D2L Brightspace – Daylight Experience

The Attendance Tool
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Introduction

The Attendance Tool allows instructors to track attendance within D2L. The following explains how to create custom attendance schemes, create a class register, and record attendance data with the Attendance Tool.

Objectives

After completing the instructions in this booklet, you will be able to:

- Access the Attendance Tool
- Create a custom attendance scheme
- Create a register for your class
- Record attendance data
The Attendance Tool

Instructors can create attendance registers in Desire2Learn to track attendance in the classroom. The following explains how to create a custom attendance scheme, how to define an attendance register, and how to enter attendance data:

Creating a New Attendance Scheme

The default attendance scheme allows for two statuses: Present or Absent. If these settings work for you, you may skip this step. In our example, we will create a new scheme with the following categories: Present, Absent, and Late.

Note: The default scheme for attendance status is: P – Present (=100%) and A – Absent (=0%).

1. From within the course, click Other on the Navbar.

2. Choose Attendance from the list that appears.

3. The Attendance Registers page appears. Click the Attendance Schemes tab.

4. Click the New Scheme button.
5. The *New Scheme* page appears. Under *General*, enter a **name** for the custom scheme.

![New Scheme](image)

**Figure 5 - New Scheme**

6. Under *Attendance Statuses*, you may set the following parameters:
   a. **Symbol** - Assign a symbol for each status. In our example, we use *P* for Present, *A* for Absent, and *L* for Late (See Figure 6).

   ![Attendance Statuses](image)

   **Figure 6 - Attendance Statuses**

   b. **Status Full Name** - Enter the names of the statuses (See Figure 6).

   c. **Assigned %** - Although optional, this column makes the attendance status count toward the percent attendance calculation (See Figure 6).

   **Note:** The % Attendance calculates the average of recorded attendance.

   d. **Order** - Adjust the order of each status (See Figure 6).

   e. **Add Status** - To add additional statuses, enter a number in the **Add Statutes** field, and then click the **+** sign (See Figure 6).

7. Click **Save**.

![Save](image)

**Figure 7 - Save**
Defining an Attendance Register
The following explains how to create an attendance register with a series of sessions:

1. From within the course, click Other on the Navbar (See Figure 1).
2. Choose Attendance from the list that appears (See Figure 2).
3. The Attendance Registers page appears. Click the New Register button.

4. The New Register page appears. Under Properties, enter a Name for the register and an optional Description.

5. Under Attendance Scheme, choose the default system scheme or any course scheme you have created (See Figure 10).

Note: The proper scheme must be determined before entering any attendance data. If you switch from the system default to another scheme during the semester, you will lose all attendance data previously recorded for the course.
6. Optionally, enter a percentage in the **Cause for Concern** field if you want a cause for concern icon to appear beside underperforming students on the **Attendance Data** page (See Figure 11).

7. Under **Visibility**, check **Allow users to view this attendance register** if you want your students to have access to the register (See Figure 11).

**Note:** Just as in **Grades**, students can only see data for their own attendance.

![Figure 11 - Cause for Concern and Visibility](image)

8. Under **Users**, you can choose to include all students or specific groups.

![Figure 12 - Edit Users](image)

9. Under **Sessions**, add **Session Names** and, if needed, **Session Descriptions**.

![Figure 13 - Session Names and Descriptions](image)
10. If necessary, you may adjust the number of sessions. To remove a session, click the trash can icon (See Figure 14).

11. To add sessions, enter the number of sessions to be created in the text field, and then click Add Sessions (See Figure 14).

12. When done, click the Save button.

13. Click the Close button to return to Attendance.

**Entering Attendance Data**

Once you have created a register, you may begin recording attendance data. The following steps explain how to enter attendance data:

1. From within the course, click Other on the Navbar (See Figure 1).
2. Choose Attendance from the list that appears (See Figure 2).
3. The Attendance Registers page appears. Click the name of the register link.
4. The Attendance Data page appears. Click the Enter Attendance Data icon next to the appropriate session name.

![Figure 17 - Enter Attendance Data Icon](image)

5. The Set Attendance Data page appears. Set the attendance status individually by selecting the appropriate symbol in the drop-down list for each student.

![Figure 18 - Attendance Status Drop-down](image)

6. To set the attendance status in bulk, select students by using the checkboxes, then click Set Status.

**Note:** You may also record attendance for all users by clicking the Set Status for All Users button.

![Figure 19 - Set Status/Set Status for All Users](image)
7. In the window that pops up, choose the attendance status from the drop-down menu to be applied to selected students (See Figure 20).

8. Click Save (See Figure 20).

![Figure 20 - Status Selection Drop-down](image)

9. You are returned to the Set Attendance Data page. Once all attendance has been recorded, click the Save button.

![Figure 21 - Save](image)

10. Click the Close button to return to the Attendance Data page.

![Figure 22 - Close](image)

11. As attendance data is entered, D2L automatically tallies the total number of symbols for each student, as well as the attendance %.

![Figure 23 - Totals and % Attendance Scores](image)
Additional Help

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu