Attendance registration

- students

SDU

This guide includes informations about

1. How to register your attendance on your computer
2. How to register your attendance by the itslearning app
3. How to get an overview of your attendance in a specific course

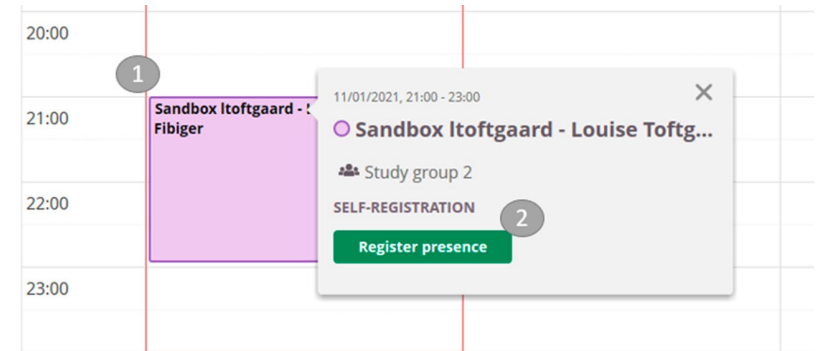# 1. How to register your attendance on your computer

1. When the teacher has started the self-registration in itslearning, click the tab 'Calender' in itslearning and find the event.

2. Click 'Register presence' (2)

3. Use the code, your teacher shares with you.
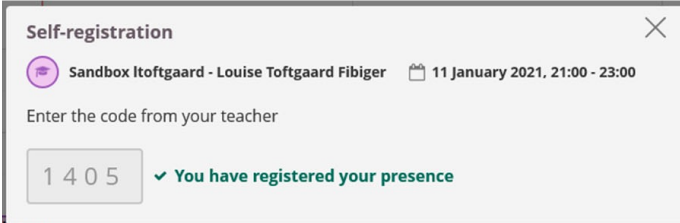
4. Enter the code.

5. You can now see that you have registered your attendance.

6. If you re-enter the calendar, you will be able to see that you have registrered your attendance.

Self-registration ✕

🎓 **Sandbox Itoftgaard - Louise Toftgaard Fibiger** 📅 **11 January 2021, 21:00 - 23:00**

Enter the code from your teacher

X X X X

Self-registration ✕

🎓 **Sandbox Itoftgaard - Louise Toftgaard Fibiger** 📅 **11 January 2021, 21:00 - 23:00**

Enter the code from your teacher

1 4 0 5   ✔ **You have registered your presence**

2. How to register your attendance by the itslearning-app

1. Go to 'Calendar'.

2. Choose the relevant event

3. Click 'Register presence'

13.48

12-01-2021, 13:45 - 16:00

○ Sandbox ltoftgaard - Louise Tof...

Study group 2

SELVREGISTRERING

Registrer tilstedeværelse

BESKRIVELSE

FINAL TEST MED KAREN
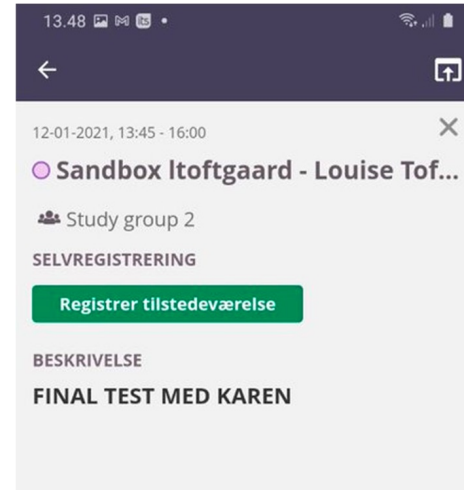
4. Enter the code which is shared by your teacher.

5. Your attendance is now registered.

6. **How to get an overview of your attendance in a specific course**
Go to the course, and click the tab 'Status' and then 'Attendance' to see an overview of your attendance.

Total absence	0,00 % (0 min of 600 min)

EVENT	TITLE	DURATION	STATUS
14 December 2020, 08:00 - 10:30	Communication and projects	150 min	Attendance has not been registered yet
05 January 2021, 08:00 - 16:00	KOMMUNIKATIONSKURSUS	480 min	—
11 January 2021, 08:00 - 16:00	TEST 11.jan	480 min	✔
11 January 2021, 10:00 - 11:00	Forelæsning for Dansk	60 min	Attendance has not been registered yet
11 January 2021, 21:00 - 23:00		120 min	✔