**How do I record attendance in Brightspace?**

There are two parts: create an entry (Register) and take attendance.

Create an Attendance Register attendance
Attendance registers are entries you can create to track attendance for activities in your course. You can create attendance registers to track attendance for mandatory chat sessions, classes, weekly seminars, etc.

<mark>Attendance taken through this tool cannot be associated with Grades.</mark>

1. From the course Admin menu, click Attendance

2. Click New Register.
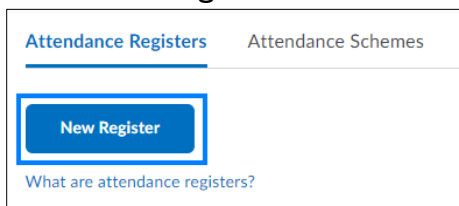
3. Type a Name of the attendance; for example, Class attendance, and other optional properties as needed. See section how to create an Attendance Scheme if you don't want to use the default attendance scheme.

New Register

Properties

Name *
Class Meetings

Description

Attendance Scheme *
System Scheme

Cause for Concern (%)

Visibility
☑ Allow users to view this attendance register

By default, the students can view attendance registers unless the visibility setting is unchecked.

4. Type in a date under a Session Name for the day you want to take attendance, for example 12-04-23

Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	12-04-23		1 ⌄	🗑
2	12-06-23		2 ⌄	🗑
3	12-11-23		3 ⌄	🗑

5. For more than three entries, enter the number, click Add Sessions and click Save.

+ Add Sessions 5

Save   **Close**

Click Close.

Click on the newly created attendance

Click the small pencil icon to enter the attendance:

Under Attendance Status, click the drop-down arrow to set a student's attendance appearance and click Save

Set Attendance Data – FTC Fall 23 .

Set Status for All Users	Email All Users

12-16-23

Search For... 🔍	Show Search Options

👤 Set Status   ✉ Email

☐	Last Name ▲ , First Name	Attendance Status
☐	Usera, Gueser	None ▾
		None
		A
		P
		L

Save	Close

You can bulk enter attendance status for multiple students by selecting all students and clicking the pencil icon:

☑	Last Name ▲ , First Name	Sessions		
		12-04-23 📝	12-06-23 📝	12-11-23 📝
☑	Banana, Anna	-	Enter attendance data for 12-04-23	-
☑	Usera, Gueser	-	-	-

To add additional sessions to the register, click Save, enter the number of sessions to be added, and click Add Sessions.
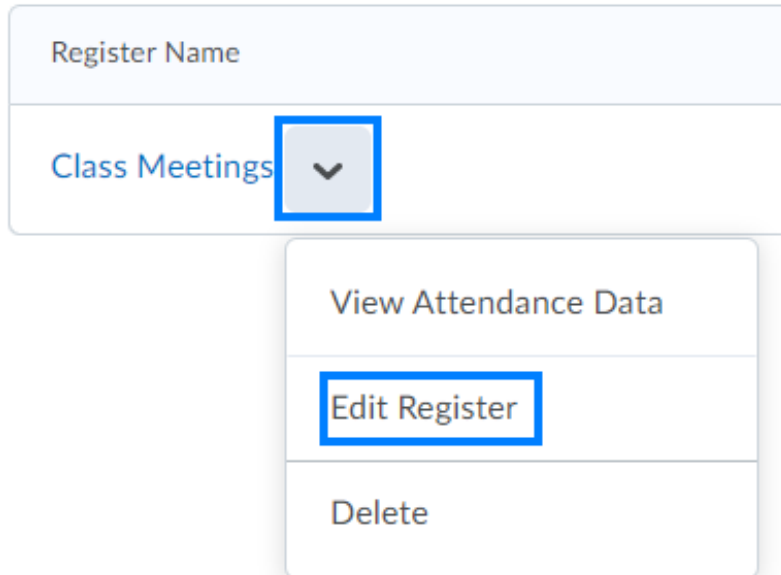
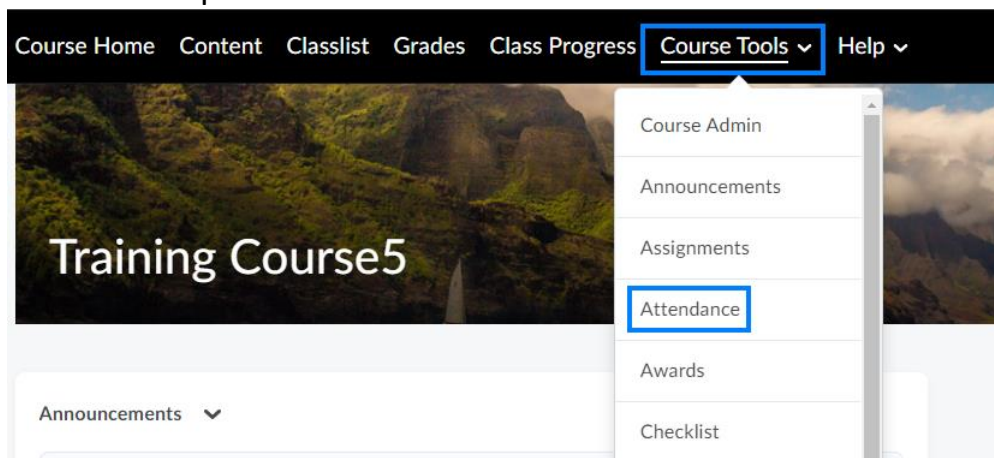**3** + Add Sessions   **2** 5

1 Save   Close

How to edit a Class meeting: To return and add or remove sessions at a later time, click the drop-down icon to the right of the register and select Edit Register from the drop-down.

How to take Attendance

1. From the course navigation bar, click Course Tools and select Attendance from the drop-down.

2. Click the name of register.

3. Click the Calendar icon beside session to enter the attendance.

4. Click the Attendance Status drop-down to set each student's status.

Alternatively, set the Attendance Status for students in bulk by selecting multiple students and clicking Set Status.

5. Click Save when finished.

How to customize default Attendance Scheme
You cannot customize it, but you can create a new one.
How to create Attendance Scheme
From Attendance main page, click Attendance Schemes tab

Type in the symbol and full name for each attendance status