

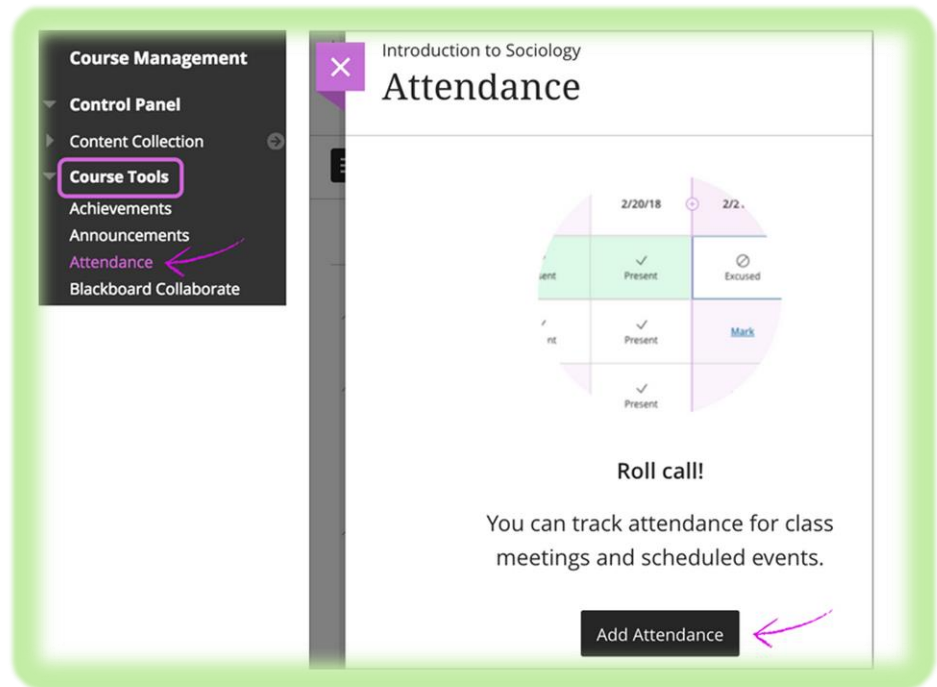
Blackboard Attendance tool

For each class meeting, you can mark whether a student is present, late, absent, or excused.

Access Attendance:

From your course Control Panel :

- Click Course Tools
- Choose attendance
- Then Click on Add Attendance



Attendance Grading:

a) Decide your attendance grading schema

The present of grade that is going to be added for every category can be changed:

- Present
- Late
- Absent

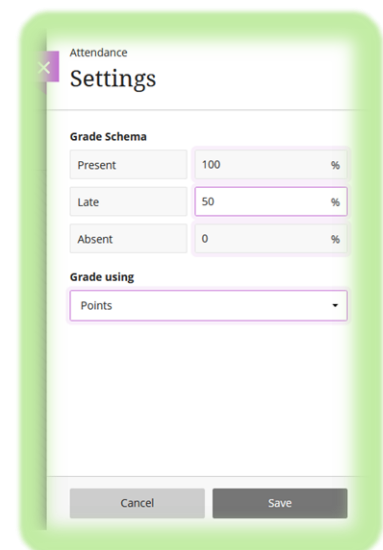
You can change the present according to your requirements.

b) Grades Display

Choose whether you want grades to be displayed as:

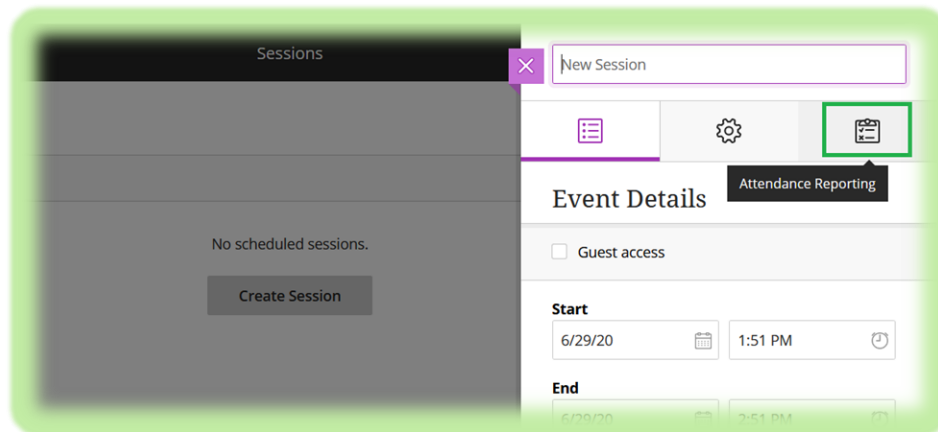
- Points
- Percentage
- Letters

Attendance column is now added to your grade center



Attendance For Blackboard Collaborate Ultra

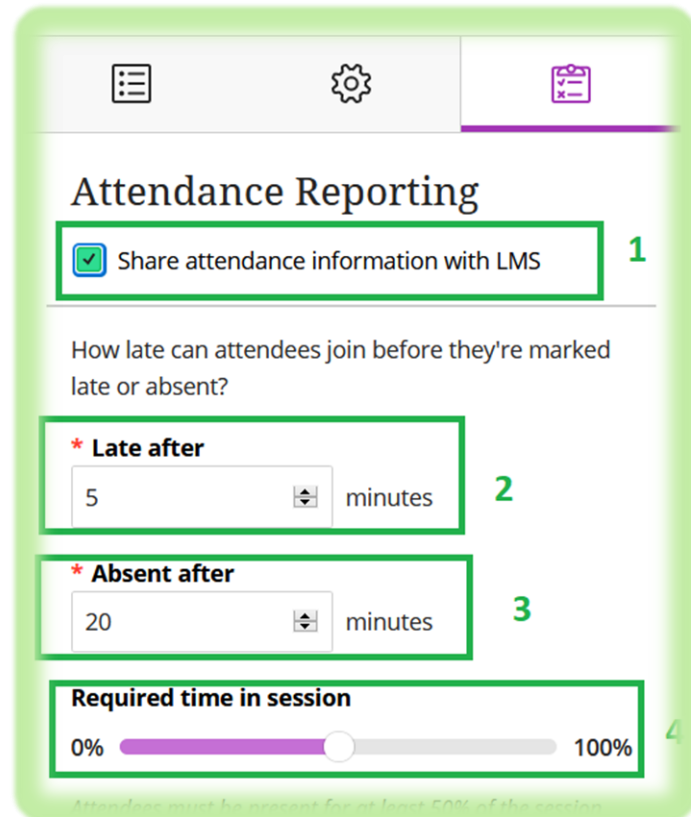
When creating you collaborate sessions, click on the attendance tab :



Attendance Reporting:

Follow these steps to set your attendance reports:

1. Click on “Share Attendance information with LMS”
2. Choose the maximum allowed lateness
 - After the number of minutes you decide here , students will be marked late .
 - Marks will be deducted according to your settings in the previous part
3. Insert the number of minutes after which student will be considered absent
4. Set your required time in the session (percentage)



General Tips:

- Remember to set attendance **only** for required sessions. Do not add attendance for sessions that are not for all students or office hours
- Choose your time & duration settings carefully and **inform** the students
- In case a session was cancelled, edit that session's attendance tool entries manually.
- In case a session was delayed, **edit that session's time** settings in order not to affect reports
- If a student was absent with an acceptable excuse, you may change their attendance record to: **excused**.
- Remember to **leave** your sessions properly after they end as keeping the session active will affect its **duration** and therefore **affect attendance** records.