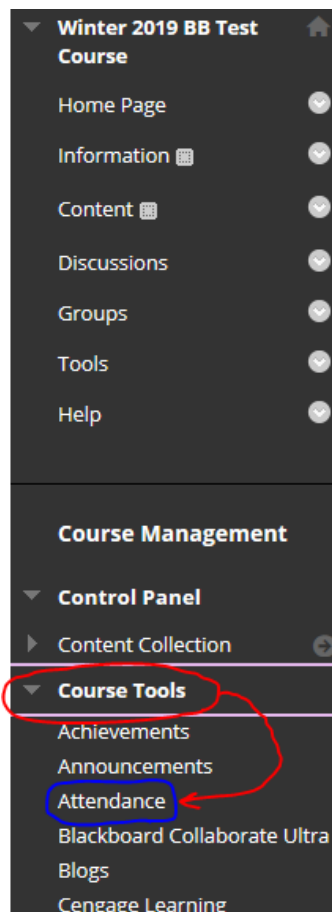




How to Access the Attendance Tool on Blackboard

Step 1) Log in to your course on Blackboard.

Step 2) The Attendance tool can **only** be accessed from the “Course Management” panel. Go to the “Course Management” area, and select “Course Tools” to expand for more options. Select “Attendance.”



Once you access the Attendance tool, it automatically creates an “Attendance” column in your course’s Full Grade Center, which can then be factored in to a Final Grade.




Step 3) When you enter the “Attendance” tool, it creates an entry for each date you access the tool. You are then able to mark students “Present”, “Late”, “Absent”, or “Excused.” By default, Attendance scores are out of a 100 point value:

- Marking a student ***Present*** = 100%
- Marking a student ***Late*** = 50%
- Marking a student ***Absent*** = 0%
- Marking a student ***Excused*** means that this day of attendance will not factor into the student’s overall attendance grade.

Winter 2019 BB Test Course

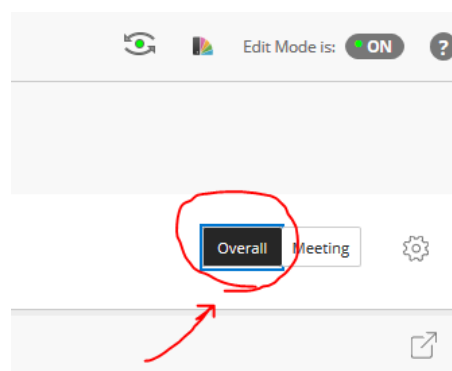
Attendance

← Today Posted

Student	Today	Present	Late	Absent	Excused
 Student Stestperson10	100%	✓ Present			
 Student Stestperson9	100%	✓ Present			
 James Weirich_Previe...	0%			✗ Absent	

Left-Click the cell associated with the student and the respective attendance factor to mark their attendance for the day.













Step 4) To see the attendance of your students across all dates you had taken their attendance in a given semester, look to the right of the Attendance tool page, and click “Overall”:



Clicking "Overall" will present you with a grid of all the dates you accessed the attendance tool within the course:

Winter 2019 BB Test Course

Attendance

75% Average Attendance		1 Students with perfect attendance 33% of the class	2 Students with average or above average attendance 67% of the class	1 Students with below average attendance 33% of the class
Student	Overall	1/3/19	1/4/19	Today
 Ss Student Stestperson10	75 / 100	 Excused	 Late	 Present
 Student Stestperson9	100 / 100	 Present	 Present	 Present
 Jw James Weirich_Previe...	50 / 100	 Present	 Late	 Absent