

DISTRIBUTED  
LEARNING  
**| 2022**



USING BRIGHTSPACE TOOLS  
Attendance

**cna**

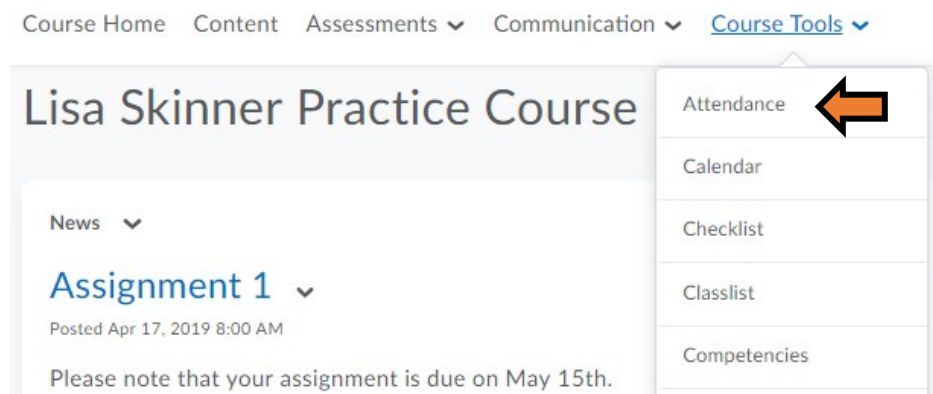
# Attendance

The Attendance tool allows you to create registers that track attendance for activities in your course.

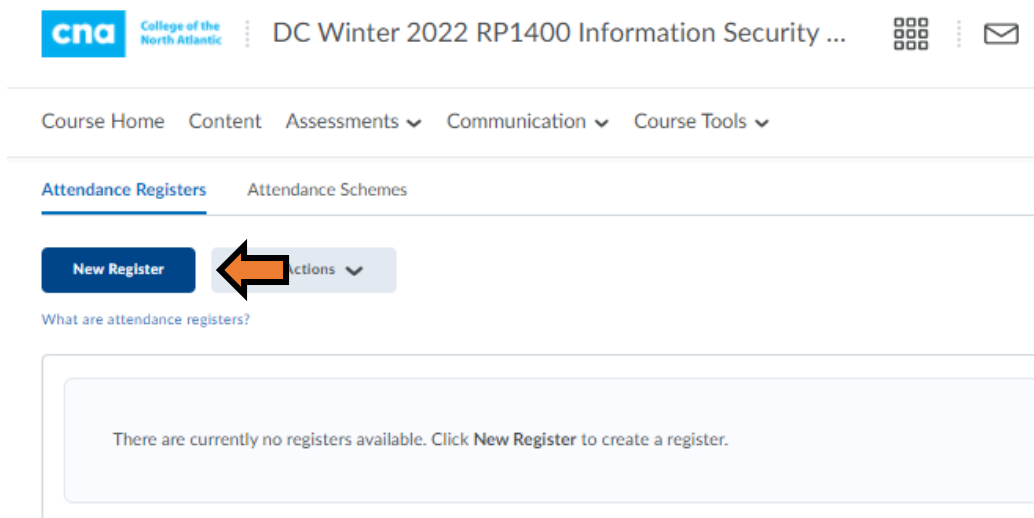
The % Attendance field is calculated by adding the total assigned % for each status and then dividing it by the number of statuses that have an assigned %. This is represented using the following illustrated formula:

$$\text{Sum of Assigned \%} / \text{Total of statuses with an Assigned \%} \times 100.$$

1. To access the **Attendance** tool, click on **Course Tools** on the navbar.



2. Click the **New Register** button.



3. Enter all the information for the new register including:

- Name
- Description
- Attendance scheme
- Cause for Concern (%)
  - this helps you track learners that fail to meet your attendance requirements by placing the Cause for Concern icon beside their names on the Attendance Data page.
- Visibility
- Users

The screenshot shows a form for creating a new attendance register. The form is set against a light blue background and contains the following elements:

- Name \***: A text input field containing "Class Attendance".
- Description**: A text input field containing "Weekly Attendance".
- Attendance Scheme**: A dropdown menu currently showing "System Scheme".
- Cause for Concern (%)**: A text input field containing "50".
- Visibility**: A checkbox labeled "Allow users to view this attendance register" which is checked.
- Users**: A section header followed by two radio button options:
  - Include all users in the course
  - Include all users in the following groups/sections:

4. Scroll to the bottom and start entering the sessions for your course that you want to track.

## Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	<input type="text" value="Class 1 - Monday at 9:00 am"/>	<input type="text" value="Class 1"/>	<input type="text" value="1"/>	
2	<input type="text" value="Class 2 - Tuesday at 10:00 a"/>	<input type="text" value="Class 2"/>	<input type="text" value="2"/>	
3	<input type="text" value="Class 3 - Wednesday at 11:C"/>	<input type="text" value="Class 3"/>	<input type="text" value="3"/>	

+ Add Sessions

6. Then click **Save** and then click **Close**.

## EDITING THE REGISTER

1. Click the drop-down arrow next to register name and click **Edit Register**.

Course Home Content Assessments Communication Course Tools


Attendance Registers Attendance Schemes

What are attendance registers?

<input type="checkbox"/>	Register Name	Cause for Concern (%)	# of Sessions
<input type="checkbox"/>	Class Attendance <input type="button" value="v"/>	50	3
<input type="checkbox"/>	Practice <input type="button" value="v"/>	50	1

- View Attendance Data
- Edit Register**
- Make Visible to Users
- Hide from Users
- Delete

## ENTER DATA INTO REGISTER

1. Click the dropdown arrow next to the name and click **View Attendance Data**.
2. Then click the icon  to enter the data for the class.

### Attendance Data – Class Attendance ▾

Export All Data

Email All Users

Weekly Attendance

Cause for Concern (%): 50

# of Sessions: 3

View By:




Apply

Search For...



Show Search Options

Email

First Name, Last Name ▲	Sessions			Totals ▼		% Attendance
	Class 1 - Monday at 9:00 am 	Class 2 - Tuesday at 10:00 am 	Class 3 - Wednesday at 11:00 am 	P	A	
Student 4, Training	-	-	-	0	0	-
Student 5, Training	-	-	-	0	0	-
Student 6, Student	-	-	-	0	0	-
Student 7, Training	-	-	-	0	0	-
Student 8, Training	-	-	-	0	0	-

20 per page ▾

Done

3. Set the attendance for each student.

4. Then click **Save** and then click **Close**.

## Set Attendance Data – Class Attendance

Set Status for All Users

Email All Users

Class 1 - Monday at 9:00 am

Class 1

View By: User

Apply

Search For...



Show Search Options

Set Status Email

<input type="checkbox"/>	First Name, Last Name ▲	Attendance Status ?
<input type="checkbox"/>	Student 4, Training	P ▼
<input type="checkbox"/>	Student 5, Training	A ▼
<input type="checkbox"/>	Student 6, Student	A ▼
<input type="checkbox"/>	Student 7, Training	P ▼
<input type="checkbox"/>	Student 8, Training	A ▼

Save

Close

Your attendance will then be updated.

## Attendance Data - Class Attendance ▾

Export All Data

Email All Users

Weekly Attendance

Cause for Concern (%): 50

# of Sessions: 3

View By: User ▾

Apply

Search For...



Show Search Options

Email

First Name, Last Name ▲	Sessions			Totals ▼		% Attendance
	Class 1 - Monday at 9:00 am	Class 2 - Tuesday at 10:00 am	Class 3 - Wednesday at 11:00 am	P	A	
Student 4, Training	P	-	-	1	0	100
Student 5, Training	A	-	-	0	1	0
Student 6, Student	A	-	-	0	1	0
Student 7, Training	P	-	-	1	0	100
Student 8, Training	A	-	-	0	1	0

20 per page ▾

Done