



University Information
Technology Services

D2L Brightspace

The Attendance Tool

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

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Introduction

The Attendance tool in D2L Brightspace allows instructors to create attendance registers in order to track attendance in the classroom. The following guide explains how to create an optional custom attendance scheme, how to define an attendance register, and how to enter attendance data.

Learning Objectives

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

- Create an optional custom attendance scheme
- Define an attendance register
- 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 can skip to the *Defining an Attendance Register* section. In our example, we will create a new scheme with the following categories: *Present*, *Absent*, *Late*, and *Excused*.

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



Figure 1 - Other

2. Choose **Attendance** from the list that appears.

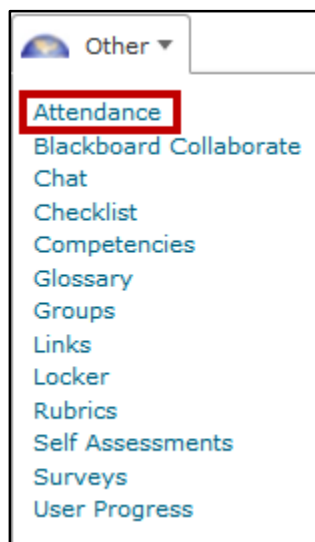


Figure 2 - Attendance

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

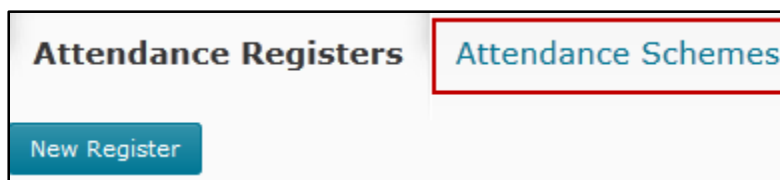


Figure 3 - Attendance Schemes

4. Click the **New Scheme** button.

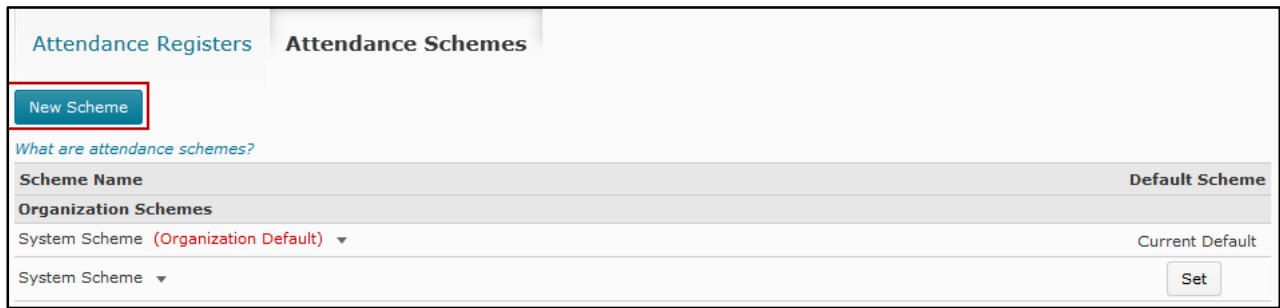


Figure 4 - New Scheme Button

5. The *New Scheme* page appears. Under *General*, enter a **name** for the custom scheme (See Figure 5).
6. Under *Attendance Statuses*, assign a symbol for each status in the **Symbol** column. (e.g. P for Present, A for Absent, L for Late, and E for Excused) (See Figure 5).
7. In the *Status Full Name* column, enter the **names** of the statuses (See Figure 5).
8. Fill out the **Assigned %** column. Although optional, this column makes the attendance status count toward the percent attendance calculation (See Figure 5).

Note: The % Attendance will be calculated by adding the total assigned % for each status and then dividing it by the number of statuses that have an assigned %.

9. Click **Save** (See Figure 5).
10. If more than three statuses are needed, enter the **number of additional fields** desired in the *Add Statutes* field, and then click the **Add Statuses** (See Figure 5).

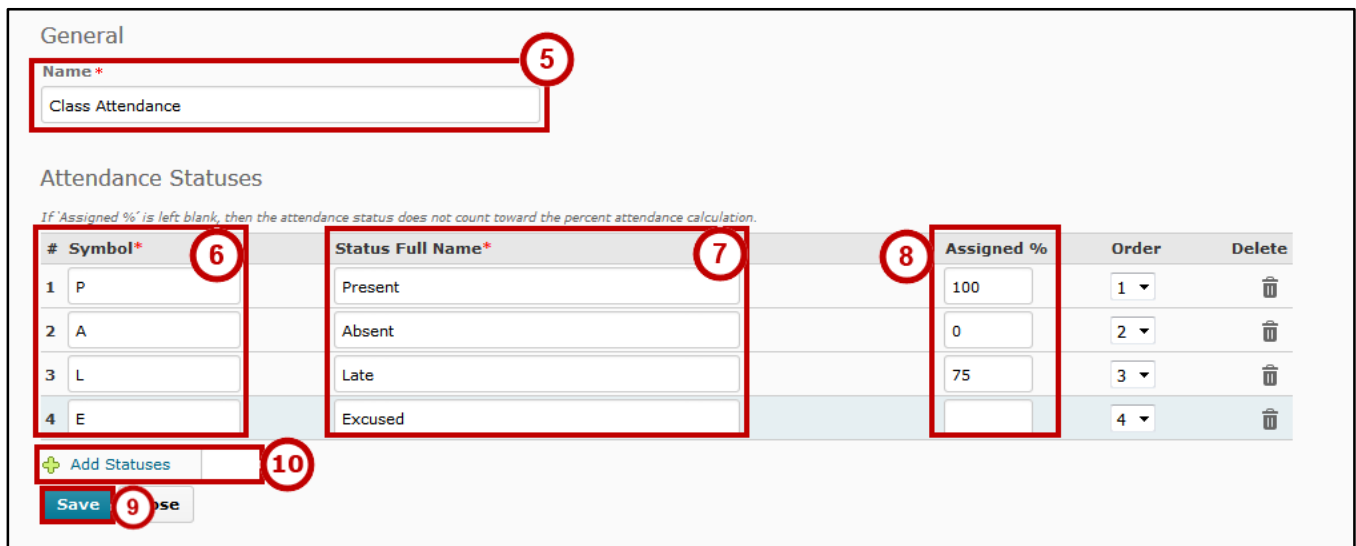


Figure 5 - Attendance Statuses

Defining an Attendance Register

The following explains how to create an attendance register with a series of sessions to track attendance.

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



Figure 6 - Other

2. Choose **Attendance** from the list that appears.

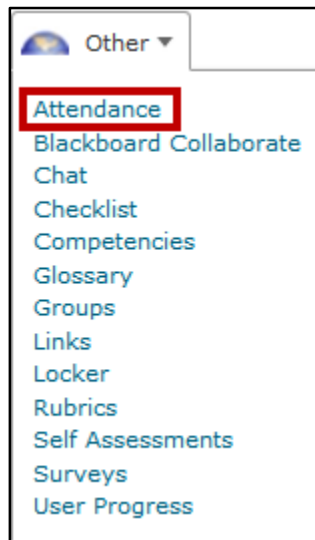


Figure 7 - Attendance in Other Drop-down List

3. The *Attendance Registers* page appears. Click the **New Register** button.

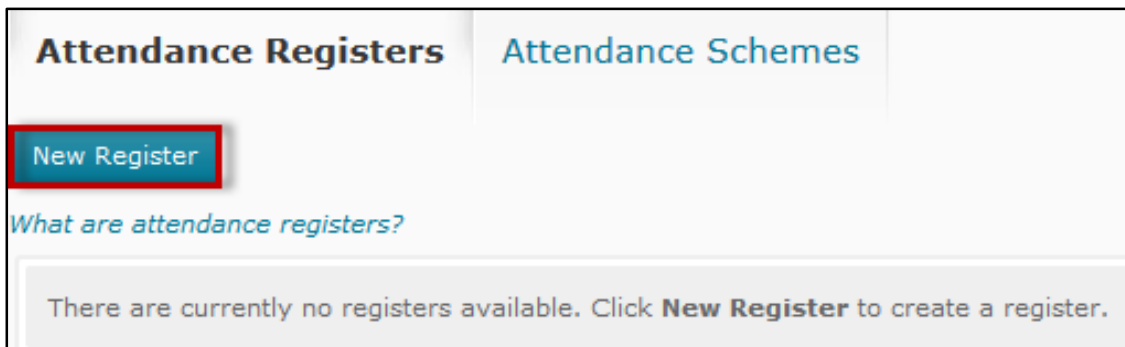


Figure 8 - Attendance Registers

4. The *New Register* page appears. Under *Properties*, enter a **Name** for the register (See Figure 9).
5. Under *Attendance Scheme*, choose the **default system scheme** or any **custom scheme** you may have created. The default scheme for attendance status is as follows: P – Present (=100%) and A – Absent (=0%) (See Figure 9).

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 besides underperforming students on the *Attendance Data* page (See Figure 9).
7. Under *Visibility*, check *Allow users to view this attendance register* if you want your students to have access to the register (See Figure 9).

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

8. Under *Users*, you can choose to include all students or specific groups (See Figure 9).

The image shows a 'New Register' form with several sections. Red boxes and circles with numbers 4 through 8 highlight specific fields:

- 4:** The 'Name *' field, which contains the text 'Class Attendance'.
- 5:** The 'Attendance Scheme *' dropdown menu, which is currently set to 'System Scheme'.
- 6:** The 'Cause for Concern (%)' input field, which contains the number '20'.
- 7:** The 'Visibility' section, which includes a checked checkbox labeled 'Allow users to view this attendance register'.
- 8:** The 'Users' section, which includes two radio button options: 'Include all users in the course' (which is selected) and 'Include all users in the following groups/sections:'.

Figure 9 - New Register

9. Under *session names*, add **names/dates** for your course. For example, if your course meets weekly, you could use generic session names like *Week 1*, *Week 2*, etc. However, you may prefer to list specific dates so there is no confusion over which date a student was absent (See Figure 10).
10. To add additional sessions, you will need to save first. Click **Save** (See Figure 10).
11. Next to *Add Sessions*, enter the **number of additional sessions** needed and click **Add Sessions** (See Figure 10).
12. To remove a session, click the **trash can icon** (See Figure 10).
13. Click **Save** (See Figure 10).
14. Click **Close** to exit the *New Register* page (See Figure 10).

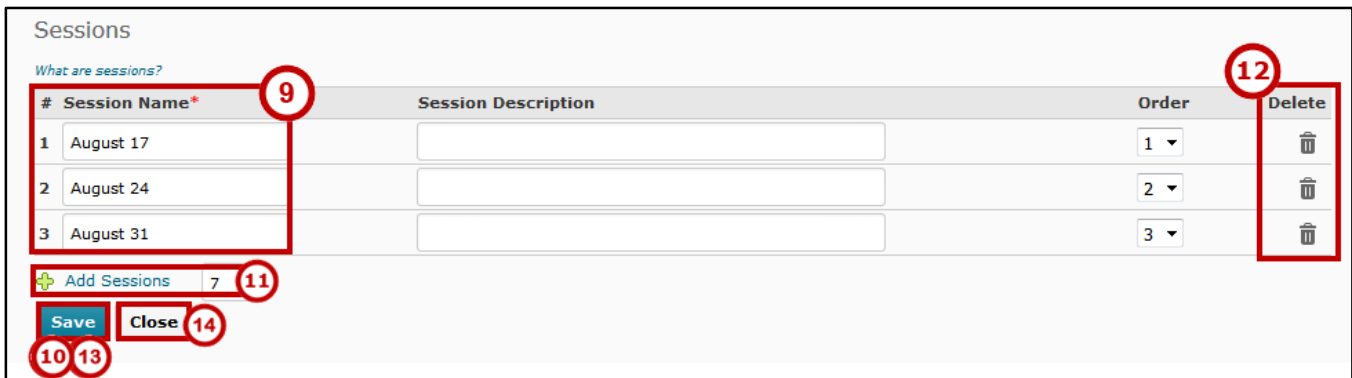


Figure 10 - Sessions

Entering Attendance Data

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 **name of the register** link.

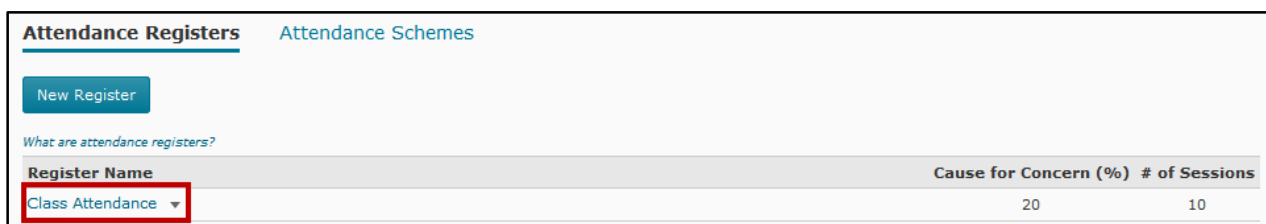


Figure 11 - Register Name

- The *Attendance Data* page appears. Click the **Enter Attendance Data** icon next to the appropriate session name.

Attendance Data – Class Attendance ▾

Export All Data Email All Users

Cause for Concern (%): 20
of Sessions: 10

View By: User ▾ Apply

Search For: Show Search Options

Email 20 ▾ per page

First Name, Last Name ▲	Sessions					
	August 17	August 24	August 31	September 7	September 14	September 21
<input type="checkbox"/> Account, Instruct-1	-	-	-	-	-	-
<input type="checkbox"/> Account, Instruct-59	-	-	-	-	-	-
<input type="checkbox"/> Account, Instruct-67	-	-	-	-	-	-
<input type="checkbox"/> Account, Instruct-68	-	-	-	-	-	-
<input type="checkbox"/> Account, Instruct-69	-	-	-	-	-	-

Figure 12 - Enter Attendance Data Icon

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

Set Attendance Data – Class Attendance

Set Status for All Users Email All Users

August 17

View By: User ▾ Apply

Search For: Show Search Options

Set Status Email 200 ▾ per page

First Name, Last Name ▲	Attendance Status ⓘ
<input type="checkbox"/> Account, Instruct-1	None ▾
<input type="checkbox"/> Account, Instruct-59	None P A
<input type="checkbox"/> Account, Instruct-67	None ▾
<input type="checkbox"/> Account, Instruct-68	None ▾

Figure 13 - Attendance Status Drop-down

- To set multiple attendance status' at once, click the **checkbox** next to all students you wish to assign the same status (See Figure 14).
- Click **Set Status** at the top left corner of the page (See Figure 14).

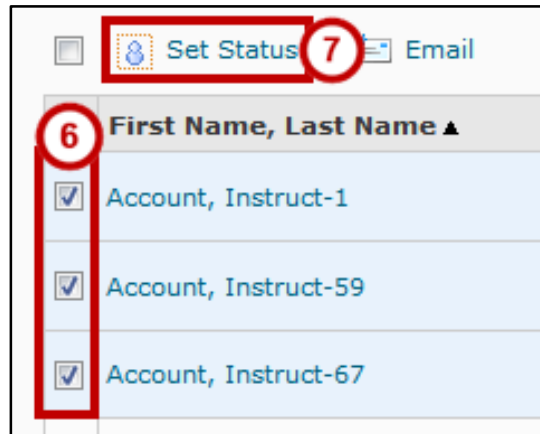


Figure 14 - Set Status for Multiple Users

- The *Set Status for Selected Users* window opens. From the *drop-down*, choose the attendance status to be applied to selected students.
- Click **Save**.

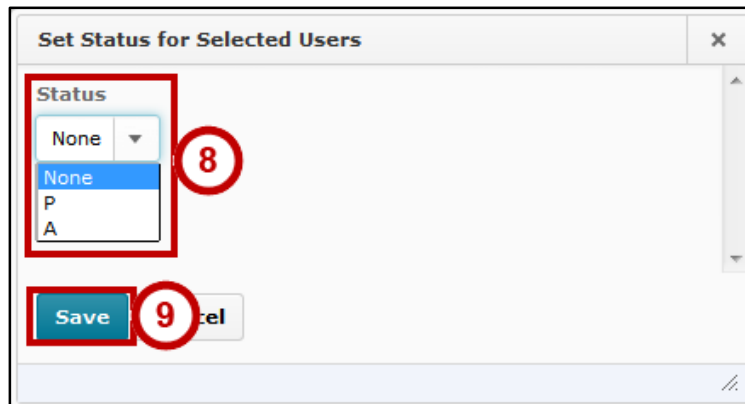


Figure 15 - Status Selection Drop-down

- The *Set Attendance Data* page appears. Click **Save**.
- Click **Close** to return to the *Attendance Data* page.

12. As attendance data is entered, D2L Brightspace automatically tallies the total number of P's and A's for each student, as well as the attendance %.

First Name, Last Name	Sessions			Totals		% Attendance
	August 13 ▲	August 15	August 20	P	A	
<input type="checkbox"/> Instruct-12 Account	P	P	-	2	0	100
<input type="checkbox"/> Instruct-15 Account	P	P	-	2	0	100
<input type="checkbox"/> Instruct-18 Account	P	A	-	1	1	50
<input type="checkbox"/> Instruct-16 Account	A	P	-	1	1	50
<input type="checkbox"/> Instruct-19 Account	A	A	-	0	2	0

Email 20 per page

Done

Figure 16 – Totals and % Attendance Scores

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>