

# Attendance registration

## Målgruppe

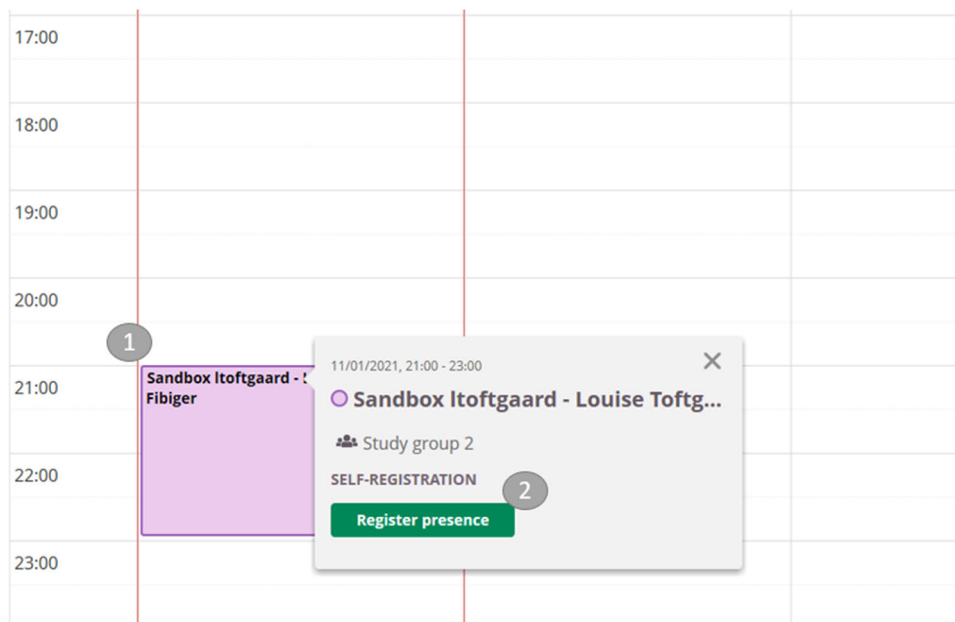
### 2. Students

Attendance registration is part of some courses. Attendance registration may for instance be a part of an exam or constitute an exam. Your teacher can ask you to register your attendance via itslearning.

This guide includes information about:

- How to register your attendance on your computer
- How to register your attendance via the itslearning app
- How to get an overview of your attendance in a specific course

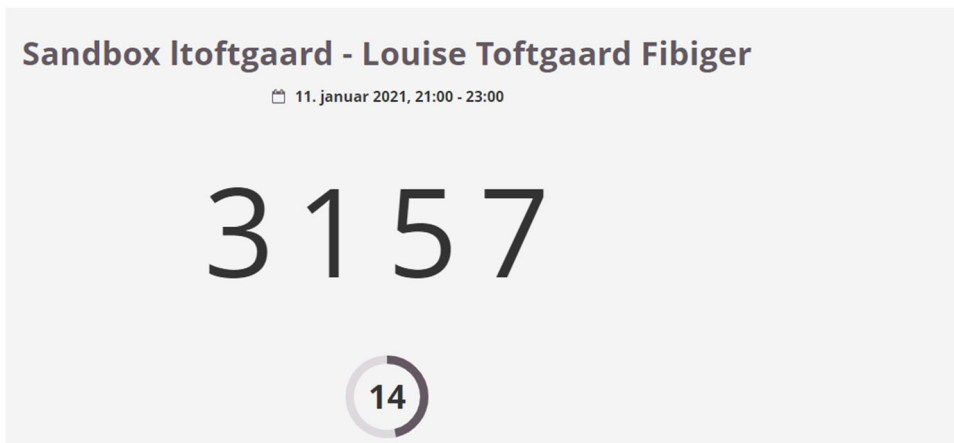
## How to register your attendance on your computer



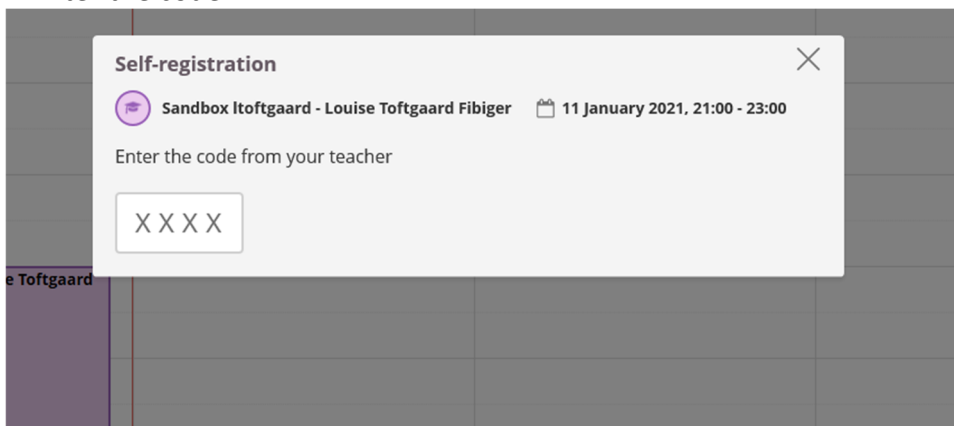
1. When the teacher has started the self-registration in itslearning, click the tab *Calendar* in itslearning and find the event.

2. Click *Register presence*.

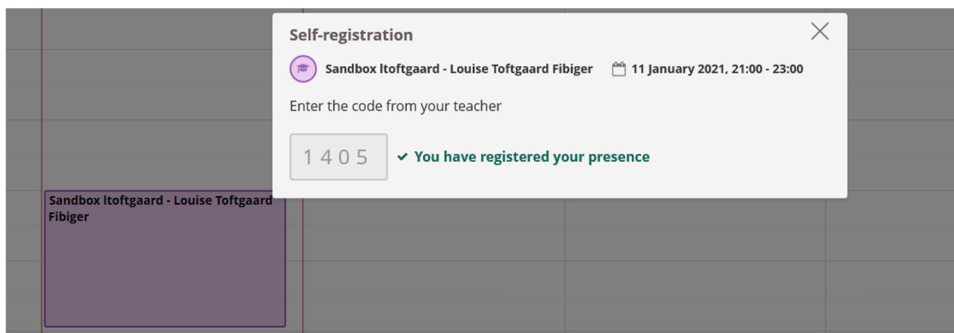
3. Use the code that your teacher shares with you, e.g. through Zoom screen share or on a projector/blackboard.



4. Enter the code:



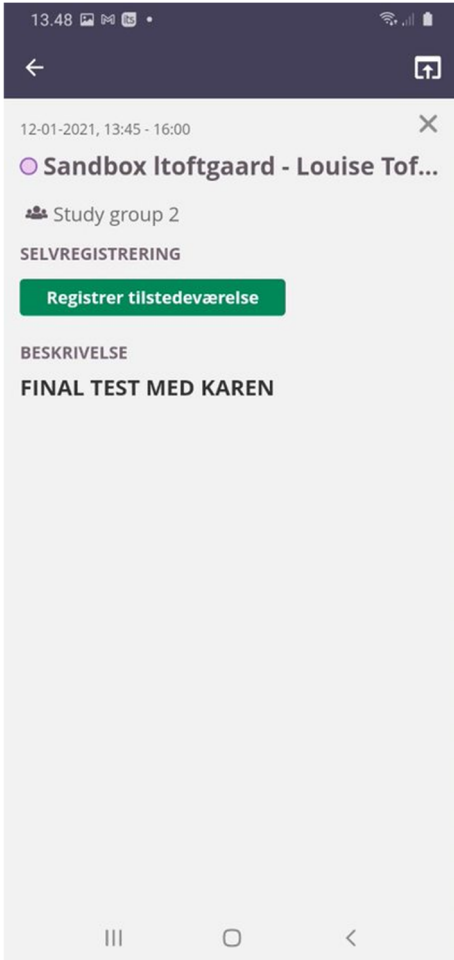
5. You can now see that you have registered your attendance:



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

### How to register your attendance via the itslearning app

1. Go to *Calendar*
2. Choose the relevant event
3. Click *Register presence*



4. Enter the code which is shared by your teacher

### Selvregistrering



**Sandbox Itoftgaard - Louise Toftgaard  
Fibiger**

12. januar 2021, 13:45 - 16:00

Indtast koden fra din underviser





5. Your attendance is now registered.



### How to get an overview of your attendance in a specific course

Go to the course, and click the tab *Status and follow-up* > *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	✓