Blackboard has an Attendance feature that allows you to mark whether a student is present, late, absent, or excused for each class meeting. The attendance records for each student appear in a single column next to other grades. On the Attendance page, profile pictures appear so you can easily identify students (if the students have set their profile image).

You can use attendance as part of calculating grades just as you can for an assignment grade column.

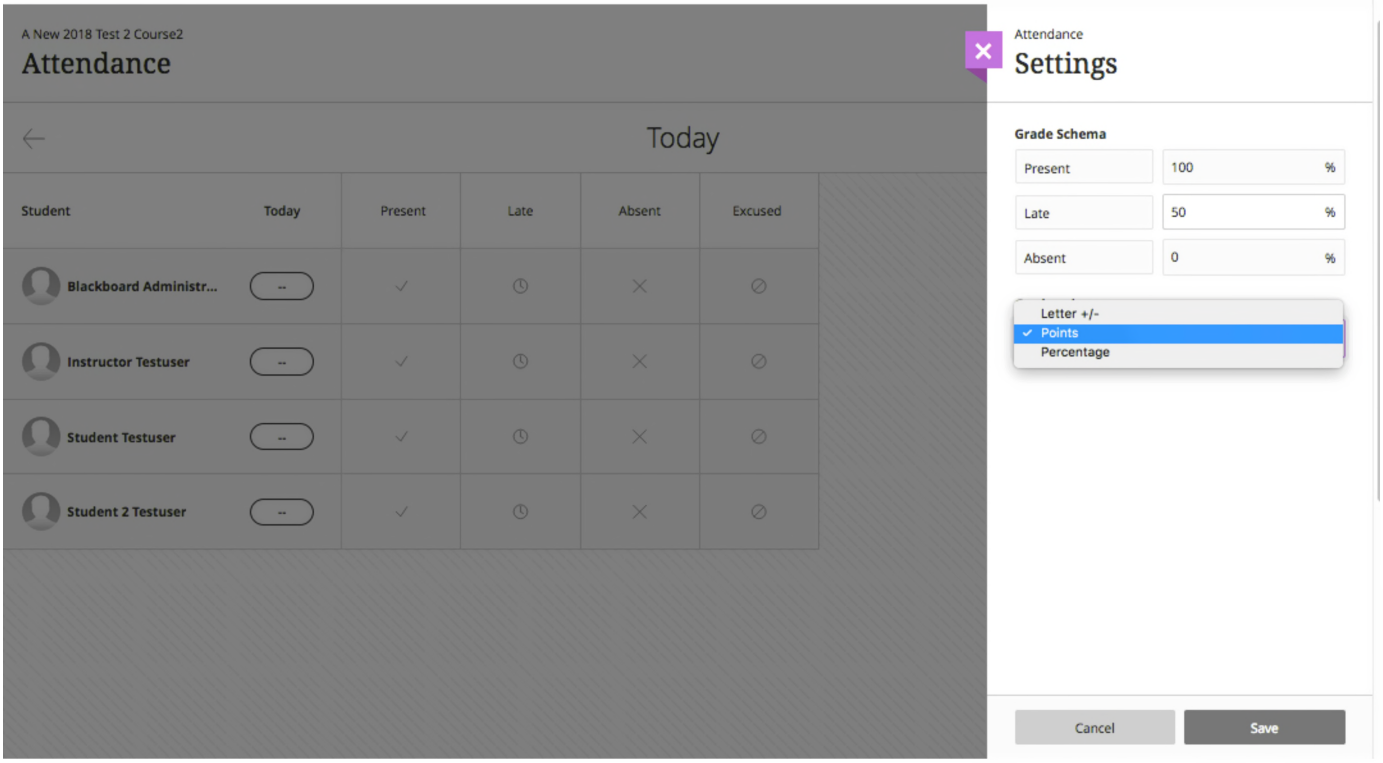
Access Attendance through Control Panel > Course Tools > Attendance.

Setting Up Attendance

When you access the attendance feature for the first time, you decide if you want to add attendance to the Grade Center. On the Attendance page, select Add Attendance and the Settings panel opens.

You can change the default settings for the grade display and for Late in the grade schema. You can't change the percentages for Present and Absent at this time. Save your settings or close the panel if you don't want to make changes. An attendance column appears in the Grade Center, but you mark attendance from Control Panel > Course Tools > Attendance.

At any time, you can change the schema in the Settings panel, save, and then refresh the page. You'll see your newly selected schema reflected in the grade pills on the Attendance page in the Overall view.



By default, when you open attendance, you'll see the Meeting view for the current day even if you haven't finished marking a previous meeting. In the Overall view, you can view several meetings and see overall course statistics. You can mark or edit attendance from either view.

Meeting view

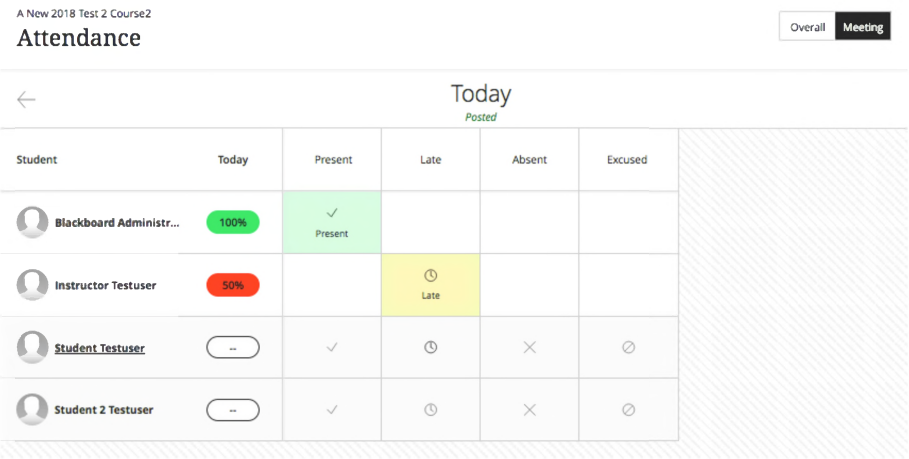
In the Meeting view, you can mark each student's attendance. You can also use the menu in a status's heading to mark all students present or absent. Then, you can change individual students' statuses as needed or clear all marks. Your work is saved as you go.

As you mark students' attendance, their attendance grades are posted automatically. If you change students' attendance or clear marks, students see the changes immediately.

Meeting view is the only view that appears on small devices.

Select the date column header to access the menu and perform these actions:

- Clear all student marks for a meeting
- Choose another status for all students
- Exempt the meeting
- Edit the meeting
- Delete the meeting



If you mark all students the same status and want to change to another status, you'll receive an override confirmation.

Statuses

- Present: Set at 100%. You can't change the percentage at this time.
- Late: Default is set at 50%. Adjust the percentage in the Settings panel.
- Absent: Set at 0%. You can't change the percentage at this time.
- Excused: Counts as Present for scoring purposes. Excused won't negatively impact a student's overall attendance grade. The grade pill displays a null or empty value (--).

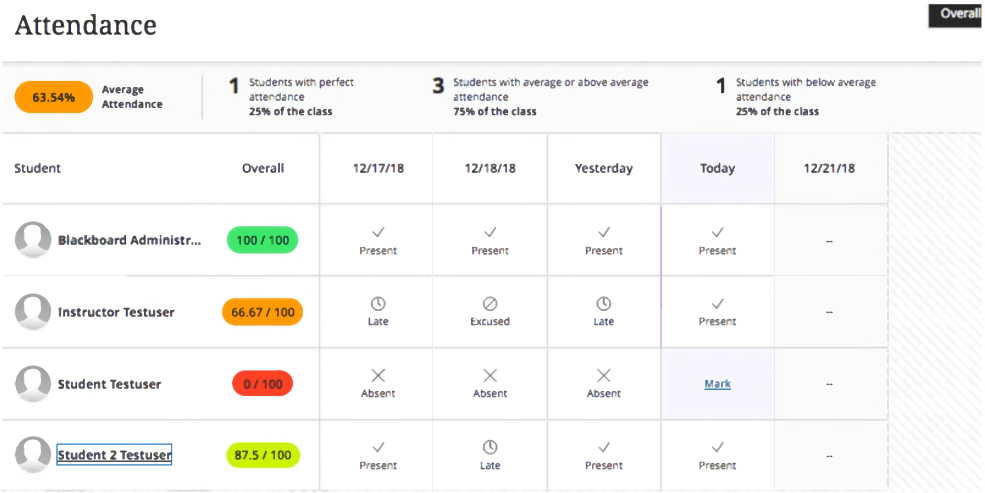
The Meeting view scores are always percentages regardless of the schema you chose in the Settings panel. Because the Meeting view shows only one status, you'll see the percentage because it's the weight of that one status.

Use the Previous Meeting and Next Meeting arrows to navigate between meetings.

Select student names to view summaries of their overall attendance records. You can see how many class meetings each student has missed. Each student's Overall Score appears with the schema you chose in the Settings panel. This view is read-only.

Overall view

In the Overall view, you can mark attendance, view attendance history and class summary statistics, and create new meetings.



As you mark students' attendance, their attendance grades are posted automatically. If you change students' attendance or clear marks, students see the changes immediately.

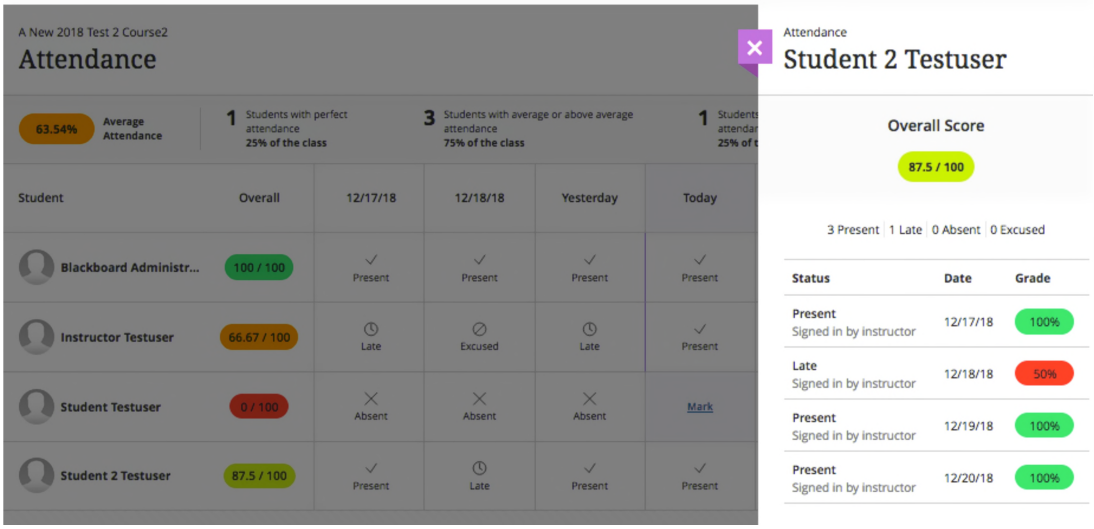
The most recent meeting you need to mark appears on the right side of the screen. The column is purple until you add marks for all students.

You can use the menu in a column heading to mark all students present or absent. Then, you can change individual students' statuses from their cells as needed. Your work is saved as you go.

If you mark all students the same status and want to change to another status, you'll receive an override confirmation.

Student summary in grade pill

The grade pill for each student displays the overall attendance grade with the schema you chose in the Settings panel, such as A+ instead of 100. Select student names to view summaries of their overall attendance records. You can see how many class meetings each student has missed.



This view is read-only. If you change students' attendance or clear marks, the students see the change in their overall grades immediately.

Overall course summary

The Overall view displays course summary statistics about your students' attendance. These statistics are included:

- Course average displayed in the grade pill
- Perfect attendance
- Average or above average attendance: Students with perfect attendance are included
- Below average attendance

If a student has only excused records, no records at all, or is removed from your course, the student's attendance isn't included in the course summary statistics. The number of students listed for each statistic might not equal your total student count.

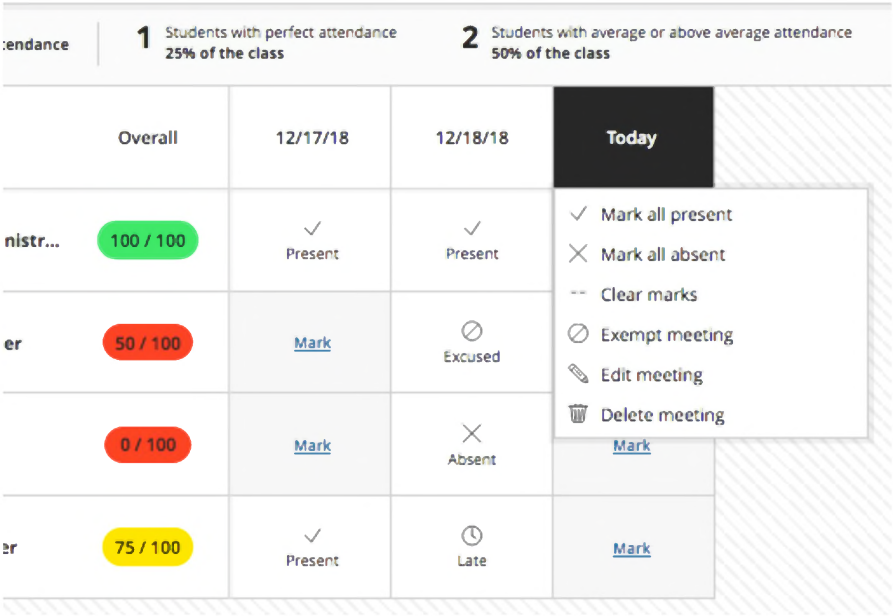
If every student has an attendance record, the average/above average and below average statistics add up to all students.

Unavailable students' information appears read-only and their previous attendance grades won't be included in the course summary statistics.

Edit a Meeting

Select the date column header to access the menu and select Edit meeting. You can choose a new date from the pop-up calendar. If you change the date of a meeting or select Go to Today, all meetings are chronologically sorted when you close and open the Attendance page.

You can choose a meeting date in the future. If you have one or more meetings in the future, the Meeting view still opens to the most recent Today meeting.



Add or Delete a Meeting

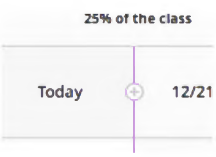
Select the date column header to access the menu and select Edit meeting. You can choose a new date from the pop-up calendar. If you change the date of a meeting or select Go to Today, all meetings are chronologically sorted when you close and open the Attendance page.

You can choose a meeting date in the future. If you have one or more meetings in the future, the Meeting view still opens to the most recent Today meeting.

In the Overall view, you can add a meeting if your class met outside of the established course schedule. You can also delete a meeting if you canceled class.

Add a meeting

In the Overall view, you can add more than one meeting for attendance on a day. For example, if your class met for a field trip after your regularly scheduled class, you can add a meeting and mark who was present. Select the plus icon next to an existing meeting's date to add a new meeting.



Delete a meeting

You can delete a meeting in either view, but at least one meeting must remain. You can't have an empty Attendance page. If you have only one meeting and you delete it, a new Today meeting replaces it.

Students' overall attendance grades update to not include the deleted meeting.

In the Meeting view, select the date column header to access the menu and select Delete meeting.

In the Overall view, select a date column header to access the menu and select Delete meeting.

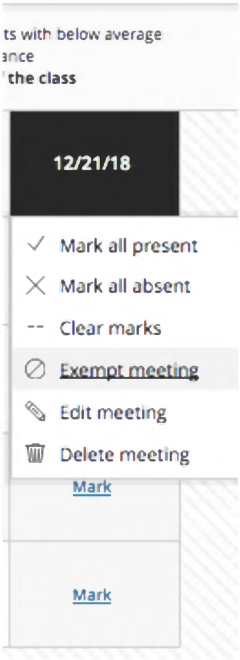
Exempt a Meeting

In the Meeting or Overall view, you can exempt a meeting that no longer requires an attendance grade. Students' overall attendance grades update to not include the exempted meeting, even if you've marked some or all student cells. You can also clear the exemption in both views.

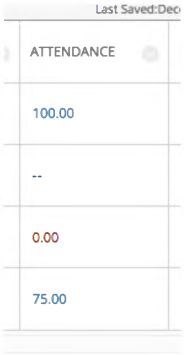
When you exempt a meeting, that meeting's column header menu no longer contains options to mark all students present or absent. Also, the menu option Exempt meeting changes to Clear exemption.

Exempt meeting columns appear gray and all grid cell menus are disabled. A null or empty value (--) appears for all students without a mark. If you marked students with a status, those statuses remain, but are read-only and you can't change them.

On smaller devices, you can only view attendance in the Meeting view. When you exempt a meeting, you no longer see the status options until you clear the exemption.



View Attendance in the Grade Center



You can view attendance in the Grade Center though you can't mark attendance. Students' accumulative attendance scores always appear out of 100 points. You can't delete the Attendance column, but you can hide it from your view.

The attendance column is added automatically to the Attendance category. You can change the category on the Edit Column page.

You can perform most of the same actions on the attendance column as other columns. For example, you can add a display name and change the settings, such as Primary Display and use attendance in calculations.

Access a cell's menu and select Grade User Activity to view a summary of a student's overall attendance records.You can see how many class meetings the student has missed. Each student's Overall Score appears with the schema you chose in the attendance Settings panel. This view is read-only. At the bottom of the screen, select Return to Grade Center to return to the grid.

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.

Mobile and Tablet Views

In your face-to-face classroom, you can use your mobile phone or tablet to mark attendance while you stand in front of your class. You have access to a compact view of attendance that displays one meeting at a time, complete with your students' profile pictures. No need to make notes for later or take attendance on your computer.

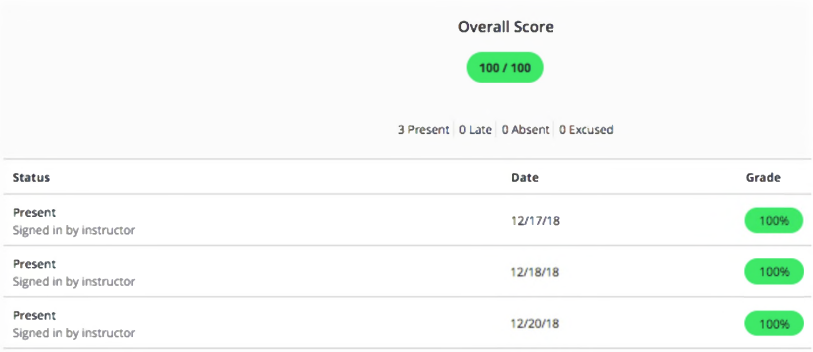
At the top of the screen, you can select a status and mark all students in one action. Your work is saved as you go. Or, you can individually mark some students one status and move to the next status. Students are grouped by the statuses you assigned. Unmarked students move to the top of the list. If any students are unavailable, they appear in a separate section.

As you mark students' attendance, their attendance grades are posted automatically. If you change students' attendance or clear marks, students see the changes immediately.

Use the Previous Meeting and Next Meeting arrows to navigate between meetings.

Student Views

Students can view a summary of their attendance and easily see how many class meetings they've missed by selecting the the My Grades link on the course menu. They can select the Attendance link to view the details of each course meeting. They can view a summary and easily see how many class meetings they have missed.



Export Attendance Data

In the Overall view, select the Export icon to download a CSV file with your students' attendance records. The download begins immediately without a confirmation.

Attendance and Course Copy

Don't copy content into an existing course if you already have an attendance column in your existing course. You'll add another attendance column to your Grade Center.

Attendance Data in Course Archives

Attendance data is included in course archives. When you archive your course, you create a frozen snapshot or permanent record of your course. An archive includes all the content, course statistics, users, and course interactions, such as discussions, attendance, and grades.