

You-Attend Widget for the Brightspace Learning Environment

Instructor Guide

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You-Attend Course Settings

The You-Attend widget will load the Course Setting page until settings have been saved. In this section we will go over each section of the settings.

- General Settings
- Attendance Codes
- Grade Book Integration
- Entry Method

General Settings

General Settings

Start Date

01 / 28 / 2019 ✕ **1**

End Date

05 / 29 / 2019 ✕ **2**

Record Type **3**

Manual ▾

Days of the week this course meets **4**

☐ Sunday ☒ Monday ☐ Tuesday ☒ Wednesday ☐ Thursday ☒ Friday ☒ Saturday

Excluded Dates **5**

[Add Date](#)

Number of Entries Per Week **6**

1 ⬆ ⬇ ⬆

1. **Start Date** – This is date you will start taking attendance. The You-Attend widget pulls this information from the Brightspace course settings if they are set. You may change this date to suit your needs.
2. **End Date** – This is the date you will stop taking attendance. The You-Attend widget pulls this information from the Brightspace course settings if they are set. You may change this date to suit your needs.
3. **Record Type** – This setting controls how entries are made in the system. There are three types of entries: Manual, In-Class and Online. See the section on Record Types for more information.

4. **Days of the week this course meets** – Select the days of the week your course meets that you wish to track attendance. This option is available when selecting Manual or In-Class record types.
5. **Excluded Dates** – Enter any dates you wish to exclude from the Attendance Grid. This option is available when selecting Manual or In-Class record types.
6. **Number of Entries Per Week** – When using the Online record type, enter the number of days per week you want your students to login into your online course.

Record Types

Manual

The Manual type works probably how you guessed it would. You simply go through a list of students and record their attendance.

In-Class

The In-Class type displays a PIN number, on days the class meets, to the instructor. The instructor then shares the pin with students. They in turn enter the pin into a form on their view of the You-Attend widget which records their attendance.

Online

The last entry type is the Online method. As the name implies this setting is recommended for online courses. This is an automated method of tracking attendance. When a student loads the widget, if they have not already logged in for that day and they have not reached the attendance goal for that week then their attendance is recorded.

Meeting days, Excluded days and Entries Per Week

Depending upon which Record Type you select the next options will change. If using the Manual or In-Class option, the Meeting days and Excluded dates option will be visible. If using the Online type only the Entries Per Week option will be displayed.

Meeting Days

The Attendance Grid (which we'll go over in the Overview of the You-Attend widget) displays the current week based on the Record Type setting. The Manual and In-Class type both limit the days of the week displayed to just the meeting days you select for the "Days of the week this course meets" setting.

Excluded Dates

Dates your course doesn't meet due to holidays or days the school is closed, can be added here to exclude them from being displayed in the Attendance Grid. These dates are only used in the Manual and In-Class Record Types.

Entries Per Week

When using the Online Record Type, the Entries Per Week setting becomes available. This setting is used to set the number of times you want your online students to access the course. This is useful to when trying to create more engagement during the week with your online students.

Attendance Codes

The screenshot shows a form titled "Attendance Codes". Inside the form, there is a section labeled "Code number 1" which contains three input fields. The first field contains the letter "P" and is marked with a blue circle containing the number 1. The second field contains the word "Present" and is marked with a blue circle containing the number 2. The third field contains the number "100" and is marked with a blue circle containing the number 3. Below these fields, there is a link labeled "Add Code" followed by a blue circle containing the number 4.

1. **Code Symbol** – The symbol of the attendance code.
2. **Code Name** – The name of the attendance code.
3. **Percentage Value** – The weight of the attendance code. You need at least one code with a weight of 100.
4. **Add Code** – Click this link to add another attendance code row to the form. To remove a code row simply leave all the boxes blank.

Attendance codes are completely customizable, with an exception. You need to have at least one code with a value of 100 and one code with a value of 0 to use the Grade Book Integration and the Mark All features (see the Overview of the You-Attend widget for more about the Mark All features). We've given you three to get started with, but feel free to change or remove them.

Grade Book Integration

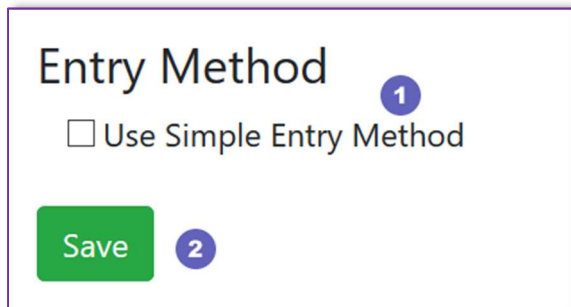
The screenshot shows a form titled "Grade Book Integration". It contains four settings, each with a numbered callout in a blue circle. The first setting is "Create Grade Book Entry" with a checked checkbox and callout 1. The second setting is "Grade Book Entry Name" with a text input field containing "Attendance" and callout 2. The third setting is "Points Per Entry" with a dropdown menu showing "2" and callout 3. The fourth setting is "Max Grade Book Points" with a dropdown menu showing "50" and callout 4.

1. **Create Grade Book Entry** – Toggles the Grade Book Integration on and off.
2. **Grade Book Entry Name** – The name that will be given to the Grade Book Item in the Brightspace Gradebook.
3. **Point Per Entry** – The number of points possible for an entry.
4. **Max Grade Book Point** – The maximum number of points the Grade Book Item will be worth.

The Grade Book Integration allows you to grade your students on their attendance. The Grade Book Entry Name is the link that connects the You-Attend widget to the Gradebook. If you change the name of the entry, you must change it in both places or the You-Attend widget will create a new Grade Item.

The Points Per entry field is tied to the Attendance Code Value field. The Attendance Code Value field is a percentage of the Points Per entry. In the examples given a Preset entry will give the student 2 point, while a Tardy entry will give the student 1 point and the Absent will give them zero points.

Entry Method



1. **Use Simple Entry Method** – Toggles the simple entry method on and off.
2. **Save** – Save the current settings.

The Simple Entry Method affects how entries are made on the Instructor View. When the setting is off the user is prompted with a form to update or create an entry. When the value is on the form entry is replaced with an inline drop-down list of Attendance Codes and an “Ok” button to submit the entry. The simple entry method allows for quick updates to student entries without waiting for a form to load and process.

Overview of the You-Attend widget







This section will introduce you to the instructor interface which includes:

- The Attendance Grid
- Student Detail View
- Entering Attendance
- Gradebook Integration
- Export to Excel
- Accessing You-Attend Course Settings

If there are no settings saved for the current course the widget will load the Course Settings screen until settings have been saved.

The Attendance Grid

Once Course Settings have been saved for the course you will see the Attendance Grid.

Last Name, First Name 1	2 Sessions						Totals			4 % Attendance
	18 Mon	20 Wed	22 Fri	3			P	A	T	
	 	 	 							
Briggs, CJ	-	-	-	3	0	0				100 %
Chen, Amy	-	-	-	2	1	0				67 %
Gonzalez, Laura	-	-	-	1	0	2				100 %
Johnson, Marcus	-	-	-	3	0	0				100 %
Kline, Michael	-	-	-	2	1	0				67 %
Larson, Jonathan	-	-	-	3	0	0				100 %
Robbins, Andi	-	-	-	3	0	0				100 %
Thomas, Kristy	-	-	-	2	1	0				67 %
Williams, Amanda	-	-	-	3	0	0				100 %

Course Settings **5**

Update Grades **6**

Export To Excel **7**

1. **Students List** – The list of students on the course roster. Clicking on a student's name will take you to the Student's Details view.

2. **Sessions** – This section contains session data, as well as where you will enter and update attendance entries.
3. **Totals** – This area gives the total attendance for each student by Attendance Code.
4. **% Attendance** – Displays either the student's countable attendance percentage for the course or for the week if using the Online method.
5. **Course Settings** – Return to the You-Attend course settings to make changes.
6. **Update Grades** – If using the Gradebook integration, this button will run the sync process to recalculate grades and update the Gradebook.
7. **Export to Excel** – Generates an Excel file of all attendance records for the course.

Student Detail View

Clicking on a student name will bring you to the Student Details view.

Attendance Record For: Briggs, CJ 1

Totals 2
Gradebook settings - Max Points: 50 3

Present 4 - 2 Points per entry
Absent 0 - 0 Points per entry
Tardy 0 - 1 Point per entry

4 Date	5 Status	6 Notes	7 IP Address
03/11/2019 - Monday	P		
03/13/2019 - Wednesday	P		
03/15/2019 - Friday	P		
03/18/2019 - Monday	P		
03/20/2019 - Wednesday	-		
03/22/2019 - Friday	-		
03/25/2019 - Monday	-		
03/27/2019 - Wednesday	-		
03/29/2019 - Friday	-		
04/01/2019 - Monday	-		
04/03/2019 - Wednesday	-		
04/05/2019 - Friday	-		

Attendance Stats 8

	Present	Absent	Tardy
Monday	2	0	0
Wednesday	1	0	0
Friday	1	0	0

Done 9

Add Entry 10

1. **Student Name** – The student's name is displayed at the top of the page. This page is printer friendly, however you may need to use a browser that allows you to print from frames.
2. **Attendance Code Totals** – This column breaks down the student's entries by Attendance Code.

3. **Gradebook Settings** – If using the Gradebook integration, this column displays the maximum points the grade item is worth as well as the points they can earn per code entry.
4. **Details Table** – This table list either a date for each class meeting or if using the Online Entry method, it will list each entry created for a student. The first column lists the date and the day of the week for that entry.
5. **Status** – This column displays the student's status for each date. If a status has not been entered a dash indicates an entry can be made.
6. **Notes** – This column displays any notes that have been made for the entry.
7. **IP Address** – This column will display the IP address from where the entry was made.
8. **Attendance Stats** – This table breaks down a student's attendance by day of the week for each Attendance Code.
9. **Done** – Click the "Done" button to return to the Instructor view.
10. **Add Entry** – If using the Online Entry method this button will allow you to make an entry for dates not listed on the Details Table.

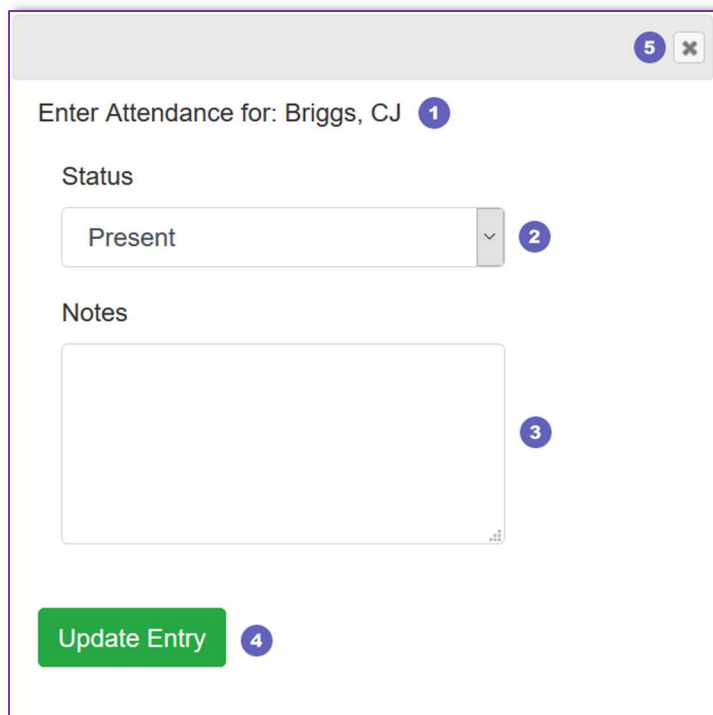
Entering Attendance

You can enter attendance from both the Instructor view and the Student Details view. How the grade is entered depends on where you are entering the grade from and your settings in the You-Attend Course Settings.

There are three ways to make an entry: the basic entry method, the simple entry method, and a mark all method. The Instructor view makes use of all three methods while the Student view only uses the basic entry method. We will go over the basic method for both Instructor and Student views first.

Basic Entry

The basic entry displays a pop-up style form to the user.



1. **Student's Name** – Student's name is displayed to verify you are updating the correct student.
2. **Status Drop-Down** – Select the Attendance Code from the drop-down list.
3. **Notes** – Enter any notes about the entry. Note that students can see what is entered here as well.
4. **Update Entry** – Click the "Update Entry" button to submit the status update. The entry will be recorded and if using the Gradebook integration, the student's grade will be updated.
5. **Cancel** – To cancel an entry click the close button in the upper right corner.

To access the form from the Instructor view, click on a corresponding cell for a student and a date.

Last Name, First Name	Sessions			
	18 Mon		20 Wed	
	-	+	-	+
Briggs, CJ	-		-	
Chen, Amy	-		-	
...				

The process is similar when in Student view. In the Status column locate the corresponding date and click on the cell.

Tardy 0 - 1 Point per entry

Date	Status	Notes
03/11/2019 - Monday	P	
03/13/2019 - Wednesday	P	
03/15/2019 - Friday	P	
03/18/2019 - Monday	P	

If using the Online Entry method, clicking on the “Add Entry” button will open the form with an added Date field so you can add any entries not on the details list.

✕

Enter Attendance for: Briggs, CJ

Status

Present

EntryDate


03/18/2019

Notes

Add Entry

Simple Entry







The simple entry method, when enabled in course settings, replaces the pop-up style form with an inline drop-down list and an “OK” button.

Last Name, First Name	Sessions			
	17 Sun	18 Mon	19 Tue	20 Wed
Briggs, CJ	P  OK	P	-	-
Chen, Amy	P	-	-	-
Gonzalez, Laura	A	-	-	-
Johnson, Marcus	T	-	-	-

Select the status and click “Ok” to record the student’s attendance. This entry method is only used on the Instructor view, when Simple Entry Method is enabled in course settings. The basic method will still be used in the Student Details view.

Mark-All Entry

When using Manual or In-Class record types, you will see two icons under the dates in the Session area of the Attendance Grid.

Sessions		
18 Mon	20 Wed	22 Fri
 	 	 

1. **Mark-Absent** – Mark all students who do not yet have an entry as Absent. This icon is red with a minus sign.
2. **Mark-Present** – Mark all student who do not yet have an entry as Present. This icon is green with a plus sign.

In-Class and Online Record Types

In-Class

The In-Class Record Type allows you to shift the work of taking attendance to your students. When using them type and on days your class meets, a PIN will be displayed at the top of the You-Attend widget.

Today's Attendance PIN is:

999636

Enter the Attendance for **Monday, 18 March 2019**

Note: Give your students the PIN listed above to allow them to mark themselves present for today

Give this PIN to your students and they will enter it into a form that will be shown on their You-Attend widget.

Today's PIN:

Note: Enter today's attendance PIN to mark yourself present.

Once they submit the correct PIN their attendance will be recorded.

Online

The Online type shifts the work off everyone. When using the Online Record Type, the student logging in to the course and waiting for the widget to load will record their attendance as long as a couple of conditions are met:

- They have not already logged in that day.
- They have not already reached the Number of Entries Per Week setting.

As long as the above conditions are met, they should receive an alert similar to the image shown below.

Success! Your attendance has been recorded.

Gradebook Integration

The You-Attend widget can be integrated with the Brightspace Gradebook. Once the integration has been completed, a grade item will be created in the Gradebook. Whenever a student entry is created or updated the widget will run a process that will recalculate the student's score and update the value in the gradebook. If at any time the gradebook seems out of sync with the You-Attend widget use the "Update Grades" button in the Instructor view to run a process that will update all student grades.

Export to Excel

The "Export to Excel" button does what you probably expect. It exports all student attendance entries to a downloadable Microsoft Excel file. The first sheet, or "Home" sheet will contain data

about the course attendance overall. The rest of the sheets contain detailed student data, with a sheet for each student.

Home Sheet

Report for Attendance Tool Demo on 3/19/19			
Student Summary			
Name	P	A	T
CJ Briggs	4	0	0
Amy Chen	3	1	0
Laura Gonzalez	2	0	2
Marcus Johnson	4	0	0
Michael Kline	3	1	0
Jonathan Larson	4	0	0
Andi Robbins	3	1	0
Kristy Thomas	3	1	0
Amanda Williams	4	0	0
Entries Summary			
Entry	Total	Percentage	
Present (P)	30	83%	
Absent (A)	4	11%	
Tardy (T)	2	6%	

1. **Student Summary** – The student summary table list each student and their attendance totals broken out by Attendance Code.
2. **Entries Summary** – The entries summary table provides data for each Attendance Code.

Student Sheets

Attendance record for: CJ Briggs			
Entry Totals			
Present	4		
Absent	0		
Tardy	0		
Attendance Stats			
	P	A	T
Monday	2	0	0
Wednesday	1	0	0
Friday	1	0	0
Entries By Date			
Date	Status	Notes	IP Address
3/11/19 - Monday	P		66.116.19.135
3/13/19 - Wednesday	P		66.116.19.135
3/15/19 - Friday	P		66.116.19.135
3/18/19 - Monday	P		216.125.251.71

1. **Entry Totals** – The student's entries are totaled by Attendance Code.
2. **Attendance Stats** – The student's entries are totaled by days of the week.
3. **Entries By Date** – The student's entries are listed including: the date, entry status, any notes entered and the IP Address from where the entry was made.

Accessing You-Attend Course Settings

Use the “Course Settings” button to return to the You-Attend course settings at any time. The settings can be changed without any issues with one caveat, if you change the Grade Entry Name you must also change the grade item name in the Brightspace Gradebook. Otherwise the widget will create a new grade item.