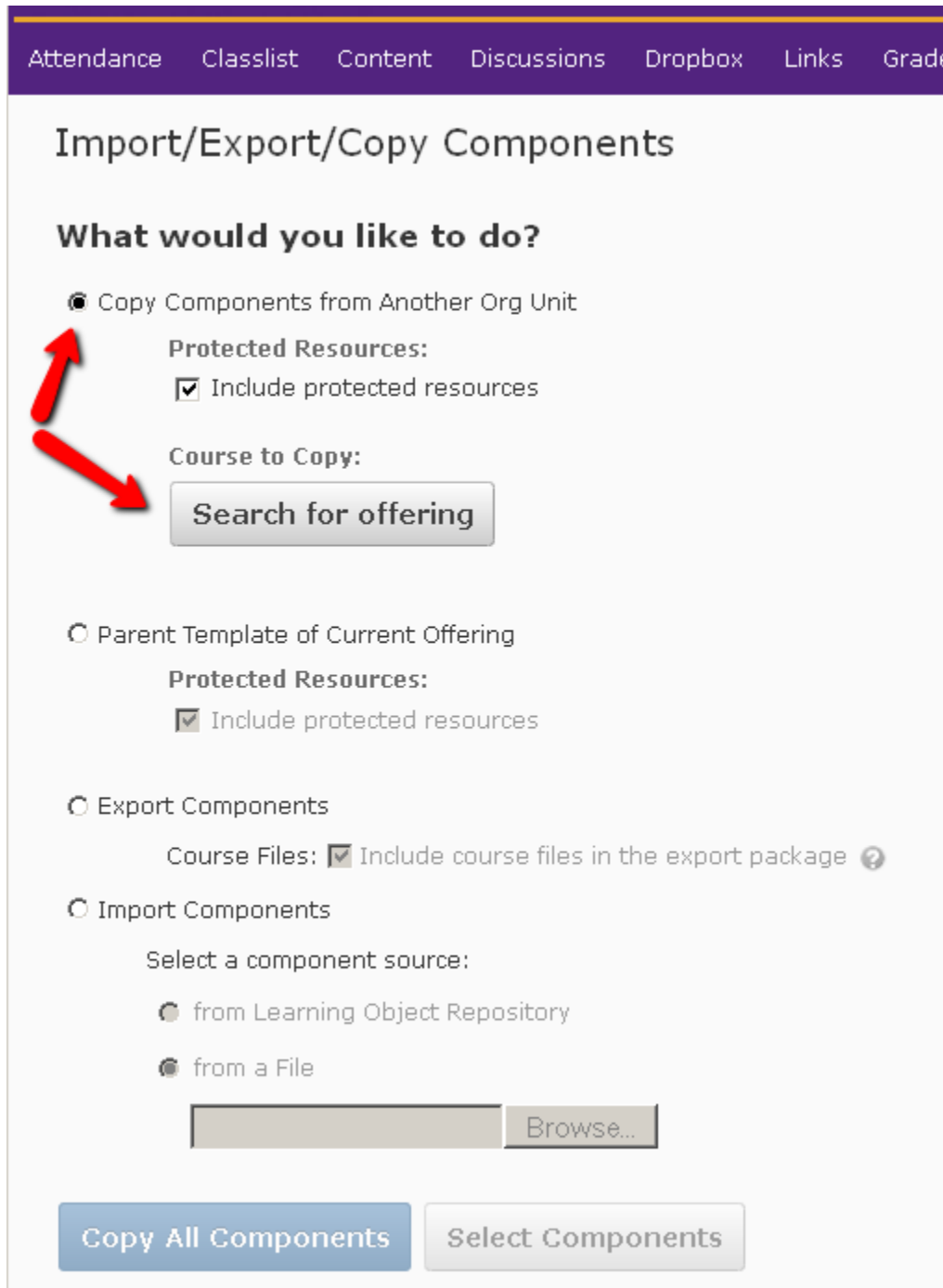
- Log into D2L and open one of your classes.
- Once there, click on the **Course Admin** link on the NAV bar.



- 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 ?

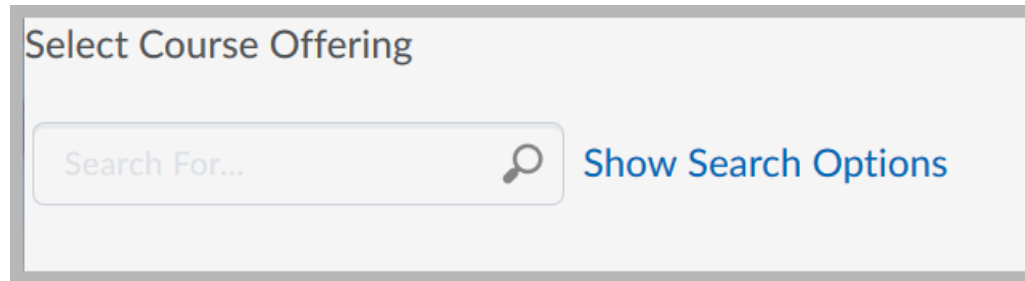
Import Components

Select a component source:

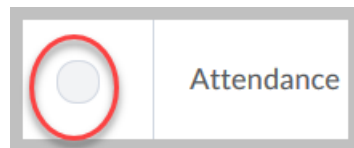
from Learning Object Repository

from a File

- Type in **Attendance FA19** 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, **FA19**, 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

[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

Select Attendance Registers to Copy

Select All

- Friday Attendance Fall 2019
- Monday Attendance Fall 2019
- M-W Attendance Fall 2019
- M-W-F Attendance Fall 2019
- Saturday Attendance Fall 2019
- Thursday Attendance Fall 2019
- Thursday Friday Fall 2019
- T-R Attendance Fall 2019
- Tuesday Attendance Fall 2019
- Tuesday Thursday Friday Fall 2019
- Tuesday Wednesday Thursday Fall 2019
- Wednesday Attendance Fall 2019

Check the correct box for when your class meets.



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 or call 303-352-3201.