

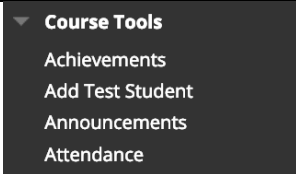
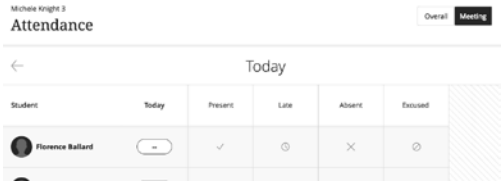
## Blackboard Attendance

Blackboard Q4 2018 now has a feature much requested by faculty, the ability to take student attendance. **While we are happy for faculty to begin using Blackboard attendance with their students, use caution when clicking the attendance link if you do not intend to use attendance with your students. Clicking the link causes an attendance column to be automatically generated. While faculty can hide the attendance column in the Grade Center, it is generally best to avoid generating the column if you are not planning to use the attendance feature. If you have enabled the attendance column, follow these directions to hide the column**



**1. Accessing Attendance - [Watch the Video](#)**

Note Transcript appears below

<ol style="list-style-type: none"> <li>1. To record attendance, click <b>course</b> tools to Expand the <b>Course Tools</b> Area</li> <li>2. On the list of tools that appears, select <b>Attendance</b></li> </ol>	
<ol style="list-style-type: none"> <li>3. The <b>Attendance page</b> Opens.</li> </ol>	






**2. The Attendance Page [Watch the Video](#)**


Note Transcript appears below

The attendance Page will open by default to the Today screen, allowing you to take attendance for the current day.




Click in the columns to mark students **Present, Late, Absent, or Excused**. The changes you make to each student's attendance status are automatically recorded as you click the appropriate field.

		Today			
Student	Today	Present	Late	Absent	Excused
 Florence Ballard	--	✓	🕒	✗	🕒
 Phong Banh	--	✓	🕒	✗	🕒
 Michele Knight_Previe...	--	✓	🕒	✗	🕒

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Attendance Overall Meeting 

← Today *Posted*


Student	Today	Present	Late	Absent	Excused
 Florence Ballard	100%	✓ Present			
 Phong Banh	50%		🕒 Late		
 Michele Knight_Previe...	0%			✗ Absent	
					⊘ Excused

In the example above, Florence Ballard is marked as **present**, Phong Banh is marked as **late**, Michele Knight User 1 is marked as **absent**, Michele Knight User 2 is marked as **excused**.

The area to the right of the student's name indicates the percentage points that they are being awarded for their attendance. The default awards 100% for being present, 50% if the student is late, and 0% for an absence.

### Changing the Attendance Settings



 Faculty can change the settings for attendance for the percentages allocated for being present, late, or absent, or they can grade students using points, or letters instead of percentages. Changing the settings for attendance is accessed by clicking the settings wheel in the upper right-hand corner of the attendance page.

Faculty should also be able to access the Attendance page via their mobile devices by simply logging onto Blackboard in a browser and navigating to their Blackboard course and selecting attendance on the course menu.

Many faculty will be able to get what they need out of the attendance feature on the today page, however, let's have a look at the meeting page for faculty who are interested in fine-tuning the attendance features.



**3. The Overall Page - [Watch the Video](#)**

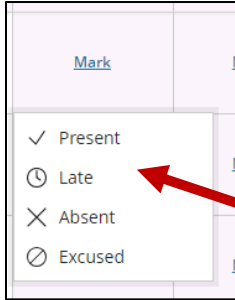
Note Transcript appears below

To access the Overall Page, click the Overall Button in the upper right-hand corner of the page.



This opens up to a page where you can see average attendance, including highlights for perfect attendance, average or above average attendance, and below average attendance.

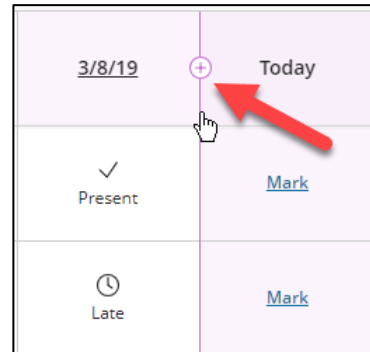
**In addition to that, faculty have the opportunity to add attendance for other dates.** To add the attendance for an additional date, simply move your mouse over the border between two cells.



A plus sign will appear.

Clicking in the area where the plus sign appears will create a new column.

Once the new column is created, you can add attendance for students by clicking the Mark link and selecting the appropriate choice in the menu that appears (Present, Late, Absent, Excused).



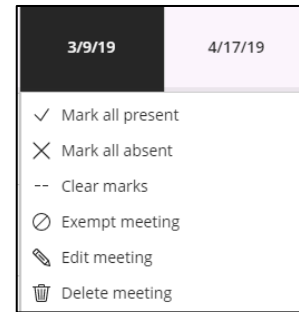
### Bulk Marking Attendance

Another critical feature of the overall page is that it allows you to mark all students present or absent at one time.

To mark all attendance at once:

Click the date heading for any attendance date on the Overall Screen.

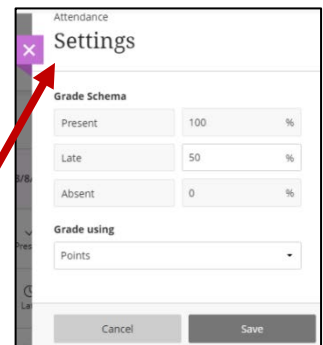
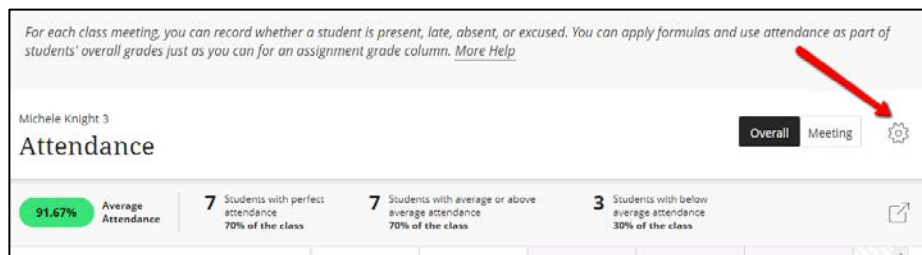
On the menu that appears, choose the option to **mark all present, mark all absent**. You may also edit or delete a meeting from this page.





**4. Adjusting Attendance Settings- [Watch the Video](#)**  
 Note Transcript appears below

Attendance settings can be adjusted by clicking the settings icon on the upper right hand corner of the attendance page. There, faculty can adjust the percentage allotted to




present, late, and absent, and decide whether to grade using points, percentages, or a letter grade.

 **5. Downloading Excel Records of attendance- [Watch the Video](#)**  
 Note Transcript appears below

Faculty can download Excel Records of attendance by clicking the download button located in the upper right hand corner of the overall attendance page.



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**Attendance** Overall Meeting 

<b>91.25%</b> Average Attendance	<b>7</b> Students with perfect attendance 70% of the class	<b>7</b> Students with average or above average attendance 70% of the class	<b>3</b> Students with below average attendance 30% of the class
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 **6. Attendance in the Grade Center- [Watch the Video](#)**  
 Note Transcript appears below

ATTENDANCE
75.00
62.50
100.00

Attendance scores are **automatically averaged into a grade center column** that that is **automatically created called attendance**. **Please note that changes to attendance need to be made on the attendance page**, and not in the grade center.

 **7. Hiding the Attendance Column- [Watch the Video](#)**  
 Note Transcript appears below

If you begin experimenting with the attendance column and have decided you are not yet ready to use it with your students, you can hide the attendance column. To hide the column:

1. Click the arrow to the right of the Attendance Column Header
2. On the Menu that appears, select the option **Hide from Students (on/Off)**
3. A circle with a red line in the column header indicates that the column is hidden from student view.



Hide from students (on/off)



**8. Where do my students see their attendance Records? [-Watch the Video](#)**  
 Note Transcript appears below

Since attendance is scored as a column in the grades area, students should visit the My Grades area to view their attendance score. Attendance will automatically be updated throughout the semester as you mark attendance in the attendance area.

**My Grades**

All **Graded** Upcoming Submitted Order by: Course Order

ITEM	LAST ACTIVITY	GRADE
<b>Bread Statistics</b> Assignment	May 19, 2017 4:00 PM GRADED	<b>4.00</b> /5
<b>test</b> Test	May 19, 2017 1:01 PM GRADED	<b>10.00</b> /10
<b>Survey Test</b> Survey	Oct 4, 2016 9:42 AM GRADED	<b>✓</b>
<b>In Class Quiz Completion</b>	Feb 17, 2017 2:10 PM GRADED	<b>5.00</b> /5
<b>Unit 1 Grade</b>	Jan 12, 2018 12:51 PM GRADED	<b>98.00</b> /100
<b>Academic Integrity Quiz- No Fill in the blank question</b> Test	May 30, 2017 11:27 AM GRADED	<b>0.00</b> /9
<b>Assignment Receipts</b> Assignment	May 2, 2019 12:51 PM GRADED	<b>100.00</b> /100
<b>Attendance</b> Attendance	Jan 23, 2019 4:32 PM GRADED	<b>100.00</b> /100