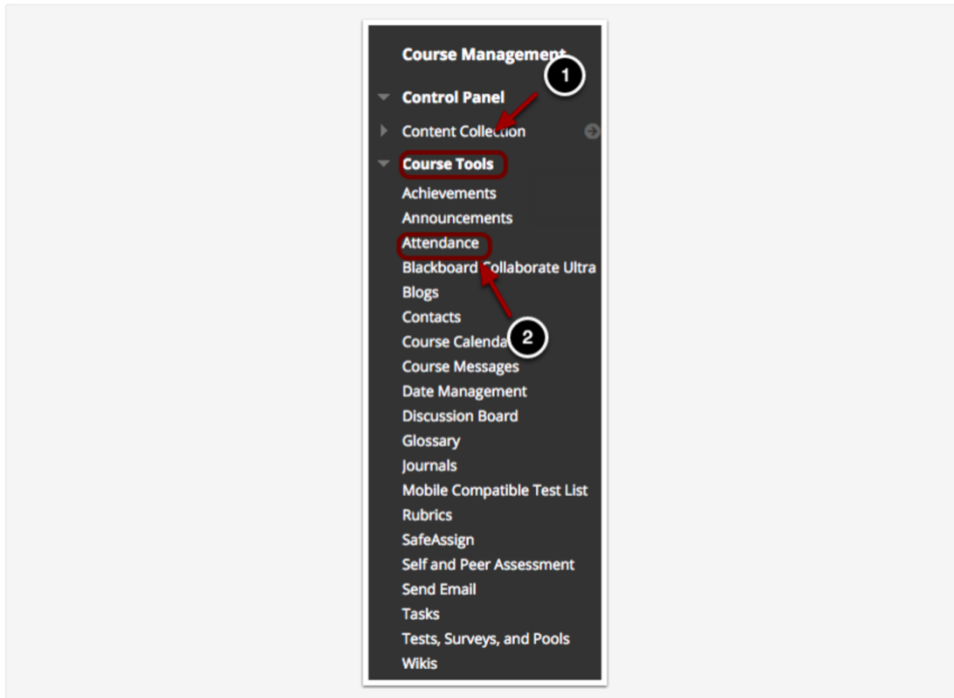


Blackboard Attendance Tool

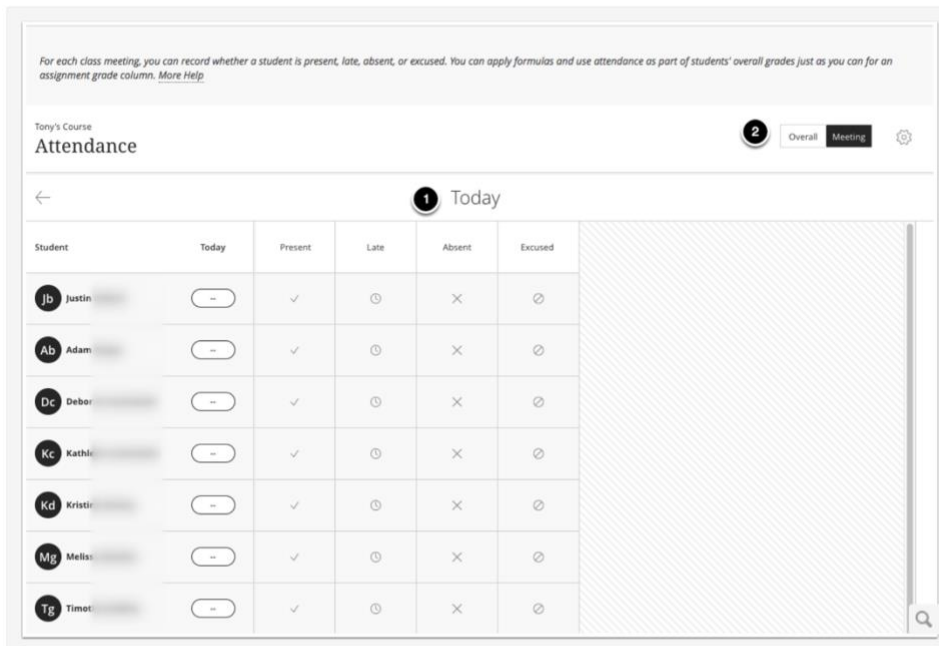
Accessing the Attendance Tool



To access the Attendance Tool,

1. Within your Blackboard course, navigate to the **Course Management** area, and click on Course Tools.
2. With the Course Tools section expanded, click the link labeled **Attendance**.

Viewing the Attendance Tool



You will now see the attendance tool.

1. Blackboard will automatically generate an attendance session for each day.
2. To view previous sessions, click on the toggle labeled Overall.

Creating an Attendance Session

The screenshot shows the Blackboard Attendance interface for 'Tony's Course'. At the top, there are tabs for 'Overall' and 'Meeting', with 'Overall' selected. Below the tabs, there are three summary statistics: 'Average Attendance' (with a minus sign), 'Students with perfect attendance' (0), 'Students with average or above average attendance' (0), and 'Students with below average attendance' (0). The main table has columns for 'Student', 'Overall', 'Yesterday', and 'Today'. The 'Today' column header has a '+' button next to it, which is highlighted with a red arrow and a circled '2'. The table lists several students with their initials and names, and their attendance status for 'Yesterday' and 'Today' is 'Mark'.

Blackboard will automatically create an attendance session labeled Today. If you wish to create your own sessions in advance,

1. Click on the **Overall** Toggle
2. Hover your mouse between columns and click on the + button to add an attendance column.

Modifying an Attendance Column

The screenshot shows the Blackboard Attendance interface for 'Tony's Course'. At the top, there are tabs for 'Overall' and 'Meeting', with 'Meeting' selected. Below the tabs, there are three summary statistics: 'Average Attendance' (with a minus sign), 'Students with perfect attendance' (0), 'Students with average or above average attendance' (0), and 'Students with below average attendance' (0). The main table has columns for 'Student', 'Overall', 'Yesterday', and 'Today'. The 'Today' column header is highlighted in black and has a context menu open over it. The context menu contains the following options: 'Mark all present', 'Mark all absent', 'Clear marks', 'Exempt meeting', 'Edit meeting', 'Delete meeting', and 'Mark'. Red arrows point to the 'Edit meeting' and 'Delete meeting' options, and circled numbers 1, 2, and 3 indicate the steps.

The following steps will describe how to edit an attendance session:

1. Click on the column header to open up the options menu.
2. Click on Edit Meeting to change the associated date for the meetings.
3. Click Delete Meeting to remove a meeting. A dialog box will pop up asking you to confirm your choice. Note: Deleting a meeting will delete all attendance records entered for that meeting, as well as any associated grades.

Taking Attendance for a Current Meeting

The screenshot shows the 'Attendance' page for 'Tony's Course'. At the top right, there are two tabs: 'Overall' and 'Meeting'. A red arrow points to the 'Meeting' tab, labeled with a circled '1'. Below the tabs, the page is titled 'Attendance' and 'Today Posted'. A grid of student names and their attendance status for today is shown. The columns are labeled with circled numbers 2 through 7: 2 (Student), 3 (Today), 4 (Present), 5 (Late), 6 (Absent), and 7 (Excused). The students listed are Justin Ballard, Adam Berger, Deborah Czechowski, Kathleen Czechowski, Kristina Derhay, Melissa Gleckler, and Timothy Godfrey. Justin Ballard is marked as 'Present' (green checkmark), Adam Berger as 'Late' (yellow clock icon), and Deborah Czechowski as 'Absent' (red X icon). The other students have no status marked for today.

To take attendance for today:

1. To take attendance for today, ensure the toggle is set for Meeting.
2. Student: Your student roster from Blackboard will appear here.
3. Today: This column shows a color-coded icon for each student's status.
4. **Present**: Click in the cell that corresponds to each student to mark that student present for today's session.
5. **Late**: Click in the cell that corresponds to each student to mark that student as late for today's session.
6. **Absent**: Click in the cell that corresponds to each student to mark that student as absent for today's session.
7. **Excused**: Click in the cell that corresponds to each student to mark that student as excused for today's session.

Taking Attendance for Previous Meetings

The screenshot shows the 'Attendance' page for 'Tony's Course' with the 'Overall' toggle selected. A red arrow points to the 'Overall' tab, labeled with a circled '1'. Below the tabs, there are three summary statistics: 'Average Attendance' (red bar), '1 Students with perfect attendance', '2 Students with average or above average attendance', and '1 Students with below average attendance'. The main grid shows attendance for 'Yesterday' and 'Today'. The 'Yesterday' column has a 'Mark' link for each student. A red box highlights the 'Mark' link for Adam Berger, with a red arrow pointing to it labeled with a circled '3'. A red arrow points to the 'Present' option in the dropdown menu for Adam Berger, labeled with a circled '2'. The 'Today' column also has 'Mark' links for each student.


To take attendance for a previous meeting:

1. Click on the **Overall** toggle to view all sessions.
2. Locate the student you want to mark attendance for, and click the Mark link in that student's cell.
3. Select the student's attendance status (**present, late, absent, or excused**) from the list.

Accessing the Attendance Options

For each class meeting, you can record whether a student is present, late, absent, or excused. You can apply formulas and use attendance as part of students' overall grades just as you can for an assignment grade column. [More Help](#)

Tony's Course
Attendance

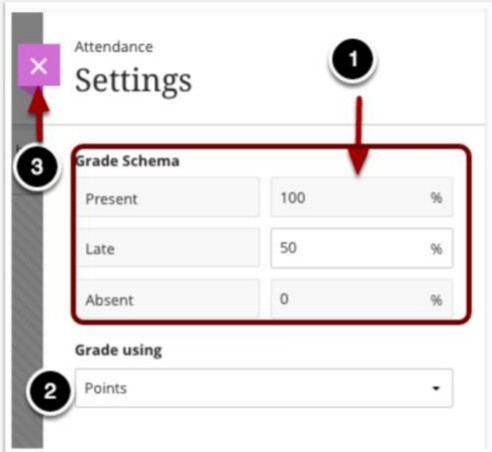
Overall Meeting 

← Today

Student	Today	Present	Late	Absent	Excused
Jb Justin	--	✓	⊙	×	⊙
Ab Adam	--	✓	⊙	×	⊙
Dc Debor	--	✓	⊙	×	⊙
Kc Kathl	--	✓	⊙	×	⊙
Kd Kristi	--	✓	⊙	×	⊙
Mg Melis	--	✓	⊙	×	⊙
Tg Timot	--	✓	⊙	×	⊙

To modify attendance options, click the gear icon in the upper right hand corner of the screen.

Modifying Attendance Grade Options



The image shows the 'Attendance Settings' dialog box. It has a title bar with 'Attendance Settings' and a close button (X) in the top left corner. The main content area is divided into two sections: 'Grade Schema' and 'Grade using'. The 'Grade Schema' section contains three rows: 'Present' with a value of 100 and a percentage sign, 'Late' with a value of 50 and a percentage sign, and 'Absent' with a value of 0 and a percentage sign. The 'Grade using' section contains a dropdown menu currently set to 'Points'. Three numbered callouts are present: 1 points to the 'Grade Schema' section, 2 points to the 'Grade using' dropdown, and 3 points to the close button.

1. To change student grade calculation values, enter the desired values in the section labeled Grade Schema.
2. Grade Using: Use this option to change how the grade column is displayed in the Grade Center
3. To close, click the X button in the upper right corner.