Enter into your Blackboard Course. Navigate to Course Tools > Attendance.

**Using the Keyboard:**

Hold down the Control Key, then press the Minus Key.

Each time you press the “—” Key, the zoom level will **Decrease**.

**Notes:**
- You may have to perform these steps on each time you log-in to an instructor PC.
- These settings may not stick and the next time you log-in, you may have to repeat these steps.