Topic: Attendance

In D2L Brightspace, there are different ways you may take and check attendance. Attendance registers are the tool used to mark attendance, and attendance schemes make up the criteria for marking attendance in a register.

Attendance Registers

Attendance registers allow you to mark attendance in your classroom in several ways.

To create an attendance register, click New Register.
Once you've created a new register, a page with blank fields will show up.

Give your register a name, description, scheme, cause for concern %, and visibility settings.
After you’ve filled in the blanks, you need to create sessions for the attendance record. These sessions are the days you mark attendance.

### Sessions

**What are sessions?**

<table>
<thead>
<tr>
<th>#</th>
<th>Session Name</th>
<th>Session Description</th>
<th>Order</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Day 1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Day 2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Day 3</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Add Sessions**

[Save]  [Close]
Marking Attendance

Marking attendance in your course is easy. Just click your register, and click the session you wish to mark attendance for.

Once selected, according to your attendance scheme, you can mark your student’s status for that day.

You can mark attendance by selecting the dropdown menu under Attendance Status.

In this scheme, P is present and A is absent. This is the default system scheme.
Attendance Schemes

Attendance schemes are the attendance status markings for students. The default system scheme includes the P for present, and the A for absent. You may make your own schemes to fit your own attendance needs.

Go back to **ASSESSMENTS, Attendance**. Click **Attendance Schemes**.

To make a new Scheme, select the **New Scheme** button.

After filling in the new scheme name, you will have to fill in the attendance symbol (such as P for Present), status full name, and the assigned percentage for the status.
For More Information

Please contact Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.