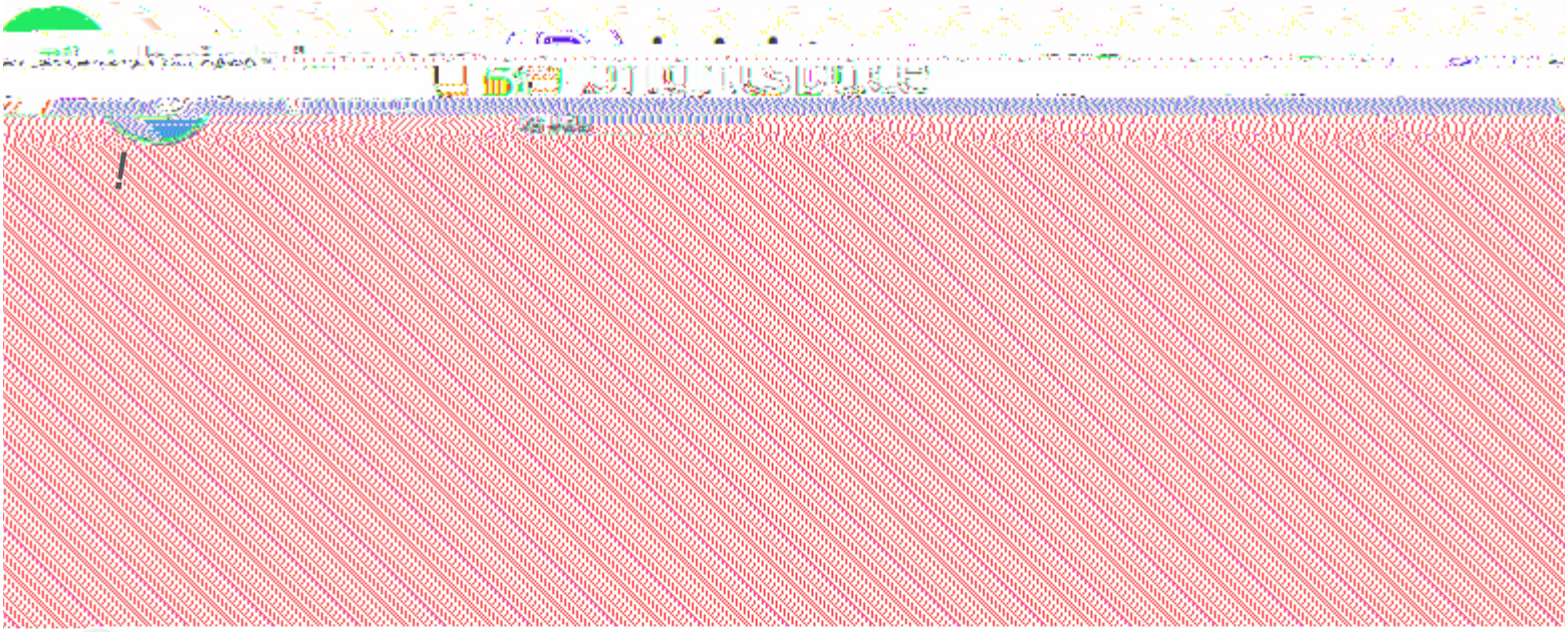


Brightspace Learning Environment

"#$%&'()*+,!-,*#.$.%!/.0$#1.2,.'!345!67!
=1+G2,.'!8&*.%,!E$('1#<!

9!:436!;<!=:-!81#)1#*'$1.

How attendance is calculated

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

KG2!1B!>(($%.,@!Y![!I1'*?!1B!('*'G(,(!F$'&!*.!>(($%.,@!Y!\!344!

I1!G.@,#('*.@!&1F!'&$(!+*?+G?*'$1.!F1#J(!$.!)#*+'$+,L!+1.($@,#!*!(+&,2,!F$'&!'&,!B1??1F$.%!(,'!1B!('*'G(,(Z!

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

Delete attendance sessions registers or schemes

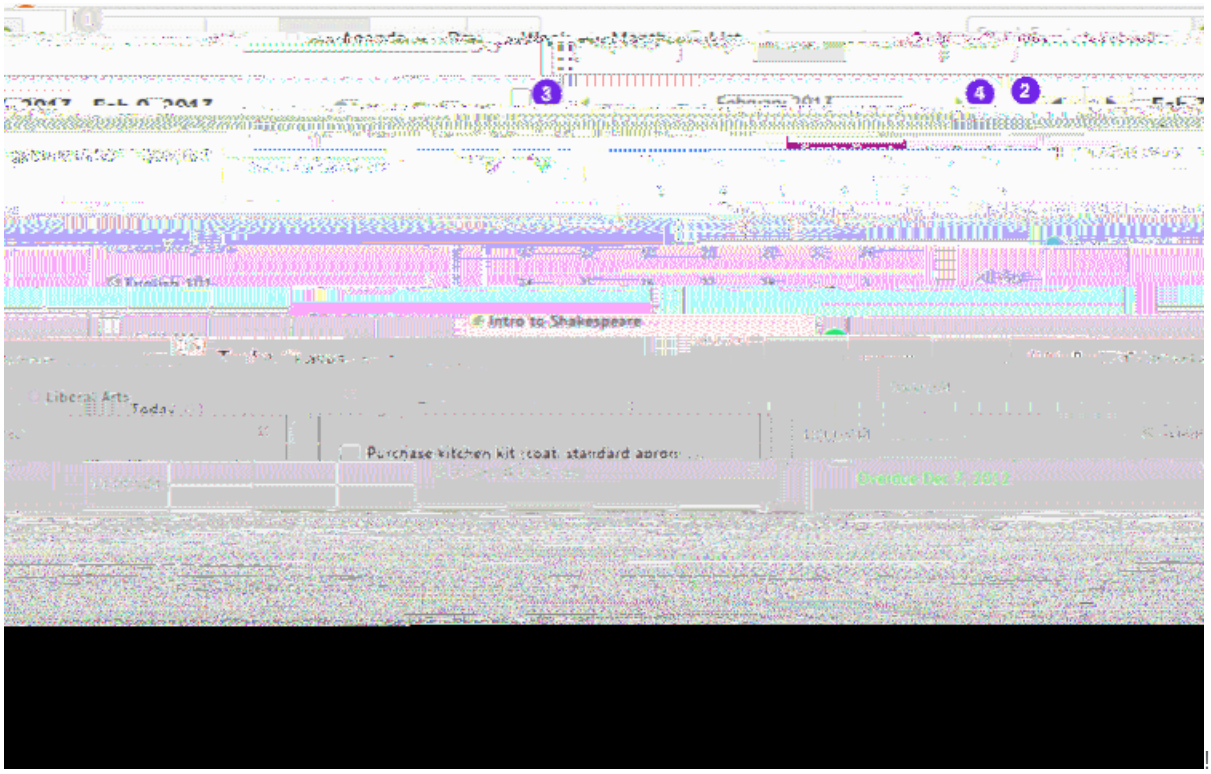
=,?,'$.%!*!(,(($1.!+?,*#(!*??!*((1+$*',@!*'',.@*.+,!@*'*5!O.?<!@,?,',!(,(($1.(!F&,.!<1G!*#,!+1.B$@,.'!'&*'!<1G!.1!
?1.%,#!.,,@!'&,!*'',.@*.+,!@*'*5!!

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

- I1!@,?,',!(,(($1.(!$.!*!#,%$(',#!1#!(+&,2,L!1.!'&,!'N?D!/=K?@D=G!)*%,L!+?$+J!'&,! "=\=D=!$+1.!;,($@,!'&,!
  ))?$+;?,!(,(($1.5!>??!*'',.@*.+,!#,%$(',#(!2G('!&*0,!*'!?,*('!1.,!(,(($1.5!!
- I1!@,?,',!*!#,%$(',#!1#!*'',.@*.+,!(+&,2,L!B#12!'&,!+1.',\'!2,.GL!+?$+J! "=\=D=5!!

Calendar

Calendar interface overview



!

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

3_!U(,!'&,!+*?,.@*#!0$,F(!*#,*!'1!'1%%?,!;,'F,,.!@$BB,#,.'!,0,.'!@$()?*<!?*<1G'(5!U(,!'&,!>%,.@*!0$,F!'1!%#1G)!<1G#!
+1G#(,!,0,.'(!;<!=*',L!81G#(,L!1#!8*',%1#<!b!,0,.'(!@$()?*<!$.!+&#1.1?1%$+*?!1#@,#L!*.@!*??b@*<!,0,.'(!@$()?*<!*'!'&,!'1)!
1B!,*+&!%#1G),@!?$('$.%5!U(,!'&,!=*<L!A,,JL!*.@!S1.'&!0$,F(!'1!%#1G)!<1G#!,0,.'(!$.!@*$?<L!F,,J?<L!1#!21.'&?<!

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

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

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

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

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

Create course events in Calendar

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

! VB!<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!

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

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

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

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

Q5! I1!*@@!*!?1+*'$1.!B1#!'&,!,0,.'L!B#12!'&,!3APCD?AB!@#1)b@1F.!?$('L!(,?,+'!'&,!?1+*'$1.5!!

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

Change Calendar settings

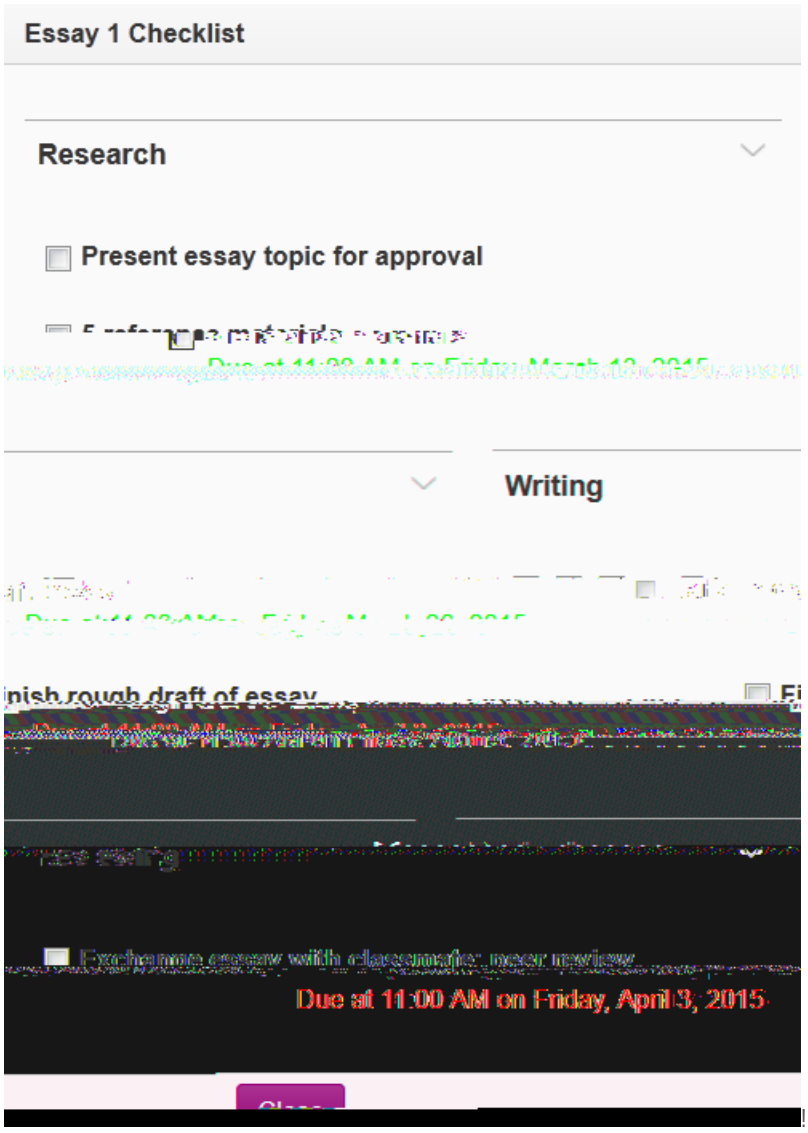
35! O.!'&,!.*0;*#L!+?$+J! ! $C=BNCG5!

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

Checklist

How do checklists organize information

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



T$%G#,!:Z!8&,+J?$('!,*2)?,!

!

Apply content permissions on folders in Manage Files

About D L

>!%?1;*?!?,*@,#!$.!/@I,+&L!=:-!$(!'&,!+#,*'1#!1B!"#$%&'()*+,L!'&,!F1#?@g(!B$#('!$.',%#*',@!?,*#.$.%!)?*'B1#25!!

I&,!+12)*.<!)*#'.,#(!F$'&!'&1G%&'b?,*@$.%!1#%*.$P*'$1.(!'1!$2)#10,!?,*#.$.%!'&#1G%&!@*'*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+*'$1.L!mn3:L!&,*?'&+*#,L!%10,#.2,.'L!*.@!'&,!,.',#)#$(,!(,+'1#oS.+?G@$.%!T1#'G.,!3444!+12)*.$,(5!!

I&,!+12)*.<!&*(!1),#*'$1.(!$.!'&,!U.$',@!K'*',(L!8*.*@*L!/G#1),L!>G('#*?$*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!]RAGWNQ?N=^!
)AWW!9G==Z! !	71666 1\\;182;4!](AGDJ!+F=G?PC^!
	816861;2<1<;24!]%B?D=N!5?BKNAF!CBN!'EGAS=^!
	816881<4;18_[!](=Q!`=CWCBN^!
	71688 1_4_1;78!]+E@DGCW?C^!
	8168816[71<48\!]:GCX?W^!
9CWZ! !	7147[1\\;182;<!
'FC?WZ! !	?BIAaLG?KJD@SCP=1PAF!
)Q?DD=GZ!	a:G?KJD@SCP=!