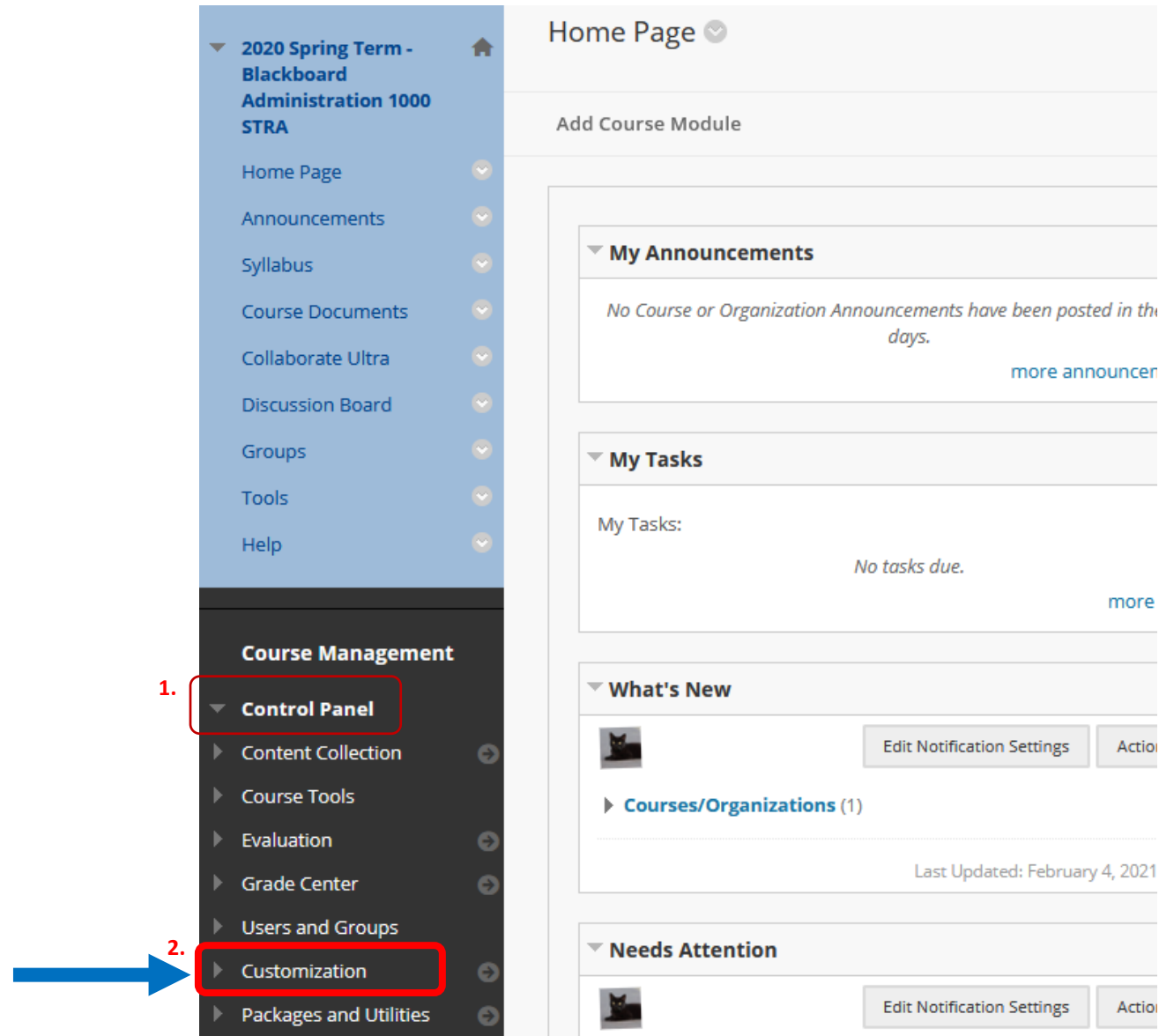




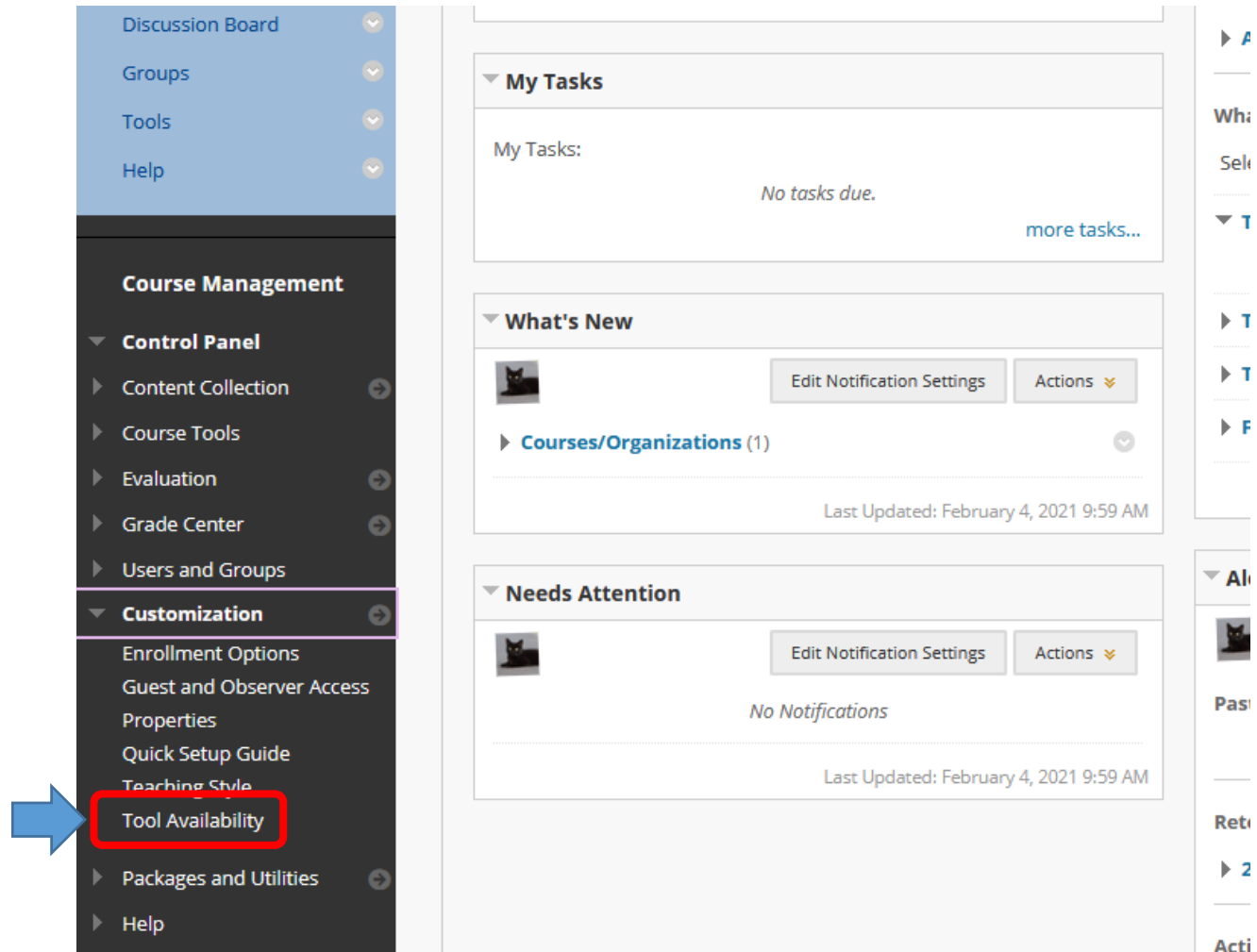
## **How to Enable the Attendance Tool in Blackboard**

1. Log in to the Course on Blackboard. Click on **Control Panel** (1) to expand for more options, and then click **Customization** (2).



The image shows a screenshot of the Blackboard course navigation interface. On the left is a vertical navigation menu with a blue header section and a dark grey footer section. The blue header section contains the course title '2020 Spring Term - Blackboard Administration 1000 STRA' and several menu items: Home Page, Announcements, Syllabus, Course Documents, Collaborate Ultra, Discussion Board, Groups, Tools, and Help. The dark grey footer section is titled 'Course Management' and contains a list of options: Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, and Packages and Utilities. A red box highlights the 'Control Panel' option, with a red '1.' and a red arrow pointing to it. Another red box highlights the 'Customization' option, with a red '2.' and a blue arrow pointing to it. The main content area on the right is titled 'Home Page' and contains several sections: 'Add Course Module', 'My Announcements' (with a message that no announcements have been posted), 'My Tasks' (with a message that no tasks are due), 'What's New' (with a notification for 'Courses/Organizations (1)' last updated on February 4, 2021), and 'Needs Attention'.

## 2. Click *Tool Availability*.



The image shows a screenshot of a course management interface. On the left is a dark sidebar with a menu. The top section is blue and contains 'Discussion Board', 'Groups', 'Tools', and 'Help'. Below this is a 'Course Management' section with a sub-section 'Customization' highlighted by a purple bar. Under 'Customization', the 'Tool Availability' option is highlighted with a red rectangle and a blue arrow points to it from the left. Other options in the sidebar include 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Enrollment Options', 'Guest and Observer Access Properties', 'Quick Setup Guide', 'Teaching Style', 'Packages and Utilities', and 'Help'.

The main content area on the right is divided into three sections:

- My Tasks:** Shows 'No tasks due.' with a 'more tasks...' link.
- What's New:** Features a notification card with a cat icon, 'Edit Notification Settings', and 'Actions' dropdown. Below it is a link for 'Courses/Organizations (1)' and a timestamp 'Last Updated: February 4, 2021 9:59 AM'.
- Needs Attention:** Features a notification card with a cat icon, 'Edit Notification Settings', and 'Actions' dropdown. Below it is the text 'No Notifications' and a timestamp 'Last Updated: February 4, 2021 9:59 AM'.

On the far right, there is a vertical navigation pane with various icons and labels, including 'Whi', 'Sel', 'T', 'F', 'Al', 'Pas', 'Retr', and 'Acti'.

3. Under the column titled **Available**, click the box next to **Attendance (1)** so a checkmark appears. This indicates that the **Attendance Tool** is now ready to be activated in your course. Click **Submit** on the bottom right to finalize this process.

The screenshot shows the 'Tool Availability' page in Blackboard. The left sidebar contains navigation options for the course '2020 Spring Term - Blackboard Administration 1000 STRA'. The main content area is titled 'Tool Availability' and includes a 'Filter by:' dropdown. Below this is a table with columns: 'TOOL', 'AVAILABLE', 'VISIBLE TO GUESTS', 'VISIBLE TO OBSERVERS', and 'AVAILABLE IN CONTENT AREA'. The 'Attendance' tool is highlighted with a red box and a '1.' annotation, indicating that its 'AVAILABLE' checkbox is checked. At the bottom right, the 'Submit' button is highlighted with a red box and a '2.' annotation, with a blue arrow pointing to it. The text 'Click **Submit** to finish. Click **Cancel** to quit.' is visible at the bottom of the table area.

TOOL	AVAILABLE	VISIBLE TO GUESTS	VISIBLE TO OBSERVERS	AVAILABLE IN CONTENT AREA
Achievements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Achievements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Adaptive Release	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ALEKS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Assignment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
ATLAS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Barnes & Noble Textbook Tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Barnes & Noble Textbook Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Baruch Libguides Automatic	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baruch VoiceThread	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Blackboard Collaborate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Blackboard Collaborate Course Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Blackboard Collaborate MashUp	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blackboard Collaborate My Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Blackboard Collaborate Scheduling Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

4. Now the **Attendance Tool** can be found under the **Course Tools list** under **Course Management**. Click **Course Tools** on that list, and you will see **Attendance** near the top of the list. Click Attendance to open the tool.

2020 Spring Term - Blackboard Administration 1000 STRA

Home Page

Announcements

Syllabus

Course Documents

Collaborate Ultra

Discussion Board

Groups

Tools

Help

**Course Management**

Control Panel

Content Collection

**Course Tools**

Achievements

Announcements

**Attendance**

Blackboard Collaborate Ultra

Blogs

Cengage Learning MindLinks™

Contacts

Course Calendar

Course Merge Membership Roster

Course Messages

Course Portfolios

Date Management

Discussion Board

Glossary

### Tool Availability

You can control which tools are available in your course. [More Help](#)

Filter by: ▾

TOOL ▲	AVAILABLE	VISIBLE TO GUESTS	VISIBLE TO OBSERVERS	AVAILABLE IN CONTENT AREA
Achievements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Achievements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Adaptive Release	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ALEKS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Assignment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
ATLAS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Barnes & Noble Textbook Tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Barnes & Noble Textbook Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Baruch Libguides Automatic	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baruch VoiceThread	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Blackboard Collaborate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Blackboard Collaborate Course Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Blackboard Collaborate MashUp	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blackboard Collaborate My Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit



For a video tutorial on how to use the Attendance Tool please follow the web link below:

[Attendance Tool Video Tutorial](#)