

Classroom Attendance Tracking Options

September 2021

In the event that cuScreen is not available for use, instructors are required to take attendance of those physically in the class for contact tracing purposes. There are a number of different ways attendance can be taken manually.

To obtain an up-to-date copy of your class list, you can:

- Log into [Carleton Central](#), navigate to the Faculty Services tab, and print or save a copy of the list for your class; or,
- [Export and print or save a copy of your classlist from Brightspace](#)
- *Carleton Central and Brightspace rosters are synchronized several times a day

Once you have your class list, some of the simplest options are:

- Do a verbal roll call
- Have students show their names using cue cards or papers and check against the class list (this approach can also be good way for everyone to get to know each other's names)
- Have students complete a written [one-minute paper activity](#) or [muddiest point](#) to pass in and check against the class list (this strategy can also be good for collecting student feedback, promoting reflection, or checking for understanding). Please note that we do NOT recommend passing around a printed sign-in sheet as a method for attendance taking in this moment.

For those who are comfortable with them, you can also use one of the following technology tools:

- Use [PollEverywhere](#) (students to respond via a laptop or mobile device; this tool can also be good for icebreakers, checking for understanding, and student engagement); if you already use PollEverywhere in your class, this is the optimal method for taking attendance
- Use [the Attendance tool](#) in Brightspace, in combination with any of the low-tech options mentioned above
- Create a short [Brightspace quiz](#) for students in attendance to complete (students to respond via a laptop or mobile device; this tool can also be good for collecting student feedback, reviewing material, or checking for understanding)
- Create a [Brightspace Discussion](#) in which students contribute and/or reflect on course concepts
- Use [Microsoft Forms](#) (students click on a link provided and enter their personal information in a secure, private format; the instructor can access the complete list via an Excel spreadsheet); this is another very effective, secure way to take attendance

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Other Considerations

- DO ask students/listen to their requests regarding preferred names and pronouns
- DO ask students/listen regarding correct pronunciation of their names
- DO let students know if any in-class activities require specific materials like pen/pencil, paper, technology etc.
- DO consider ways of taking attendance that also promote student engagement and learning
- DO NOT share student numbers, complete student names, or other pieces of confidential information verbally or via paper documents that other students will handle

Once you have completed taking attendance, we recommend keeping the information on file with the date, time, and location of the class in case the information is needed.

If you need assistance with planning learning activities or using educational technology tools, [please contact Teaching and Learning Services](#).