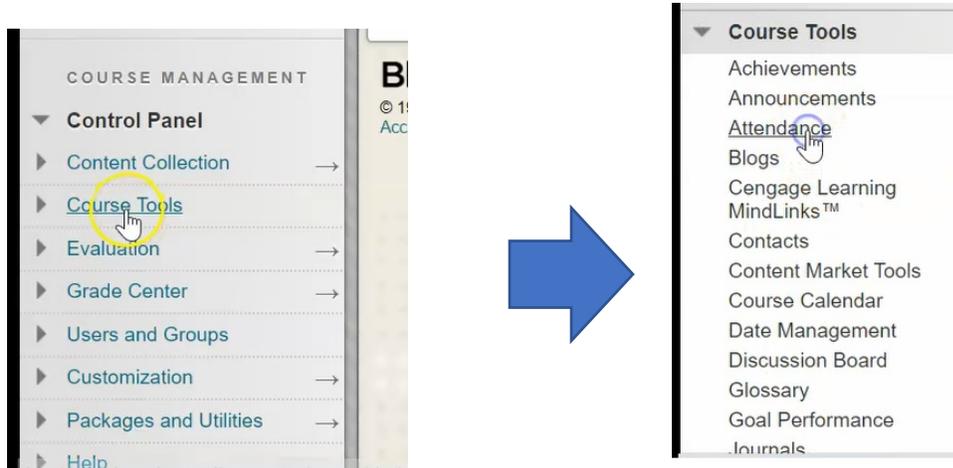


## ATTENDANCE FEATURE – HOW TO SET

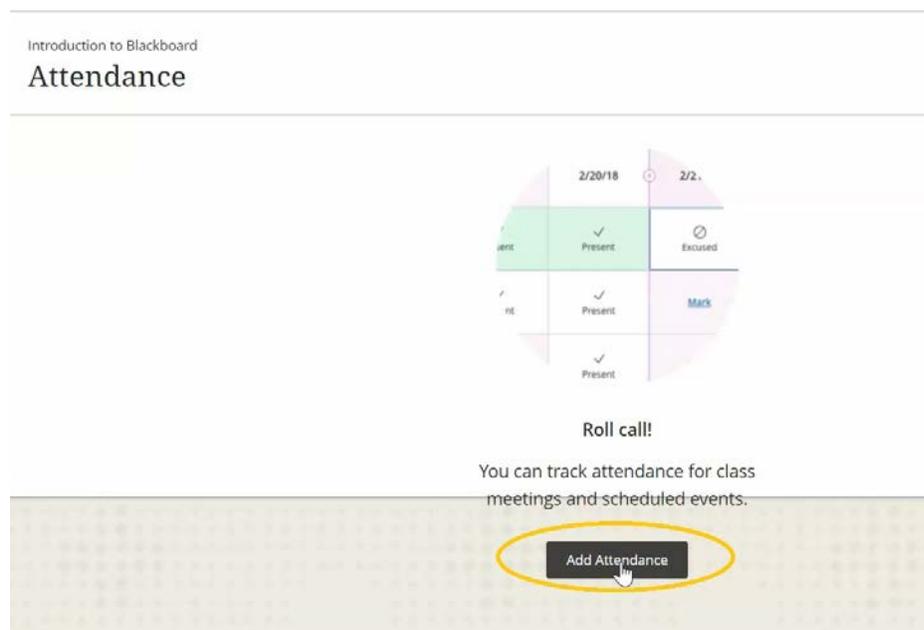
Blackboard Learn has an attendance feature that you can use to track your classes attendance within your classes. This attendance can be assigned a numerical value that you can then use as part of the students overall grade for your class.

### Adding the Attendance Feature

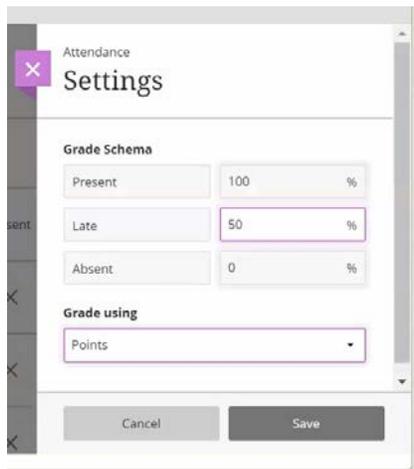
1. Go to the Course Management menu and click on **Course Tools**, then select **Attendance**.



2. The first time that you access the attendance tool, it's going to ask you to add attendance to your class, click **Add Attendance**.



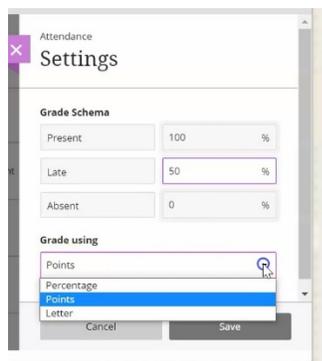
3. Default settings: for a student that's present, it assigns a value of 100%, for an absent student it assigns a value of 0%, and for a late student it has a value of 50%.



The screenshot shows the 'Attendance Settings' dialog box. Under the 'Grade Schema' section, there are three rows: 'Present' with a value of 100%, 'Late' with a value of 50%, and 'Absent' with a value of 0%. The 'Grade using' dropdown menu is set to 'Points'. At the bottom, there are 'Cancel' and 'Save' buttons.

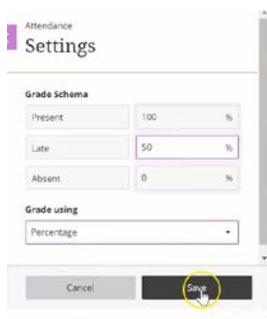
The value for Late can be changed to any other value that you'd like, but the values for present and absent remain static and the Grade Using area by default is Points set.

4. Under "Grade using" you can also change this to percentage or letter as well, however Northern College does not use letter values, so change to percentage or points only.



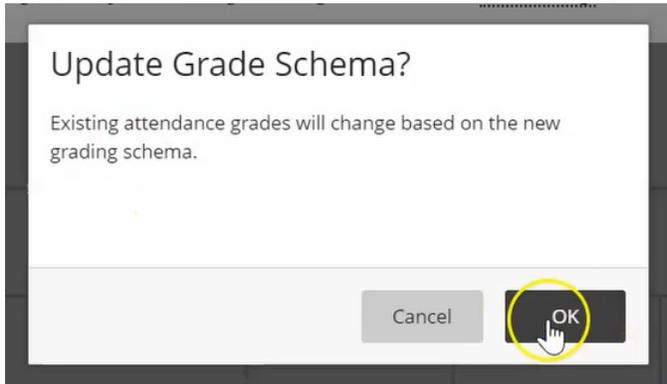
This screenshot shows the 'Attendance Settings' dialog box with the 'Grade using' dropdown menu open. The menu options are 'Points', 'Percentage', and 'Letter'. The 'Points' option is currently selected. The 'Cancel' and 'Save' buttons are visible at the bottom.

5. When done, click **Save**



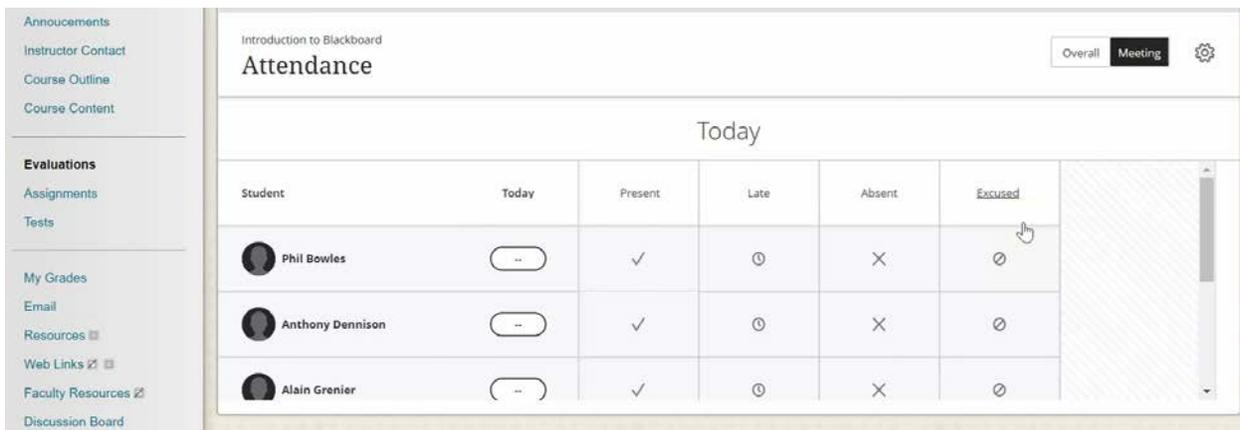
This screenshot shows the 'Attendance Settings' dialog box with the 'Grade using' dropdown menu set to 'Percentage'. The 'Save' button at the bottom right is highlighted with a yellow circle, indicating it should be clicked.

6. It now gives you a warning that anything that's already existing will be changed based on this new grading schema. Click **OK**

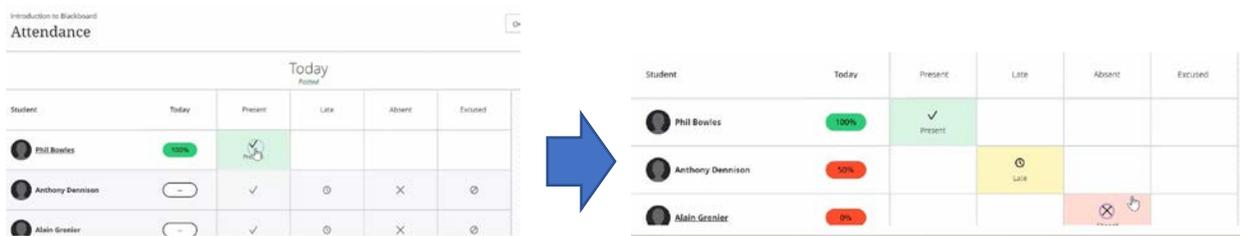


### Using the Attendance Feature

Every time that you attend class with your students and you click on the attendance feature underneath course tools, you will be presented with the attendance for that day's class.

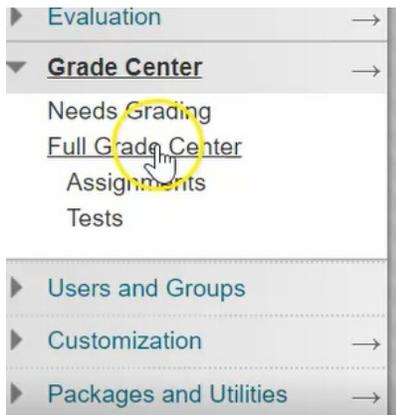


1. Click in the areas to mark whether a student is Present, Late, Absent, or Excused from class.



These attendance records then show for each student in the Grade Center in a column.

2. Navigate to Grade Center, and click on Full Grade Center



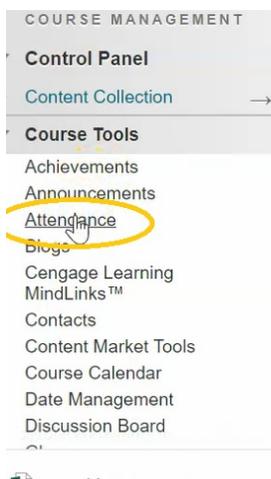
3. You will now see that Attendance has been added to the Grade Center with the values corresponding to the grades that were input.

The screenshot shows a table titled 'Grade Information Bar' with columns for 'Last Name', 'First Name', 'Username', 'Assignment for', 'Assignment Gr', 'Assignment Gr', 'Chapter 12 Cla', and 'Attendance'. The 'Attendance' column is circled in yellow. The table contains the following data:

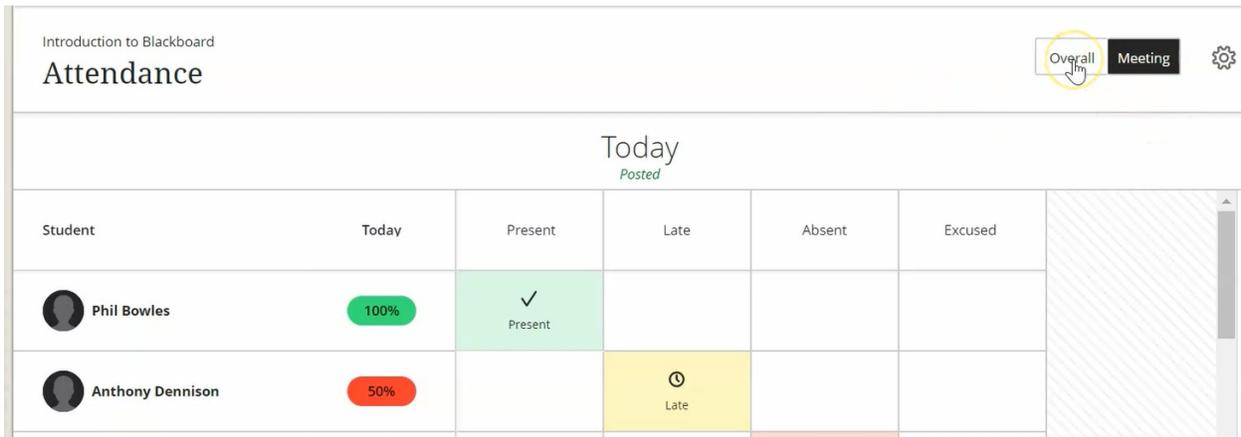
Last Name	First Name	Username	Assignment for	Assignment Gr	Assignment Gr	Chapter 12 Cla	Attendance
Bowles	Phil	bowlesp		**		**	100.00%
Dennison	Anthony	dennisona			**	**	50.00%
Grenier	Alain	greniera			**	**	0.00%
Jensen	Carrie	jensenc		**		**	**
Student	Kelly	studentkelly	👇			**	100.00%
Student	Test	teststudent	👇			👤	100.00%

As the semester continues these values will be combined and updated to show the students average attendance mark.

4. If you go back to the Attendance feature...



... and from this screen, you see now there are two other options.

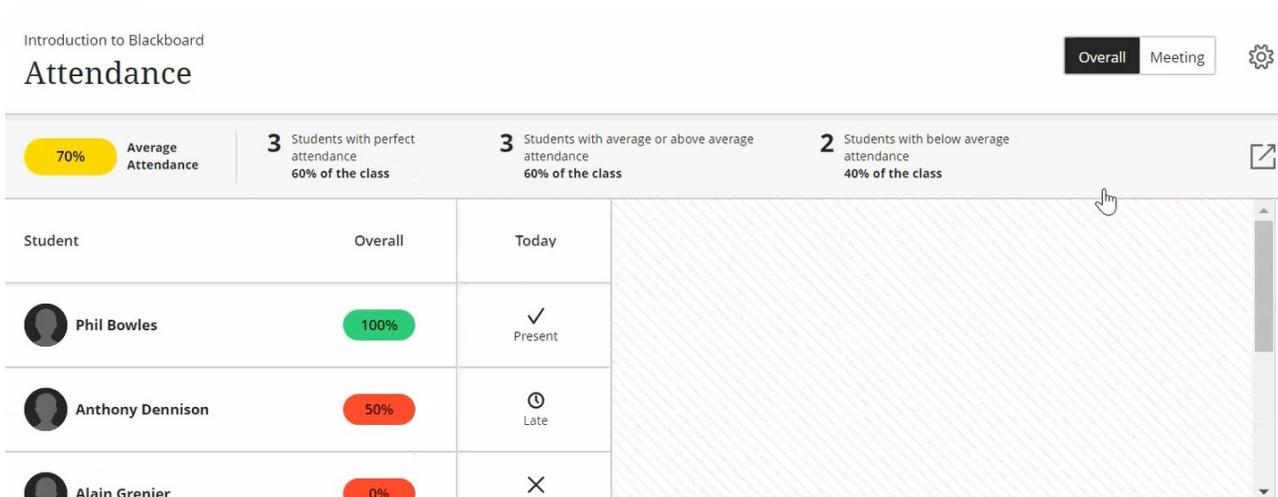


Introduction to Blackboard  
Attendance

Today  
Posted

Student	Today	Present	Late	Absent	Excused
Phil Bowles	100%	✓ Present			
Anthony Dennison	50%		🕒 Late		

5. You can have a look at the overall attendance per student and also an average for the class



Introduction to Blackboard  
Attendance

Overall Meeting

70% Average Attendance

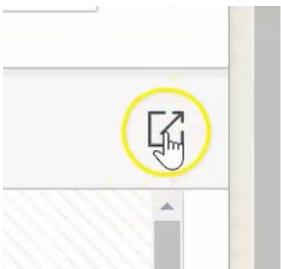
3 Students with perfect attendance  
60% of the class

3 Students with average or above average attendance  
60% of the class

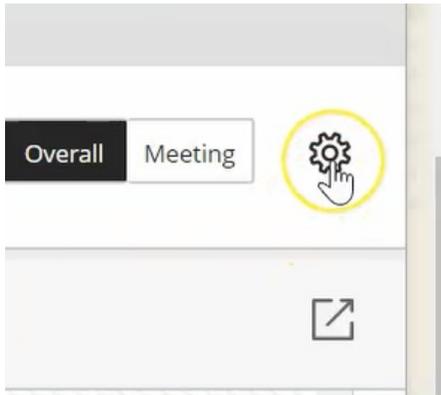
2 Students with below average attendance  
40% of the class

Student	Overall	Today
Phil Bowles	100%	✓ Present
Anthony Dennison	50%	🕒 Late
Alain Grenier	0%	✗

6. You can also click this expansion logo to export the data to an Excel compatible spreadsheet.



7. If you want to change the setting to the attendance, click on the settings wheel...



8. ...and it will take you back to that initial screen where you can change your grade from a percentage to a score, or change the value for the Late attendance.

