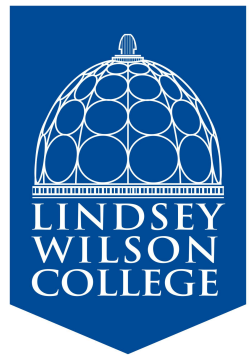


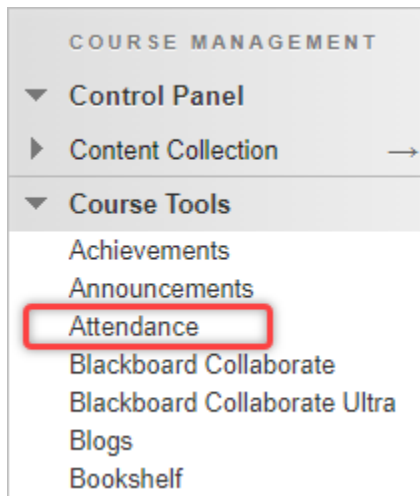


Blackboard Attendance



Initial Setup:

1. Within your Blackboard course, navigate to the Course Management **Control Panel**.
2. Open **Course Tools** and click **Attendance**.



3. Click **Add Attendance**. The settings panel will open where you can change the default grading scheme or click cancel for now. Changes can be made at any time by clicking the settings icon in the top right corner.

Attendance Settings

Attendance Values

Present	100	%
Late	50	%
Absent	0	%
Excused		%

Include Excused in calculations

Grade using

Points

Cancel Save

- An Attendance column will be added to the Grade Center, and students will be able to view their attendance from their My Grades page.

Attendance Attendance	Jan 24, 2022 9:44 AM GRADED	80.00 /100
--------------------------	--------------------------------	---------------

- If you do not want the Attendance column to count towards your students' final grades, go to the **Grade Center**, click the **chevron** next to the Attendance column heading and select **Edit Column Information**. Scroll down and select **No** next to the option, **"Include this column in Grade Center calculations."**

OPTIONS

Select No for the first option to exclude this Grade Center show column statistics to students in My Grades.

Include this column in Grade Center calculations Yes No

Show this column to students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

Daily Attendance:

- Navigate to the **Blackboard course > Control Panel > Course Tools > Attendance**.
- Attendance will open in **Meeting View**. This view is for the current day's attendance.
- To record attendance, click the appropriate status next to each student's name on the roster.

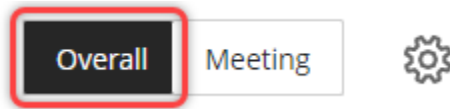
Student	Today	Present	Late	Absent	Excused
	100%	✓ Present			

- You may want to click a status heading to mark all students with one action. For example, click **Present** and select **Mark all present** to mark all students present. Then, only change the status for individual students who are absent or late.
- In the classroom, you can record attendance using the classroom computer, a tablet, or your mobile phone.

Overall View:

1. Select **Overall** view to view attendance history and class statistics.

*Attendance can be recorded in either view.

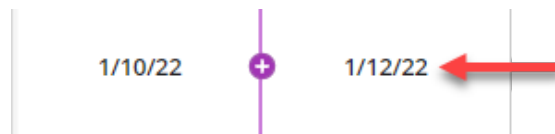


2. In **Overall** view:

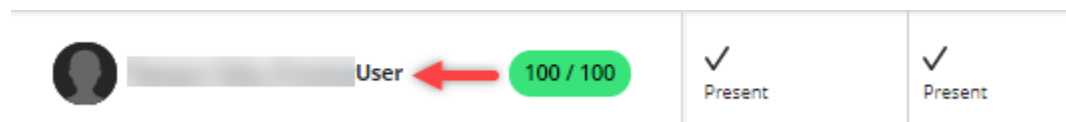
- **Add a meeting** by clicking the plus icon next to an existing column.



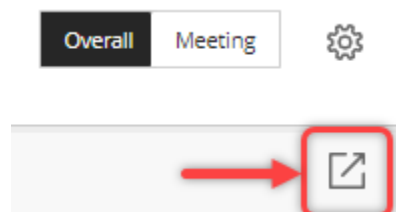
- **Exempt, delete, or edit a meeting date** by clicking the meeting date in the column header.



- **View** an individual student's attendance record by clicking their name.



- **Export** attendance data by clicking the export icon to download a CSV file with your students' attendance records.



Demonstration:

Click to view a brief [BlackBoard Video Demonstration \(1:23\)](#).