



A QUICK INFORMATION GUIDE

Recording Attendance on Brightspace



Step #1

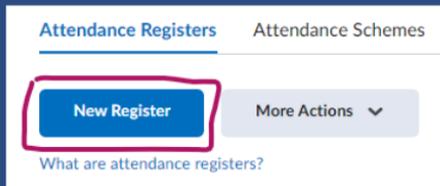
From the Nav Bar, go to
Course Tools >>Attendance



The screenshot displays a course management system interface. At the top, a dark blue navigation bar contains the following items: Course Home, Content, Assignments, Discussions, Quizzes, Grades, Class Progress, and Course Tools (with a downward arrow). The 'Course Tools' dropdown menu is open, listing the following options: Announcements, Content Reports, Roster, Attendance (highlighted in yellow), Rubrics, Manage Files, Zoom, and Email. Below the navigation bar, a banner image shows a classroom scene with the text 'ADMIN-TEST-COURSE' overlaid. Underneath the banner is a 'Table of Contents' section with a dropdown arrow, containing three items: 'Welcome - Orientation' (with a play button icon), 'Modules' (with a 'Content' label and a classroom image), and 'Campus Quick Links' (with the 'Campus Quick Links' logo).

Step #2

Click, New Register



The screenshot shows a software interface with two tabs: "Attendance Registers" (active) and "Attendance Schemes". Below the tabs, there is a blue button labeled "New Register" which is highlighted with a red rounded rectangle. To the right of this button is a grey button labeled "More Actions" with a downward-pointing chevron icon. Below these buttons, the text "What are attendance registers?" is visible.

Step #3

New Register

Properties

Name *

Description

Attendance Scheme

Cause for Concern (%)

Visibility

 Allow users to view this attendance register

- Enter a name
- Enter other optional properties
- Click down the MAR-Attendance Scheme

Step #4

Type in the **Session Name** and
Description

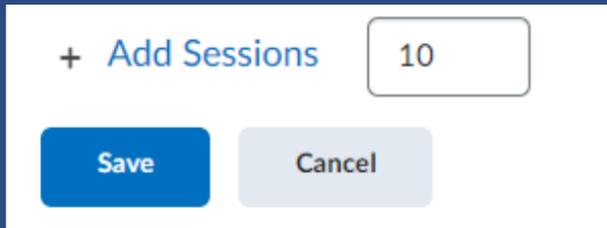
Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	<input type="text" value="Week 1 or Date"/>	<input type="text"/>	1 ▾	
2	<input type="text" value="Week 2 or Date"/>	<input type="text"/>	2 ▾	
3	<input type="text" value="Week 3 or Date"/>	<input type="text"/>	3 ▾	

Step #5

- First, click **SAVE**
- Type in the number of sessions
- Click, **Add Sessions**



A screenshot of a dialog box with a white background. At the top left, there is a plus sign followed by the text "Add Sessions". To the right of this text is a rounded rectangular input field containing the number "10". Below the "Add Sessions" text and input field are two buttons: a blue button with the text "Save" and a light gray button with the text "Cancel".

Step #6 To Enter Attendance

- Click the **name of register**.
- **Click the Calendar Icon** beside the Session name

<input type="checkbox"/>	First Name, Last Name ▲	Sessions			▼ Totals		% Attendance
		Meeting 1 📅	Meeting 2 📅	Meeting 3 📅	P	A	
<input type="checkbox"/>	Student, Training	-	-	-	0	0	-

20 per page ▼

Step #7 To Enter Attendance

- Click **Attendance Status** for each student
- **Drop down** to set each student's status.



The screenshot shows a web interface for managing student attendance. At the top, there are two buttons: "Set Status" (with a person icon) and "Email" (with an envelope icon). Below these is a table with two rows. The first row has a checkbox, the text "First Name, Last Name ▲", and a column labeled "Attendance Status" with a help icon. The second row has a checkbox, the text "Student, Training", and the same "Attendance Status" column. A blue-bordered dropdown menu is open over the "Attendance Status" column of the second row, showing three options: "None" (with a downward arrow), "None" (highlighted in blue), "P", and "A".

<input type="checkbox"/>	First Name, Last Name ▲	Attendance Status ⓘ
<input type="checkbox"/>	Student, Training	None ▼ None P A

Finally...

Click SAVE when finished.