



University Information
Technology Services

D2L Brightspace – Daylight Experience

The Attendance Tool

University Information Technology Services

Learning Technologies, Training, Audiovisual, and Outreach

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University Information Technology Services

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*.



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.



The screenshot shows a form titled "New Scheme" with a sub-section "General". Below the title is a text input field labeled "Name *". The text "Class Attendance" is entered into this field and is highlighted with a red rectangular box.

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).
 - 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).



The screenshot shows a table titled "Attendance Statuses" with the following data:

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	P	Present	100	1	
2	A	Absent	0	2	
3	L	Late	50	3	

Below the table is a form element with a blue "+ Add Statuses" button and an input field. Annotations a through e are placed over the table and form:

- a: Over the Symbol* column header.
- b: Over the Status Full Name* column header.
- c: Over the Assigned % column header.
- d: Over the Order column header.
- e: Over the "+ Add Statuses" button.

Figure 6 - Attendance Statuses

7. Click **Save**.



The screenshot shows a single blue button with the word "Save" written in white text.

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.

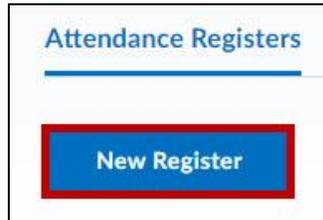


Figure 8 - New Register

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

A screenshot of a form titled "New Register Properties". It contains two input fields. The first is labeled "Name *" and contains the text "Class Attendance - August". The second is labeled "Description" and contains the text "Attendance roster for August.". The entire form area is highlighted with a red rectangular border.

Figure 9 - New Register

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.

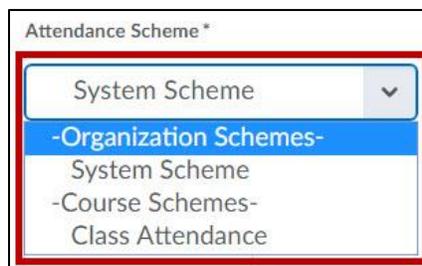
A screenshot of a dropdown menu titled "Attendance Scheme *". The menu is open, showing a list of options. The first option is "System Scheme" with a downward arrow. Below it is a separator line with the text "-Organization Schemes-". Underneath are "System Scheme", another separator line with the text "-Course Schemes-", and "Class Attendance". The dropdown menu is highlighted with a red rectangular border.

Figure 10 - Select System Scheme

- 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).
- 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.

Cause for Concern (%)

50 **6**

Visibility **7**

Allow users to view this attendance register

Figure 11 - Cause for Concern and Visibility

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

Users

Users

Include all users in the course

Include all users in the following groups/sections:

Figure 12 - Edit Users

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

Sessions

#	Session Name*	Session Description	Order	Delete
1	August 13		1 ▼	
2	August 15		2 ▼	
3	August 20		3 ▼	

Figure 13 - Session Names and Descriptions

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).

#	Session Name*	Session Description	Order	Delete
1	August 13		1	
2	August 15		2	
3	August 20		3	

+ Add Sessions 3

Figure 14 - Delete or Add Sessions

12. When done, click the **Save** button.



Figure 15 - Save

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.

Attendance Registers Attendance Schemes

New Register

What are attendance registers?

Register Name	Cause for Concern (%)	# of Sessions
Class Attendance	50	3

Figure 16 - Register Name

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

	First Name, Last Name ▲	Sessions			Totals ▼		% Attendance
		August 13 	August 15 	August 20 	P	A	
<input type="checkbox"/>	Account, Instruct-25	-	-	-	0	0	-
<input type="checkbox"/>	Account, Instruct-26	-	-	-	0	0	-
<input type="checkbox"/>	Account, Instruct-27	-	-	-	0	0	-

Figure 17 - Enter Attendance Data Icon

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

	First Name, Last Name ▲	Attendance Status ⓘ
<input type="checkbox"/>	Account, Instruct-25	None ▼
<input type="checkbox"/>	Account, Instruct-26	None P A
<input type="checkbox"/>	Account, Instruct-27	None ▼

Figure 18 - Attendance Status Drop-down

- 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.

<input type="checkbox"/> Set Status  Email	
	First Name, Last Name ▲
<input checked="" type="checkbox"/>	Account, Instruct-25
<input checked="" type="checkbox"/>	Account, Instruct-26
<input type="checkbox"/>	Account, Instruct-27
<input type="checkbox"/>	Account, Instruct-28

Figure 19 - Set Status/Set Status for All Users

- In the window that pops up, choose the attendance status from the **drop-down menu** to be applied to selected students (See Figure 20).
- Click **Save** (See Figure 20).

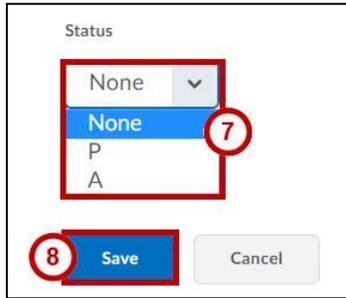


Figure 20 - Status Selection Drop-down

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



Figure 21 - Save

- Click the **Close** button to return to the *Attendance Data* page.

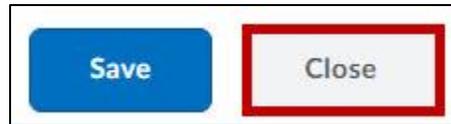


Figure 22 - Close

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

	First Name, Last Name ▲	Sessions		Totals		% Attendance
		August 13 📅	August 15 📅	P	A	
<input type="checkbox"/>	Account, Instruct-25	P	P	2	0	100
<input type="checkbox"/>	Account, Instruct-26	P	P	2	0	100
<input type="checkbox"/>	Account, Instruct-27	A	A	0	2	0 ⚠️
<input type="checkbox"/>	Account, Instruct-28	P	A	1	1	50
<input type="checkbox"/>	Account, Instruct-29	A	P	1	1	50

Figure 23 - 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>