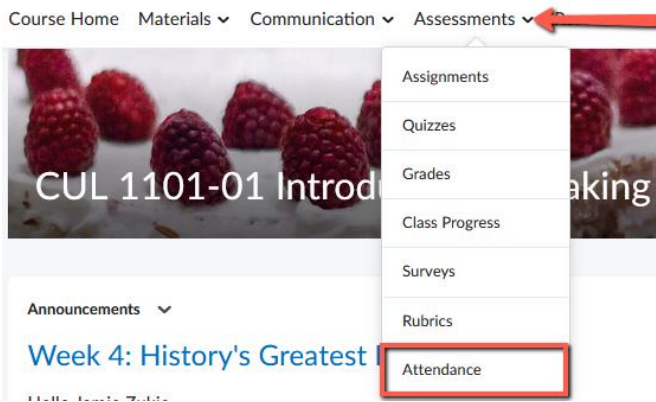




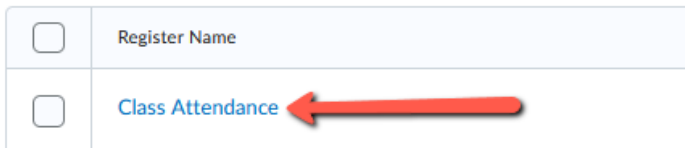
# How to Record Attendance with an Attendance Register

This document illustrates how to use an attendance register for recording attendance in D2L Brightspace.

1. From the course navigation bar, click **Assessments > Attendance**:



2. Click on the name of the register:



3. To record the attendance status, click the **edit icon** beside the session date:

	Last Name ▲, First Name	Sessions		
		9/1 🗒	9/2 🗒	9/3 🗒
<input type="checkbox"/>	MockStudent, Billy	-	Present	Present



13. Under **Attendance Status** > expand the dropdown menu, then click on the status:

<input type="checkbox"/>	Last Name ▲, First Name	Attendance Status ⓘ
<input type="checkbox"/>	Brown Jr., Alton	None ▼
<input type="checkbox"/>	Child, Julia	None
<input type="checkbox"/>	Fieri, Guy	Present
<input type="checkbox"/>		Late/Half Class
<input type="checkbox"/>		Absent
<input type="checkbox"/>		Excused

14. Click **Save**:

