



Attendance Tool

The Attendance Tool allows you to mark students as present, late, absent, or excused. When you start using this tool, it will create an Attendance Column in the Grade Center.

Accessing the Attendance Tool

1. Navigate to your Blackboard course.
2. On the course menu on the left, scroll down to **Course Management**.
3. Click on **Control Panel**, then **Course Tools**, then **Attendance** (Figure 1).

Setting up the Attendance Tool

1. When you access the Attendance Tool for the first time, you will see a screen which has a button labeled **Add Attendance** (Figure 2). Click the Add Attendance button.

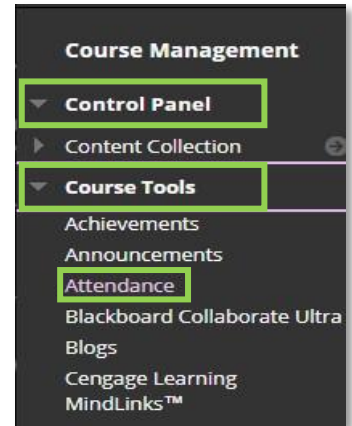


FIGURE 1

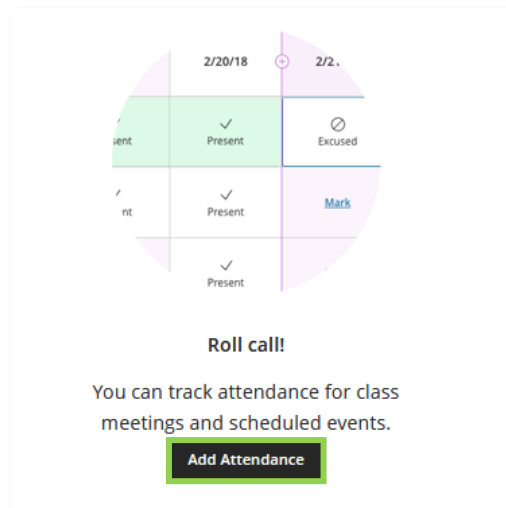


FIGURE 2

2. The **Settings panel** will open automatically when you add attendance for the first time (Figure 3). You can also open the Settings panel by clicking the gear icon at the top right corner (Figure 4).
 - **Attendance Values:** Allows you to set what percentage students should get for being late. Note that the present, absent, and excused values are preset and cannot be changed.
 - **Grading scale:** Lets you pick between points, percentages, complete/incomplete, or letter for the grade display in Grade Center.
Click **Save** once you're done to close the Settings panel.



Attendance Tool

Attendance
Settings

Attendance Values

Present	100	%
Late	50	%
Absent	0	%
Excused		%

Include Excused in calculations

Select a grading scale for the overall grade

Points

Remove attendance

FIGURE 3

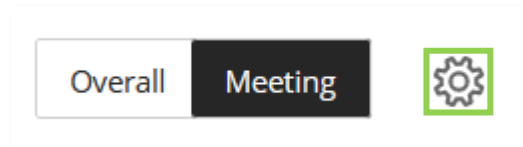


FIGURE 4

- By default, the attendance tool will display in the Meeting view. You can switch between the Overall view and Meeting view by clicking the **buttons** in the top right corner (Figure 4).
 - Meeting view** shows each meeting separately.
 - Overall view** shows all meetings and calculates an average overall score (Figure 5).

Student	Overall Score	12/19/22	12/20/22, 12:30 PM	12/21/22, 12:30 PM	12/25/22	Today
Matthew O'Donnell_PreviewU ser	75 / 100	✓ Present	✓ Present	✗ Absent	✓ Present	🕒 Late

FIGURE 5



Attendance Tool

Taking Attendance

Taking attendance will differ between the Meeting view and the Overall view.

In both views, you can mark each student's attendance or assign one status to all students.

To mark each student's attendance one by one in the Meeting view, click the **boxes** next to each student's column to select if they were present, late, absent, or excused (Figure 6).

Student	Class Period 12/21/22, 12:30 PM	Present	Late	Absent	Excused
Matthew O'Donnell_PreviewU ser	100%	✓ Present			

FIGURE 6

To mark everyone's attendance at once in the Meeting view, click the **header** for one of the statuses and click on **Mark all** (Figure 7).

Student	Class Period 12/21/22, 12:30 PM	Present	Late	Absent	Excused
Matthew O'Donnell_PreviewU ser	--	✓ Mark all present		✕	⊘

FIGURE 7

To mark each student one by one in the Overall view, click one of the **boxes**, then click an option from the **drop-down menu** (Figure 8).

Student	Overall Score	12/19/22	Class Period 12/20/22, 12:30 PM	Class Period 12/21/22, 12:30 PM	12/25/22	Today
Matthew O'Donnell_PreviewU ser	93.75 / 100	✓ Present	✓ Present	Mark	✓ Present	⌚ Late

- ✓ Present
- ⌚ Late
- ✕ Absent
- ⊘ Excused

FIGURE 8



Attendance Tool

To mark every student at once for a given class period in Overall view, click the **heading** for the date and select **Mark all Present** or **Mark all Absent**. You can also clear all marks by clicking **Clear marks** or exempt everyone by clicking **Exempt meeting** (Figure 9).

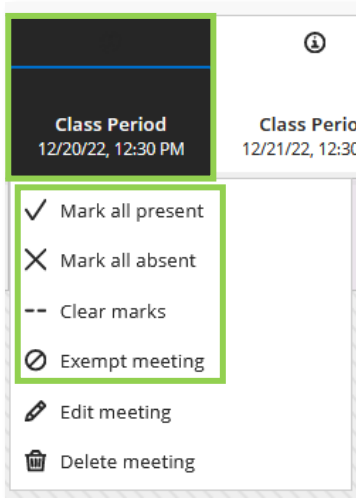


FIGURE 9

Overall view also allows you to add meetings. **Hover between two columns** to make a **purple plus icon** appear. Click the icon to add a new meeting (Figure 10).

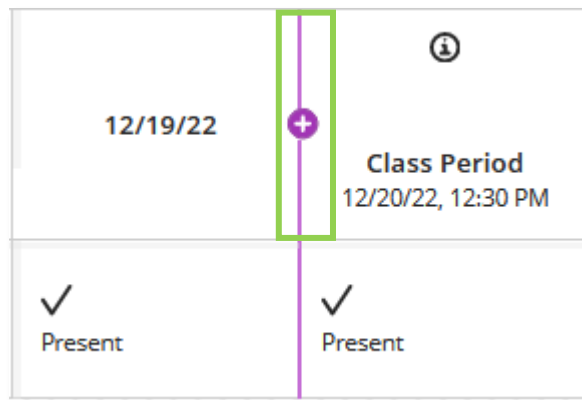


FIGURE 10

You can also change the date for each meeting. Click on the date header and select Edit Meeting, then pick a new date from the calendar.

You can also **export** the attendance records to a Microsoft Excel file by clicking the **Export button** at the top right corner.





Attendance Tool

View Attendance in Grade Center

1. Navigate to the **Full Grade Center**.
2. A new **Attendance column** will be automatically added. The attendance score will factor into the final grade.
3. This column can be organized and weighted like all other grade columns. For more information, check the [Column Organization](#) document and the [Weighted Columns](#) document.

