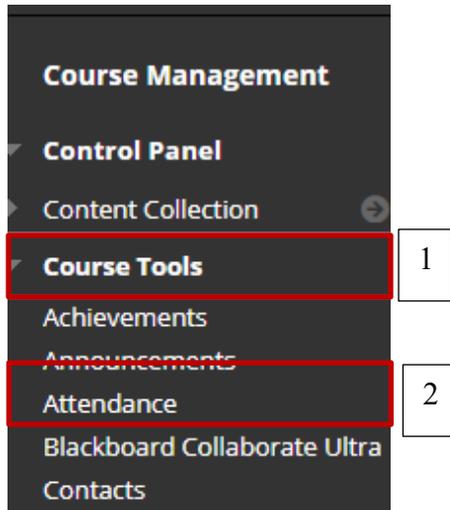
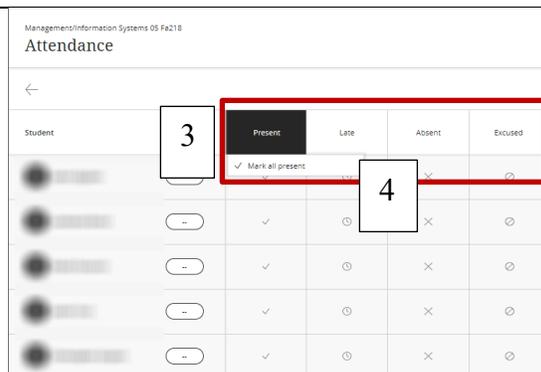


Attendance

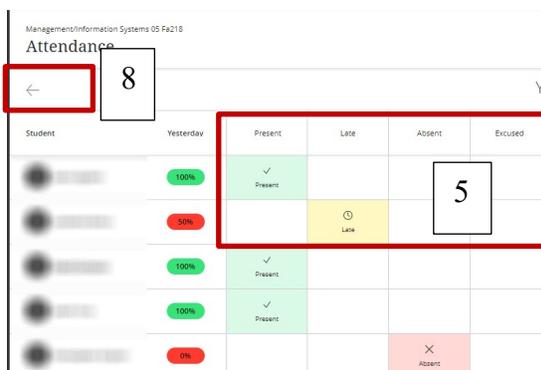
Blackboard has a new attendance feature. In addition to taking attendance, it will also compile an average grade value for attendance and post the grade to the Grade Center.



1. In the Control Panel, click **Course Tools**
2. Choose **Attendance**



3. The Attendance tool opens. Click each of the headers: **Present**, **Late**, **Absent** and **Excused**
4. Click **Mark all as...** if all students fit the category. For example, you would select **Mark all present** if all students are in attendance.



5. Locate a student's name and choose the square (**Present**, **Late**, **Absent** or **Excused**), to mark student attendance
6. Blackboard will assign a score based on a student's status:
 - *Present 100 %*
 - *Late 50%*
 - *Absent 0*
 - *Excused No score*
7. Blackboard compiles a total score based on the number of times a student is listed as *Present*, *Late*, *Absent* or *Excused*
8. Click the **arrows** on the top-left or top-right to view other attendance records

ATTENDANCE	
85.71428	
50.00	9
100.00	

- The score appears in The *Attendance column* of the Grade Center
- Scores update each time attendance is taken

Edit Settings and Attendance Views

Instructors can edit the attendance date, attendance view, and settings.

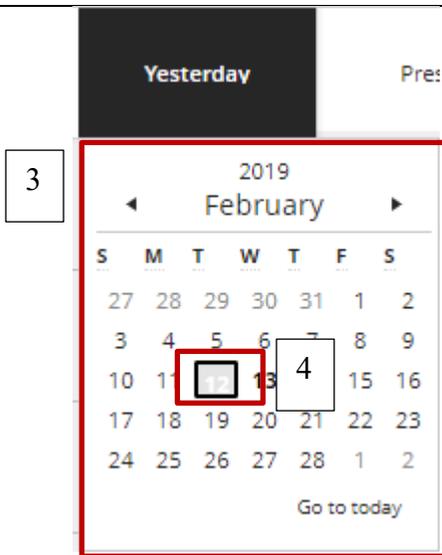
Change the Date

By default, attendance is taken on the date that the attendance tool is opened. However, instructors can adjust the date if needed. For example, an instructor can change the date to record attendance from the previous day.

Today	1 Present
<ul style="list-style-type: none"> ✓ Mark all present ✗ Mark all absent -- Clear marks ⊘ Exempt meeting ✎ Edit meeting 🗑 Delete meeting 	2

- Click the **Today** button
- Click **Edit Meeting**

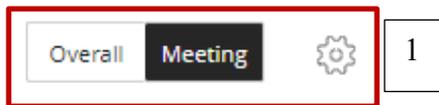
Instructors may also delete a meeting, clear attendance marks, exempt a meeting, as well as mark all students as absent and/or present from the **Today button**



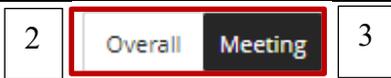
3. The **calendar** opens.
4. Click the **date** when attendance is to be recorded. The Today Button title will *change to that date*

Change the View and Settings

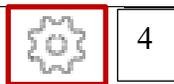
You can change the view of your attendance to an overall view, or review attendance by each class meeting. You can also change the way the score is viewed in the Grade Center



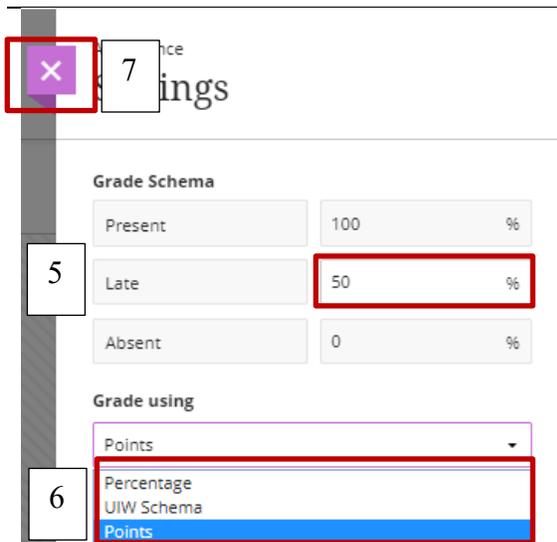
1. On the *upper right* of the Attendance screen are the **view** and **settings options**.



2. Click **Overall** to view student attendance for the semester
3. Click **Meeting** to view daily attendance



4. Click **Settings** to change *point values* and *point settings*



5. When Settings opens, click **Grade Schema** to change the scoring values for *late attendance only*
6. Click the **Grade using drop-down list** to select how attendance will be displayed: **Points, Percentage** or **Schema**
7. Click the **X** to save and close settings