

# Create an Attendance Register

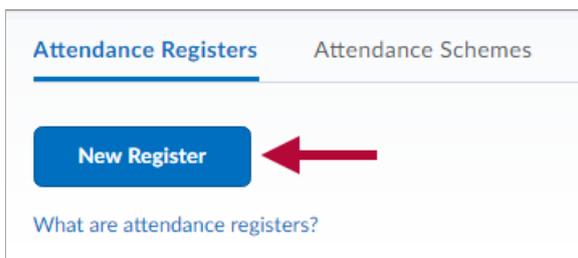
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The attendance register is commonly used for classes that meet in a physical classroom, but it can also be used for recording attendance at required field trips or clinical events.

## Create a new Attendance Register

Show Video Walkthrough

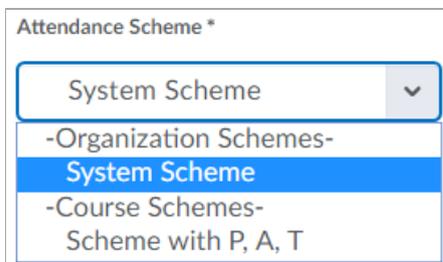
1. Click on **[Course Activities]** -> **[Attendance]**.
2. Click **[New Register]**.



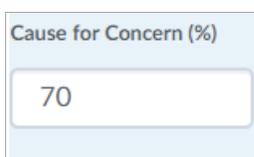
3. Enter the **Name** of your register, such as Attendance.

A screenshot of a 'New Register' form. The title is 'New Register'. Under the heading 'Properties', there is a 'Name \*' field. The text 'Attendance (meet 2 x per week)' is entered into this field.

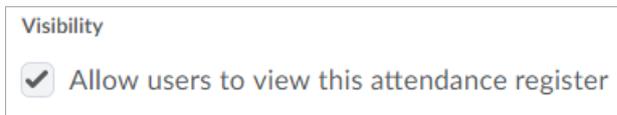
4. Choose an **Attendance Scheme**. See [Create an Attendance Scheme \(https://vtac.lonestar.edu/help/a066\)](https://vtac.lonestar.edu/help/a066) to create your own.

A screenshot of a dropdown menu titled 'Attendance Scheme \*'. The current selection is 'System Scheme'. The dropdown is open, showing a list of options: '-Organization Schemes-', 'System Scheme' (highlighted in blue), '-Course Schemes-', and 'Scheme with P, A, T'.

5. Enter a number indicating the % of attendance at which you intervene. (This is optional.)

A screenshot of a form field titled 'Cause for Concern (%)'. The number '70' is entered into the field.

6. Selecting **Allow users to view this attendance register** is recommended.

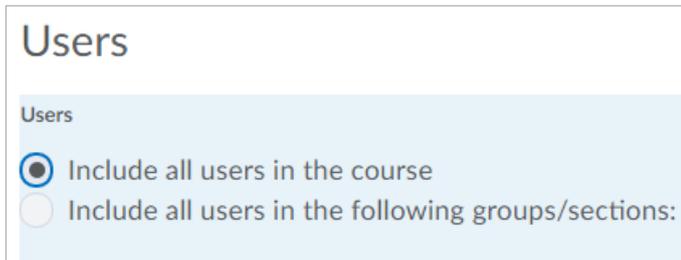


Visibility

Allow users to view this attendance register

7. The **Users** subsection consists of the following options:

A. Choose **Include all users in the course** if you want all students to have access to the same register.



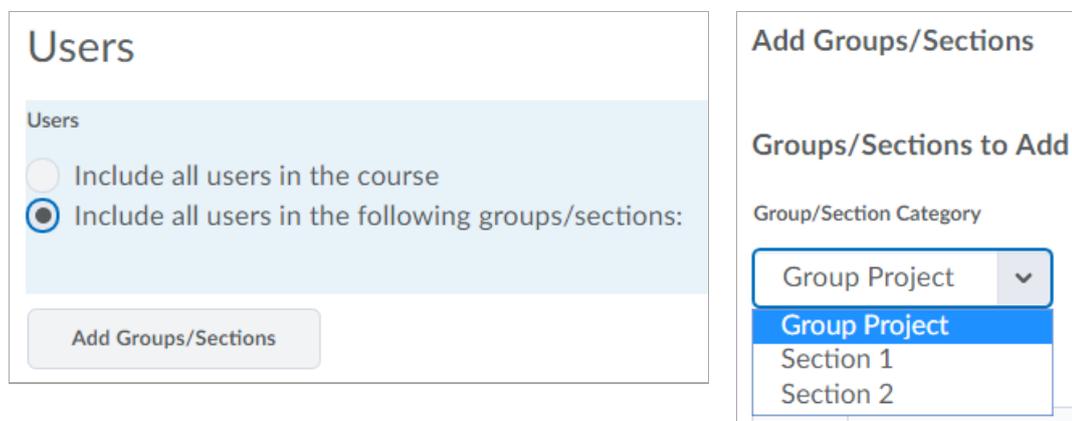
Users

Users

Include all users in the course

Include all users in the following groups/sections:

B. If you will have multiple registers, change the selection to **Include all users in the following groups/sections**. This will allow you to limit the students in the register to a specific section or group.



Users

Users

Include all users in the course

Include all users in the following groups/sections:

Add Groups/Sections

Add Groups/Sections

Add Groups/Sections

Groups/Sections to Add

Group/Section Category

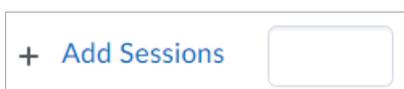
Group Project

Group Project

Section 1

Section 2

8. Determine how many class meetings you will have this term and add the needed rows to the sessions list.



+ Add Sessions

9. Enter a **Session Name** for each row.

**NOTE:** Keeping the names short and generic keeps the register compact and reusable without need for editing each term, such as W1.1, W1.2, W2.1, W2.2, W3.1, etc for a Mon/Wed or Tues/Thurs class. And if you have a weekly lab, L1, L2, etc...

### Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	<input type="text" value="W1.1"/>	<input type="text" value="Week 1 First class meeting"/>	1 <input type="button" value="v"/>	
2	<input type="text" value="W1.2"/>	<input type="text" value="Week 1 Second class meeting"/>	2 <input type="button" value="v"/>	
3	<input type="text" value="L1"/>	<input type="text" value="Weekly lab"/>	3 <input type="button" value="v"/>	

+ Add Sessions

9. Click **[Save]**.

**NOTE:** You cannot save the register with incomplete rows. Delete any unused rows by clicking the trashcan icon to the right.