How to Access the Attendance Tool on Blackboard

**Step 1** Log in to your course on Blackboard.

**Step 2** The Attendance tool can *only* be accessed from the “Course Management” panel. Go to the “Course Management” area, and select “Course Tools” to expand for more options. Select “Attendance.”

Once you access the Attendance tool, it automatically creates an “Attendance” column in your course’s Full Grade Center, which can then be factored in to a Final Grade.
**Step 3** When you enter the “Attendance” tool, it creates an entry for each date you access the tool. You are then able to mark students “Present”, “Late”, “Absent”, or “Excused.” By default, Attendance scores are out of a 100 point value:

- Marking a student *Present* = 100%
- Marking a student *Late* = 50%
- Marking a student *Absent* = 0%
- Marking a student *Excused* means that this day of attendance will not factor into the student’s overall attendance grade.

Left-Click the cell associated with the student and the respective attendance factor to mark their attendance for the day.

**Step 4** To see the attendance of your students across all dates you had taken their attendance in a given semester, look to the right of the Attendance tool page, and click “Overall”:
Clicking “Overall” will present you with a grid of all the dates you accessed the attendance tool within the course:

<table>
<thead>
<tr>
<th>Student</th>
<th>Overall</th>
<th>1/3/19</th>
<th>1/4/19</th>
<th>Today</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ss Student Sustperson10</td>
<td>72 / 100</td>
<td>☐ Excused</td>
<td>☐ Late</td>
<td>✓ Present</td>
</tr>
<tr>
<td>Student Sustperson9</td>
<td>100 / 100</td>
<td>✓ Present</td>
<td>✓ Present</td>
<td>✓ Present</td>
</tr>
<tr>
<td>jw James Weirich, Previe...</td>
<td>52 / 100</td>
<td>✓ Present</td>
<td>☐ Late</td>
<td>☒ Absent</td>
</tr>
</tbody>
</table>