Record attendance in Blackboard Learn with the NEW Attendance Tool

Access Attendance Tool:

1. Control Panel > Course Tools > Attendance (see figure 1)

Attendance Settings:

1. When you access the attendance feature for the first time, the Attendance page and the Settings panel open (see figure 2)
2. You can change the default settings for Late in the grade schema by clicking inside the box and entering any number you would like (see figure 2a)
   a. You can't change the percentages for Present and Absent at this time.
3. You can change the default settings for the grade display by clicking on the drop down arrow (see figure 2b)
4. Save your settings or close the panel if you don't want to make changes
Attendance Page:

You can view attendance in the **Meeting** (see figure 3) or **Overall** (see figure 4) view. By default, you'll see the **Meeting** view for the current day when you open attendance.

Taking Attendance:

In the **Meeting** view, you can mark each student's attendance or assign one status to all students (see figure 3).

1. Click the box for the corresponding status per student or
2. Click the header of the status column, select the option to mark a status for all students
   - Your work is saved as you go.
   - Use the Previous Meeting and Next Meeting arrows to navigate between meetings.

In the **Overall** view, you can view attendance history and class statistics (see figure 4).

1. You can mark each student's attendance individually or select a header to open a menu and select a status for all students (same as you do in the **Meeting** view).
2. You can edit individual records after you set them with the bulk action. From the header menu, you can also clear marks, and exempt, delete, or edit the meeting. The Edit Meeting option opens a calendar where you can change the date of the meeting.
   - The **Overall** column displays each student's current attendance grade and isn't editable (see figure 4).
Students’ accumulative attendance scores are based on 100 points. Select students’ names to view summaries of their overall attendance records. For example, you can see how many class meetings each student has missed. This view is read-only.

Adding a Meeting:

1. In the Overall view, you can add a meeting. For example, if your class met outside of the established course schedule for a field trip, you can add a meeting and mark who was present. Select the plus icon next to an existing column to add a new meeting (see figure 5).

Export Attendance Records:

1. In the Overall view, select the Export icon to download a CSV file with your students’ attendance records (see figure 5).

View Attendance in Grade Center:

- After you first access Attendance through Course Tools, a column is automatically created in the Grade Center.
- The overall attendance grade for each student appears in a single column.
- Students’ accumulative attendance scores are based on 100 points.
- You can perform most of the same actions on the attendance column as other Grade Center columns. For example, you can add a display name and change the settings, such as Primary Display.
- The attendance column is automatically added to the Attendance category.

NOTE: Though you can edit students’ overall attendance grades from their grade cells in the Grade Center, no changes appear for any meetings you’ve already marked. So, if a student was present for all meetings and you edit the student’s attendance grade cell and change 100 to 75, 75 becomes the overall attendance grade. When you open attendance, 75 appears as the overall grade, yet the student was present for all meetings. We recommend you make changes to individual meetings to change a student’s overall score.