



Attendance

Quick-Start Guide: MMC Brightspace

Using the Attendance tool, you can create registers that track attendance for activities within your course, or for your individual classes. Create a custom attendance scheme to track lateness, excused absences, or other attendance statuses beyond present/absent. Please note that attendance does not automatically sync with Grades, and any grades attached to attendance must be entered manually. The **Attendance tool** is found under “Learner Management” on the Course Admin page.

In this guide

- [Create an attendance register](#) (Create attendance for your class sessions)
 - [Create a new attendance scheme](#)
 - [Additional resources and support](#)
-

Create an attendance register (Create attendance for your class sessions)

1. From Attendance, navigate to the “Attendance registers” tab and open.
2. Click the blue “New Register” button.
3. Give your attendance register a title (such as Fall 2021 Course Name).
4. Select your attendance scheme. The default system scheme is present or absent. To include options for excused absences and lateness, select the attendance scheme titled “Present, absent, late, excused.” To create a custom attendance scheme with additional options, follow the instructions below.

5. Set the visibility of attendance for students.
6. Under Sessions, add each class or session you would like to take attendance for. You must name each session. You can add as many additional sessions as you need by clicking "+ Add Sessions."
7. Save.

Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	9/3/21	class 1	1 ▾	
2	9/10/21	class 2	2 ▾	
3	9/17/21	class 3	3 ▾	

+ Add Sessions

Title your classes here

Add additional sessions here

Create a new attendance scheme

1. From Attendance, navigate to the "Attendance Schemes" tab and open.
2. Click the blue "New Scheme" button.
3. Title your attendance scheme, and enter as many attendance statuses as you need.
 - a. For example, "L" for Late, with an assigned % of 75.
 - b. Note: If 'Assigned %' is left blank, then the attendance status does not count toward the percent attendance calculation.
4. You can add as many fields as you need by clicking "+ New Statuses."
5. Save.

Edit Scheme - Custom attendance scheme

General

Name *

Custom attendance scheme

Attendance Statuses

If 'Assigned %' is left blank, then the attendance status does not count toward the percent attendance calculation.

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	P	Present	100	1 ▼	
2	A	Absent	0	2 ▼	
3	L	Late	75	3 ▼	
4	EA	Excused Absence	100	4 ▼	

+ Add Statuses

Save

Close

Additional Resources and Support

- **Brightspace help pages**
 - [What are the basics of Attendance?](#)
- **Brightspace Open Office Hours**
 - Come ask questions during our open office hours - no need to make an appointment ahead of time
 - Thursdays starting August 26, 10-11:30am
 - [Zoom link](#)
- **Contact us**
 - Email brightspace@mmm.edu with questions or to set up a one on one consultation

Contact Brightspace Support

Email: brightspace@mmm.edu

Contact Brightspace Support

Email: brightspace@mmm.edu

Contact Brightspace Support

Email: brightspace@mmm.edu