Many instructors who teach face-to-face and blended courses use attendance data as part of their students' overall grades.

For each class meeting, you can mark whether a student is present, late, absent, or excused. The attendance records for each student appear in a single column next to their other grades in the Grade Center

The attendance tool allows you to calculate grades for attendance similar to calculating grades for an assignment.

Accessing the Attendance Tool
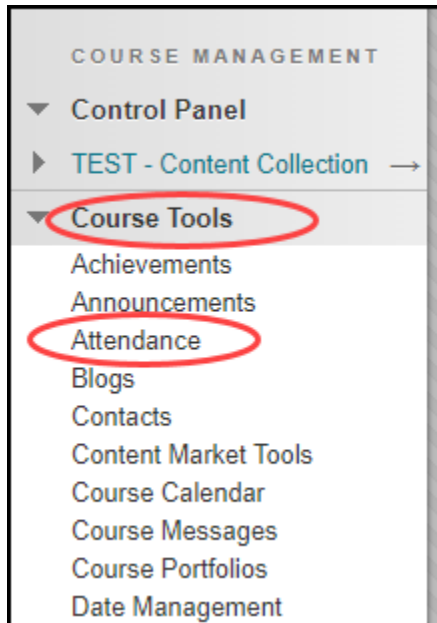
- The attendance tool is located under Course Tools in the Control Panel.
    - Click on **Course Tools** then **Attendance**.

1. Blackboard will automatically generate an attendance session for each day.

2. To view previous sessions, click on Overall.

Creating an Attendance Session
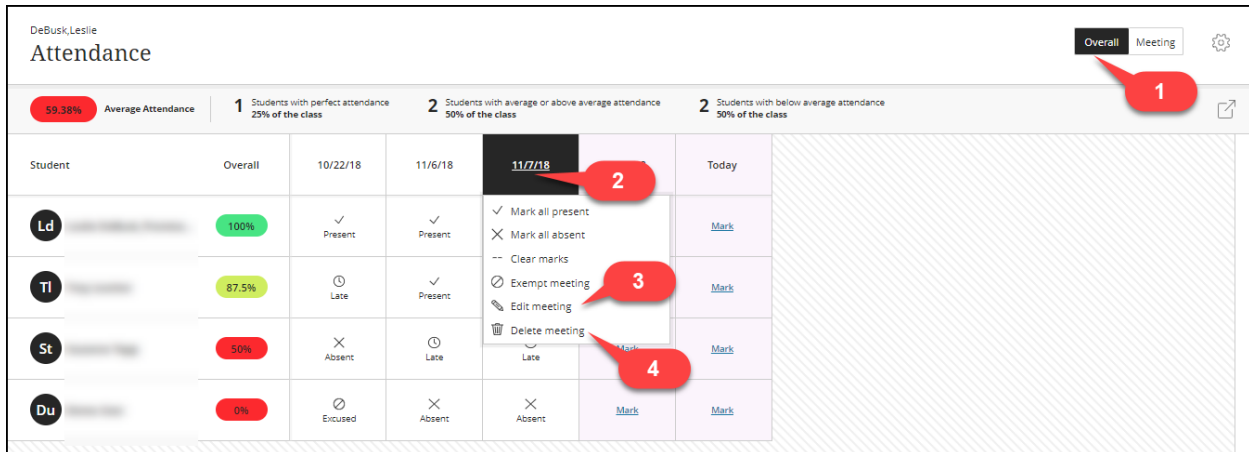
1. Click on Overall
2. Hover your mouse between columns and click on the + button to add an attendance column.

Modifying an Attendance Column

The following steps will describe how to edit an attendance session:

1. Select the Overall view option (top right corner)
2. Click on the column header to open up the options menu.
3. Click on Edit Meeting to change the associated date for the meetings.
4. Click Delete Meeting to remove a meeting. A dialog box will pop up asking you to confirm your choice. Note: Deleting a meeting will delete all attendance records entered for that meeting, as well as any associated grades.

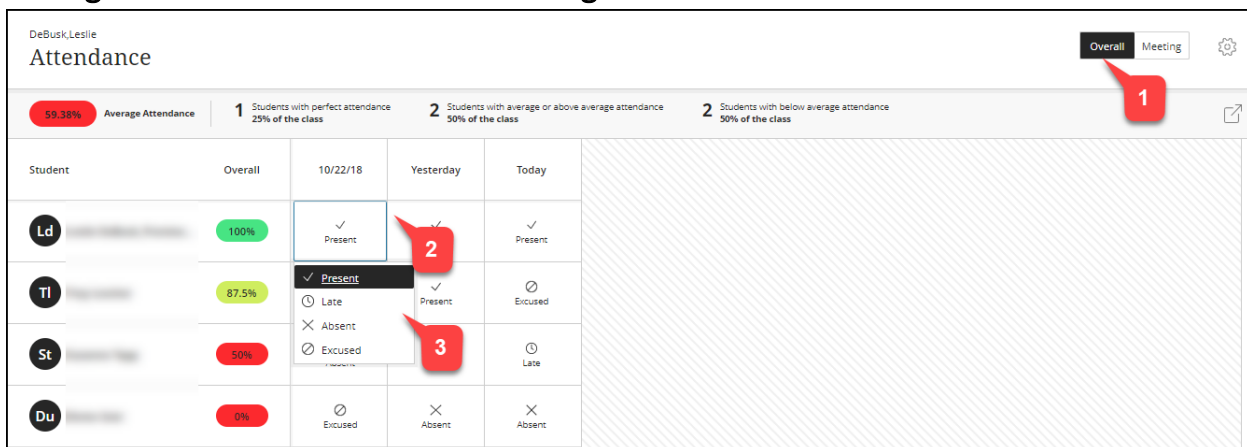## Taking Attendance for a Current Meeting

To take attendance for today:

1. To take attendance for today, be sure the view is set to Meeting.
2. Student: Displays your student roster from Blackboard will appear here.
3. Today: This column shows a color-coded icon for each student's status.

4. Present: Click in the cell that corresponds to each student to mark that student as present for today's session.
5. Late: Click in the cell that corresponds to each student to mark that student as late for today's session.
6. Absent: Click in the cell that corresponds to each student to mark that student as absent for today's session.
7. Excused: Click in the cell that corresponds to each student to mark that student as excused for today's session.

Taking Attendance for Previous Meetings
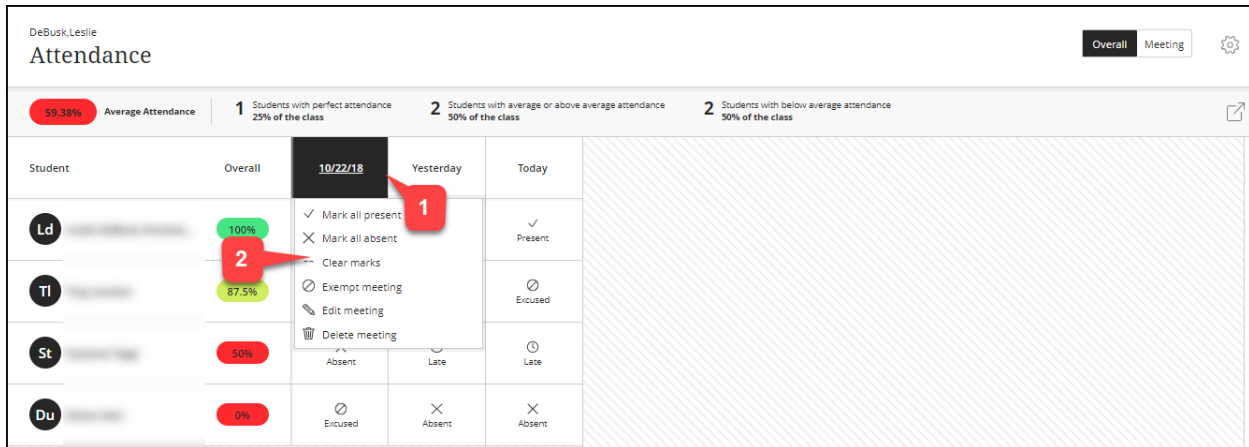
To take attendance for a previous class meeting:

1. Click on the Overall view option.
2. Locate the student you want to mark attendance for, and click in that students' cell to make changes
3. Select the student's attendance status (present, late, absent, or excused) from the list.
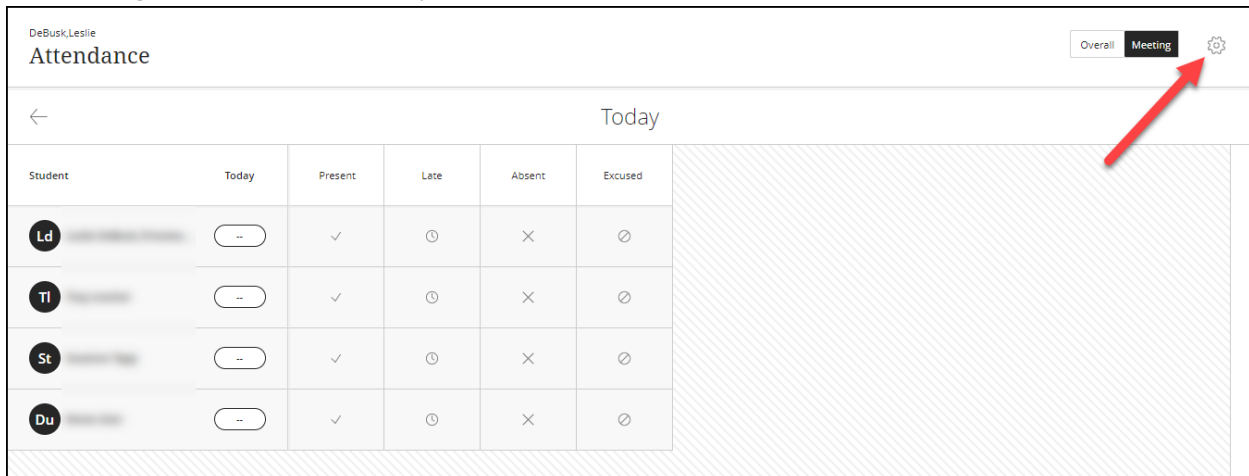
Bulk Marking of Attendance Sessions

1. Click on the column header for the session.
2. Select the Mark all present, Mark all absent or Clear marks. At the prompt, select either Override or Clear.
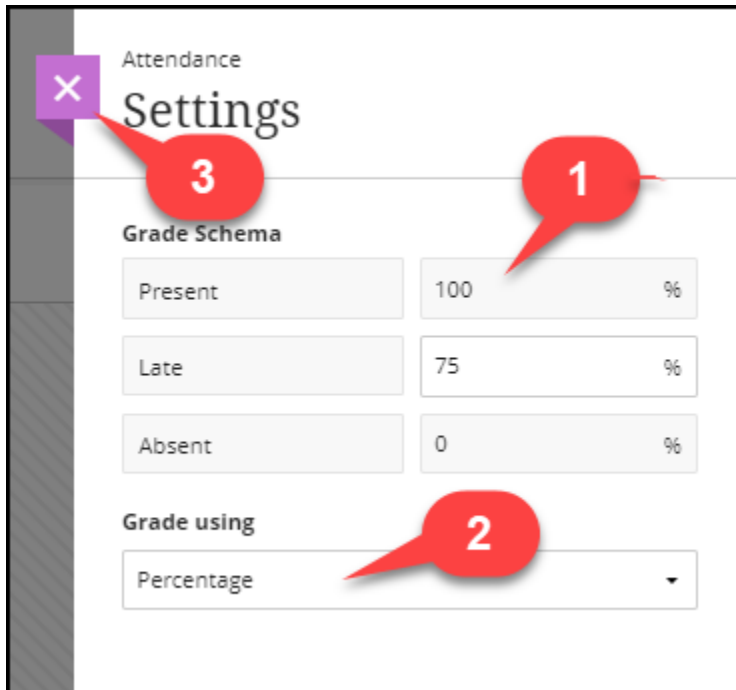
Accessing the Attendance Options

To modify the attendance settings, click on the gear icon in the top right had corner of the screen.
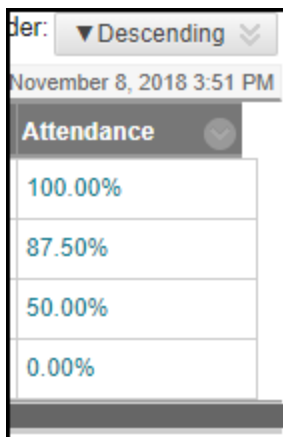
Modifying Attendance Grade Options

1. To change the student grade calculation values, enter the desired values in the section labeled Grade Schema. The only value that can be changed is Late, the Present and Absent cannot be changed.
2. Grade Using: Use this option to change how the grade column is displayed in the Grade Center.
3. To close, click the X button in the upper left corner.

Attendance Column in the Grade Center

When the attendance tool is accessed a column is created in the grade center. As attendance is taken the attendance column is updated with the current attendance average, based on the grade options set for the course. If you do not want to give students a grade for attendance, but want to keep track of attendance:

- Go to the Full Grade Center
- Select the drop-down in the Attendance Column
- Select Edit Column Information.
- In the Options section, select No for the Include this column in Grade Center Calculations option.