

Brightspace Learning Environment







""#\$%&'()*+,-,*. \$.%!/ . 0\$#1. 2, . '!34567!
=1+G2, . '!8&* . %, !E\$('1#<!



""#\$%&'()*+,-,*. \$.%!/ . 0\$#1. 2, . '134567!
>' , . @* . +, !

How attendance is calculated

I &, !Y!>' , . @* . +, !B\$, ?@\$(!+*?+G?* , @! ; <!*@@\$. %! &, !'1'*?!* (((\$% . , @!Y!B1#!, *+&!(' '*G(!* . @!& , . !@\$0\$@\$. %!\$! ; <!& , !. G2 ; , #!
1B!(' '*G(, (!&'!&*0, !* . !* (((\$% . , @!Y5!1 &\$(!\$(!#,)# , (. ' , @!G(\$. %!& , !B1??1F\$. %!\$??G('#* , @!B1#2G?*Z! !

KG2!1B!>(((\$% . , @!Y![!11'*?!1B!(' '*G(, (!F\$'&!* . !>(((\$% . , @!Y!\!344!

I 1!G. @, #(*. @!&1F!'&\$(!+*?+G?* '\$1. !F1#J(!\$. !)#*+'\$+, !!+1. (\$@, #!*!(+&, 2, !F\$'&'& , !B1??1F\$. %!(, '1B!(' '*G(, (Z!

. HFLAM . DCDE@!9EIM(CF =! +@@?KB=N!O! #GN=G!



""#\$%&'()*+,-,*. \$.%!/. 0\$#1. 2,. '134567!
8*?, .@*#!

Delete attendance sessions registers or schemes

=,?, '\$. %!*!(, ((\$1. !+?, *#(!*??!*((1+\$*', @!'**', . @*. +, !@**5!0. ?<!@, ?, ', !(, ((\$1. (!F&, . !<1G!*#, !+1. B\$@, . '!&*!'<1G!. 1!
?1. %, #!, ., @!'&, !**', . @*. +, !@**5! !

35! T#12!'&, !+DD=BNCBP=!/=K?@D=G@!) *%, !@1!1. , !1B!'&, !B1??1F\$. %Z! !

! !1!@, ?, ', !(, ((\$1. (!\$. !*!#, %\$(', #1!#!(+&, 2, !11. !'&, !' N?D!/=K?@D=G!) *%, !+?+\$+J!'&, ! " =M=D=I\$+1. !; , (\$@, !'&, !
)?)\$+; ?; !(, ((\$1. 5!>?!**', . @*. +, !#, %\$(', #(!2G('!&*0, !*!?! , *(!11. , !(, ((\$1. 5! !

! !1!@, ?, ', !*!#, %\$(', #1!#!**', . @*. +, !(+&, 2, !1B#12!'&, !+1. ', \!12, . G!+?+\$+J! " =M=D=5! !

Calendar

Calendar interface overview



T\$%G#, !3Z!>. !10, #0\$, F!1B!'&, !8*?, . @*#!G(, #!\$. ', #B*+, !

3_U(, !'&, !+*?, . @*#!0\$, F(!*#, *!'1!'1%?!, !; , 'F, . . !@\$\$B, #, . '! , 0, . '!@\$(?)?*<!?'<1G'(5!U(, !'&, !>%, . @*!0\$, F!'1!%#1G)!<1G#!
+1G#(, !, 0, . '(!<!=** , !181G#(, !11#18*', %1#<!b!, 0, . '(!@\$(?)?*<!\$. !+. 1?1%\$+*?1#1#@, #!1*. @!*??b@*<!, 0, . '(!@\$(?)?*<!'!'&, !'1!)
1B!, *+&!%#1G), @!?\$('\$. %5!U(, !'&, !=*<!1A, , J!1*. @!S1. '&!0\$, F(!'1!%#1G)!<1G#1, 0, . '(!\$. !@*\$?<!1F, , J?<!1#121. '&?<!

9!: 436!<!=: -!81#)1#* '\$1. 5!>?!#\$\$%&'(!#, (, #0, @5!



""#%&'()*+,-,*#. \$.%!/ . 0\$#1. 2, . '!34567!
8*?, . @*#!

\$. +#, 2, . '(5!U(, !' &, !-\$('!0\$, F!'1!B\$?', #!<1G#, 0, . '(!; <!>(((\$%. 2, . '(L!8&, +J?\$(('!=\$(+G(((\$1. (L!d#*@(, (L!S*' , #\$\$*(L!S1@G?, (L!
eG\$PP, (L!* . @!KG#0, <(5! !

: _!U(, !' &, !+*?, . @*#!+1. ', . '!*#, *!1!. *0\$%*', !' G%&!<1G#+1. ', . '5!F*0\$%*\$1. !F\$?!0*#<!@,), . @\$. %!1. !' &, !0\$, F!<1G!
(, ?, +'5!

D_!U(, !' &, !+*?, . @*#!2, . G!'1!(, ?, +'!2G?'\$)?, !+*?, . @*#(!'1!@\$())?*<!+&* . %, !' &, !+1?1#!(+&, 2, !*((1+\$*', @!F\$' &\$. @\$0\$@G*?!
+*?, . @*#(L!* . @!*@@!. , F!+*?, . @*#(5! !

H_!U(, !' &, !2\$. \$!+*?, . @*#!'1!. *0\$%*', !cG\$+J?<'1!*(, +\$B\$+!@*<!IF, , J!1#!21. ' &5! !

M_!U(, !' &, !*(J!)*. , !'1!+#, *, !'!#*+J!*. @!2*\$. '*\$. !), #(1. *?!'*(J(5! !

Create course events in Calendar

35! O. !' &, !. *0; *#L!+?#+J! \$CM=BNCG5!

: 5! 8?#+J!\$G=CD=! ' >=BD5!

D5! I1!*((1+\$*', !+1G#(, !+1. ', . '!F\$' &' &, !, 0, . 'L!+?#+J! +NN!\$ABD=BD5!K, ?, +'! &, !21@G?, !B#12!F&\$+&!<1G!F*. '!1!*@@!
+1. ', . '5!8?#+J!+NN5!

H5! =1!1. , !1B!' &, !B1??1F\$. %Z!

! VBI<1Ga0, !*((1+\$*', @!+1G#(, !+1. ', . '!F\$' &' &, !, 0, . '!*. @!F*. '!1!G(, !*!+G('12!. *2, !B1#!' &, !, 0, . 'L!(, ?, +'! &, !
%@=!PE@DAF!BCF=!+&, +J!; 1\5!/. ', #!*.! . *2, !B1#!<1G#!, 0, . '5!

! VBI<1G!&*0, !. '1!*((1+\$*', @!+1G#(, !+1. ', . '!F\$' &' &, !, 0, . 'L! . ', #!*.! . *2, !B1#!<1G#!, 0, . '5!

M5! I1!*@@!@* , !*. @!\$2, !@, '*\$?(!'1!<1G#+1G#(, !, 0, . 'L!\$. !' &, !R!J=B!*, *L!+?#+J!1. !' &, !)#10\$@, @!B\$, ?@5!

65! I1!*@@!#, +G##, . +, (!'1! &, !, 0, . 'L!+?#+J! +NN!/=PEGG=BP=5!/. ', #!<1G#!, 0, . 'L!#, +G##, . +, !@, '*\$?(5!

N5! I1!*@@!#, ('#\$+'\$1. (!'1! &, !, 0, . 'L!+?#+J! +NN!/=@DG?PD?AB5!/. ', #!<1G#!, 0, . 'L!#, ('#\$+'\$1. !@, '*\$?(5!

Q5! I1!*@@!*!?!+*\$1. !B1#!' &, !, 0, . 'L!B#12! &, !3APCD?AB!@#1)b@1F. !?\$('L!(, ?, +'! &, !?1+*\$1. 5! !

R5! 8?#+J!\$G=CD=5!

Change Calendar settings

35! O. !' &, !. *0; *#L!+?#+J! \$CM=BNCG5!

: 5! 8?#+J! !. =DD?BK@5!



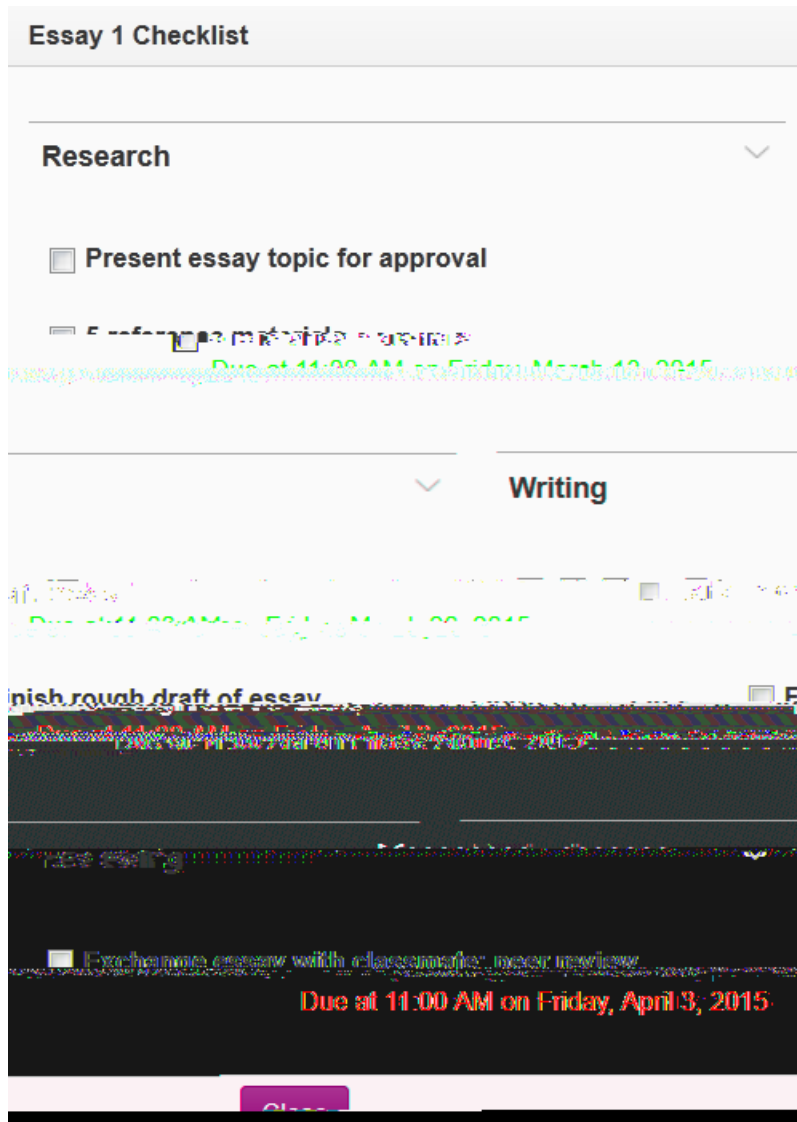


""#S%&'()*, !-, *#. \$. %!/ . 0S#1. 2, . '134567!
8&, +J?\$(!

Checklist

How do checklists organize information

8&, +J?\$(!+1. '*\$. !+*', %1#\$, (L!F&\$+&!*#, !G(, @!' 1!1#%*. \$P, !+&, +J?\$(!'\$, 2(5!T1#!, *2)?, !!<1G!2\$%&'!+#, *, !'&, !+**', %1#\$, (!
A, , J!3!A, , J! : !!*. @!A, , J!D! !*. @!)?#+, !F, , Jb(), +S\$+!+&, +J?\$(!'\$, 2(!\$. '1!&, !*)#1)#\$*', !+**', %1#\$, (5!>' , #. *', ?<!<1G!
2\$%&'!G(, !*!+&, +J?\$(!' 1!1#%*. \$P, !(' ,)(!1B!*. !*((\$%. 2, . '5!X1G!+*. !*((\$%. !@G, !@*', (!B1#!+&, +J?\$(!'\$, 2(5!



T\$G#, !: 2!8&, +J?\$(!, *2)?, !

!

9!: 436!; <! =: -!81#) 1#*' \$1. 5!>?!#S%&' (!#, (, #0, @5!

Q!





""#\$%&'()*+,-,*. \$.%!/ . 0\$#1. 2, . '!34567!
S*. *%, !T\$, (!

T\$%G#, !DZ!S*. *%, !T\$, (!U(, #W. ', #B*+, !

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""#%&'()*+,-,*#. \$.%!/ . 0\$#1. 2, . '134567!
>; 1G'! =: -!

About D L

>!%?1 ; *?!? , *@ , #!\$. !/@! , +&L! =: -!\$(!& , !+# , *' 1#1B!'' #\$\$%&'()*+ , !!'& , !F 1#?@q(!B\$#('!\$. ' , %##*' , @!?, *#. \$. %!)?*' B1#25! !

I & , !+12) * . <!) *# ' . , #(!F\$ &! &1G%&'b? , *@\$. %!1%#* . \$P* '\$1 . (!' 1!\$2)#10 , !? , *#. \$. %!'G%&!@*' *b@#\$0 , . !' , +& . 1?1%<! '&*'
& , ?)(!@ , ?\$0 , #!*) , # (1. *?P , @! , \) , #\$. . + , !' 1! , 0 , #<!?, *#. , #L!# , %*#@? , ((!1B!% , 1%#*) &<1!#!* ; \$?' <5! =: -g(!1) , . !* . @! , \ , . (\$; ? , !
)?' *' B1#2!\$(!G(, @! ; <!21# , !' &* . !3L344!+?\$, . '(! * . @!*?21('!3M!2\$??\$1 . !\$. @\$0\$@G*?!? , *#. , #(!\$. !&\$%& , #! , @G+*' '\$1 . !!mn3: !!
& , *?' &+*# , !!%10 , #. 2 , . '!' * . @!' & , ! , . ' , #)\$(, ! (, + ' 1#0\$. +?G@\$. %!T1#' G . , !3444!+12) * . \$, (5! !

I & , !+12) * . <!&* (!1) , ##*' '\$1 . (!\$. !' & , !U . \$' , @!K' *' , (!!8* . *@*! /G#1) , !!>G('##?*L!''##*P\$L!* . @!K\$. %*) 1# , 5!

brigh space com!^h p brigh space com!_p! D L com!^h p d l com_!

!

\$ABDCPD!%@!

!

YJAB=Z! !

7147[1\ \ ; 182; 4!]RAGMNO?N=^!

)AMM!9G=Z! !

716661\ \ ; 182; 4!](AGDJ!+F=G?PC^!

816861; 2<1<; 24!]%B?D=N!5?BKNAF!CBN!' EGAS=^!

816881<4; 18_[!] (=O!` =CMCBN^!

716881_4_1; 78!]+E@DGC!MPC^!

8168816[71<48\!]: GCX?M^!

9CWZ! !

7147[1\ \ ; 182; <!;

' FC?M! !

?BIAa LG?KJD@SCP=1PAF!

)Q?DD=GZ!

a : G?KJD@SCP=!