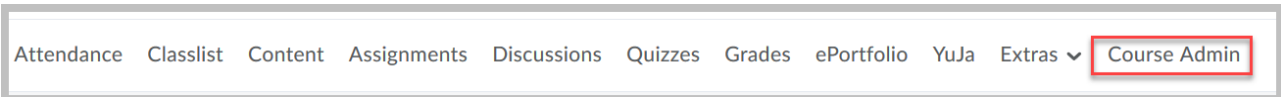
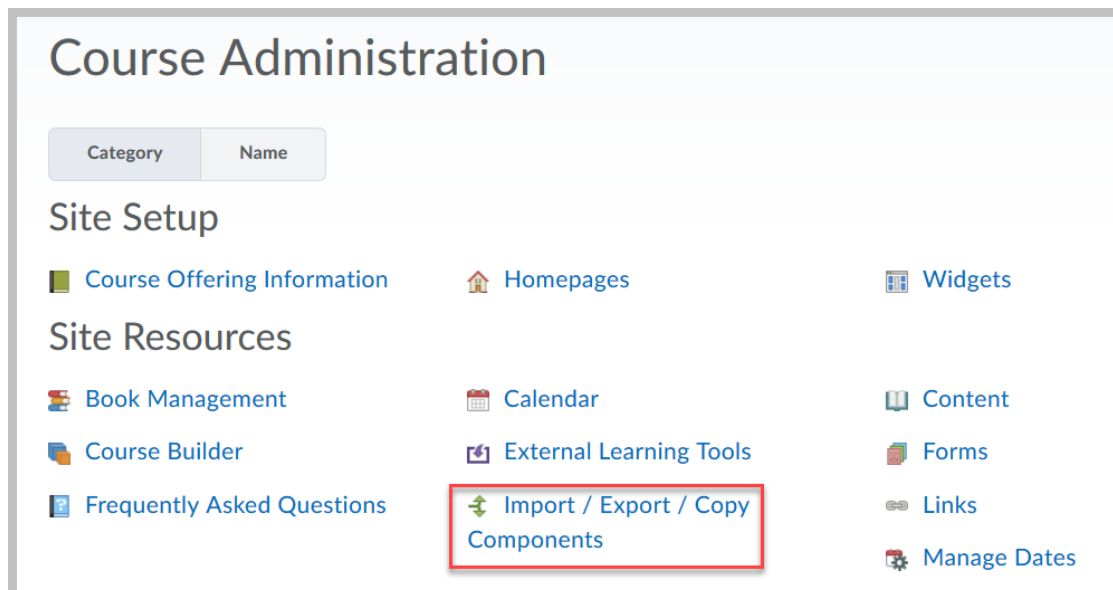


Attendance Register Copying Process

- 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.

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

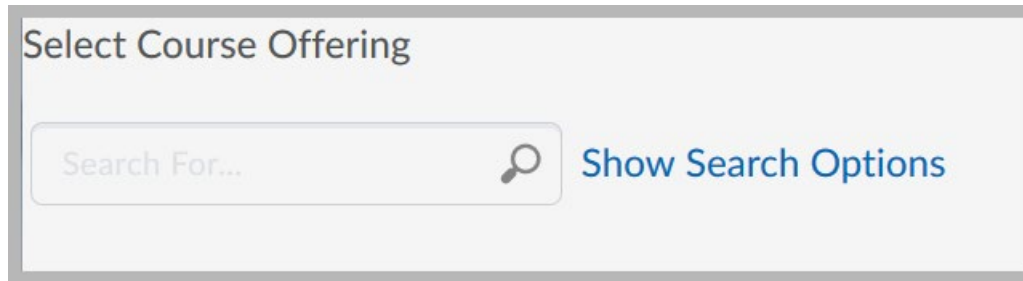
Copy Components from Parent Template
[What is a Parent Template?](#)

Include protected resources

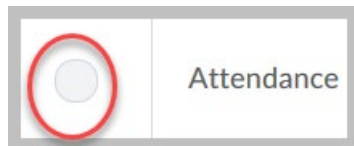
Export as Brightspace Package
[What is a Brightspace Package?](#)

Export as Common Cartridge

- Type in **Attendance FA21** 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, **FA21**, 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:

Include protected resources

Copy Components from Parent Template
[What is a Parent Template?](#)

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

Content Display Settings

- 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 Do **NOT** Select All.

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

- Friday Attendance Fall 2021
- Monday Attendance Fall 2021
- M-W Attendance Fall 2021
- M-W-F Attendance Fall 2021
- Saturday Attendance Fall 2021
- Thursday Attendance Fall 2021
- Thursday Friday Fall 2021
- T-R Attendance Fall 2021
- Tuesday Attendance Fall 2021
- Tuesday Thursday Friday Fall 2021
- Tuesday Wednesday Thursday Fall 2021
- Wednesday Attendance Fall 2021



Click on **Attendance** in your navigation bar 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.