

Blackboard Attendance

How to Access & Take Attendance in Blackboard

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

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

Access Attendance

Navigate to Control Panel > Course Tools > Attendance

The image shows a screenshot of the Blackboard interface. On the left is a dark sidebar menu with the following items: Course Management, Control Panel, Content Collection, Course Tools (highlighted with a purple box), Achievements, Announcements, Attendance (with a purple arrow pointing to it), and Blackboard Collaborate. The main content area shows the 'Attendance' page for 'Introduction to Sociology'. The page title is 'Attendance'. Below the title is a circular progress indicator showing '2/20/18' and '2/2'. The indicator is divided into four quadrants: top-left (Present, green), top-right (Excused, pink), bottom-left (Present, green), and bottom-right (Mark, pink). Below the indicator is the text 'Roll call!' and 'You can track attendance for class meetings and scheduled events.' At the bottom right is a black button labeled 'Add Attendance' with a purple arrow pointing to it.

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.

Introduction to Sociology
Attendance

Attendance Settings

Grade Schema

Present	100	%
Late	50	%
Absent	0	%

Grade using

- Letter
- Points
- Percentage

Cancel Save

Student	Today 8:20 AM	Present	Late	Absent
Chris Casper	--	✓	🕒	✕
Ashby Cooper	--	✓	🕒	✕
Bruce Lopez	--	✓	🕒	✕
Anthony Perez	--	✓	🕒	✕
Henry Wagner	--	✓	🕒	✕

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.

Tour the Attendance page

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 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.

Student	Today	Present	Late	Absent	Excused
Mina Akbar	Present	Present			
Oliver Albe			Late		
Hb Hunter Brown	0%			Absent	
Duncan Carroll	100%	Present			
Chris Casper	100%	Present			
Emily Churchill	100%	Present			

Select the date column header to open 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.

The screenshot shows the 'Attendance' interface for 'Introduction to Sociology'. The main view is a table for 'Today' (9:50 AM) with columns for Present, Late, Absent, and Excused. A student detail panel for Chris Casper is open on the right, showing an overall score of 95.45 / 100 and a list of meeting statuses.

Student	Today 9:50 AM	Present	Late	Absent	Excused
Chris Casper	95.45 / 100	✓ Present			
Ryan Griffin	--				⊘ Excused
Bruce Lopez	75%		🕒 Late		
Zoe Spooner	0%			✗ Absent	
Henry Wagner	100%	✓ Present			

Meeting	Status	Grade
8/16/19	Present Signed in by instructor	100%
8/17/19	Present Signed in by instructor	100%
8/18/19	Late Signed in by instructor	75%
8/19/19	Present Signed in by instructor	100%

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.

In the Ultra Course View, you'll see an icon next to [students with accommodations](#).

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.

Introduction to Sociology

Attendance

Overall Meeting

88.75% Average Attendance

10 Students with perfect attendance
48% of the class

15 Students with average or above average attendance
71% of the class

6 Students with below average attendance
29% of the class

Student	Overall	8/10/19	8/11/19	Yesterday	Today
Duncan Carroll	95 / 100	Present	Present	Present	Mark
Chris Casper	70 / 100	Late	Present	Present	Mark
Emily Churchill	80 / 100	Absent	Present	Present	Mark
Ashby Cooper	93.75 / 100	Present	Excused	Late	Mark
Michael Donovan	100 / 100	Present	Present	Present	Mark

Menu options for 'Yesterday' column:

- ✓ Mark all present
- ✗ Mark all absent
- Clear marks
- ⊘ Exempt meeting
- ✎ Edit meeting
- 🗑 Delete meeting

Menu options for 'Today' column:

- ✓ Present
- 🕒 Late
- ✗ Absent
- ⊘ Excused

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

The screenshot shows the 'Attendance' page for 'Introduction to Sociology'. At the top, there are tabs for 'Overall' (selected) and 'Meeting', along with a settings gear icon. The main summary area displays:

- 88.75% Average Attendance** (highlighted in a green pill)
- 10** Students with perfect attendance (48% of the class)
- 15** Students with average or above average attendance (71% of the class)
- 6** Students with below average attendance (29% of the class)

There is also a share icon on the right side of the summary area.

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 open 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.

The screenshot illustrates the process of editing a meeting. It shows the 'Attendance' page with a table of student records. The 'Today' column header is highlighted, and a context menu is open over it. The menu options are:

- ✓ Mark all present
- ✗ Mark all absent
- Clear marks
- ⊘ Exempt meeting
- ✎ Edit meeting** (highlighted with a purple arrow)
- 🗑 Delete meeting

To the right of the menu, a calendar for April 2020 is displayed. The date '14' is selected, and a purple arrow points from the 'Edit meeting' option to this date. Below the calendar is a 'Go to today' link.

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

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.

Introduction to Sociology		Overall	Meeting			
Attendance						
98.41% Average Attendance		19 Students with perfect attendance 90% of the class	19 Students with average or above average attendance 90% of the class	2 Students with below average attendance 10% of the class		
Student	Overall	3/4/20	3/5/20	3/6/20	3/9/20	
Mina Akbar	100%	Present	Present	Present	Present	
Oliver Albe	88.89%	Present	Late	Late	Present	
Hunter Brown	77.78%	Absent	Absent	Present	Present	
Duncan Carroll	100%	Present	Present	Present	Present	
Chris Casper	100%	Present	Present	Present	Present	

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 open the menu and select Delete meeting.

Introduction to Sociology

Attendance

← 3/6/20

Student	3/6/20	Present	Late	Absent	Excused
 Ashby Cooper	<ul style="list-style-type: none"> ✓ Mark all present ✗ Mark all absent -- Clear marks ⊗ Exempt meeting ✎ Edit meeting 🗑 Delete meeting 	✓	🕒	✗	⊗
 Michael Donovan		✓	🕒	✗	⊗
 Porter Durand		✓	🕒	✗	⊗

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

Introduction to Sociology

Attendance

Overall Meeting ⚙

88.75% Average Attendance

10 Students with perfect attendance
48% of the class

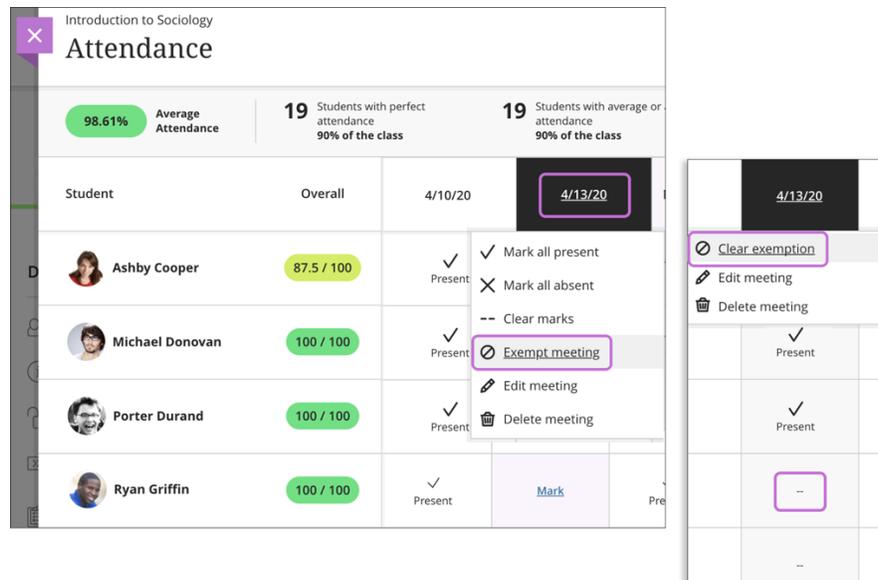
15 Students with average or above average attendance
71% of the class

6 Students with below average attendance
29% of the class

Student	Overall	3/5/20	3/6/20	Yesterday
 Ashby Cooper	95 / 100	✓ Present	✓ Present	<ul style="list-style-type: none"> ✓ Mark all present ✗ Mark all absent -- Clear marks ⊗ Exempt meeting ✎ Edit meeting 🗑 Delete meeting
 Michael Donovan	70 / 100	🕒 Late	✓ Present	
 Porter Durand	95 / 100	✓ Present	✓ Present	

Exempt a meeting

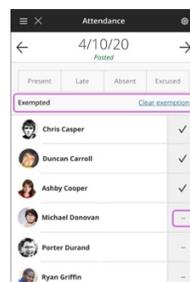
In the Meeting or Overall view, you can exempt a meeting that no longer requires an attendance grade. Students' overall attendance grades update to not include the exempted meeting, even if you've marked some or all student cells. You can also clear the exemption in both views.



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, the status options are disabled 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.

[More on calculating grades](#)

LAST NAME	FIRST NAME	TOTAL	WAVE ASSIGNV	WEEK 1 STUDY	ATTENDANCE
Albar	Mina	141.50	--	29.00	100.00
Casper	Chris	111.00	🟡	16.00	75.00
Cooper	Ashby	157.50	--	30.00	100.00

- Quick Column Information
- Send Reminder
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View

Open a cell's menu and select Grade User Activity to view a summary of a student's overall attendance records.

GROUP LAVA	ATTENDANCE
15.00	75.00
25.00	
25.00	
	100.00

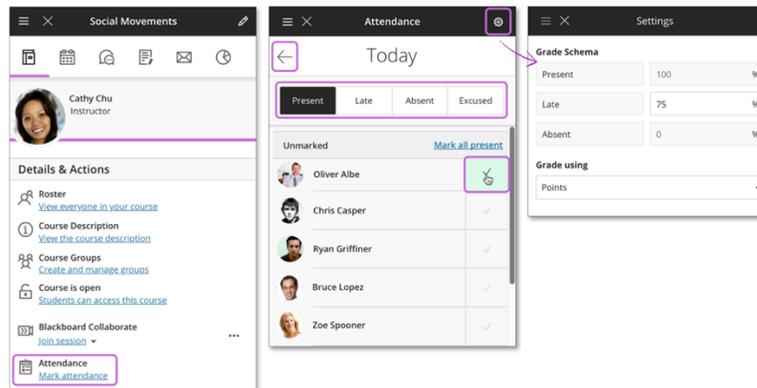
- View Grade Details
- Quick Comment
- Exempt Grade
- Grade User Activity

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

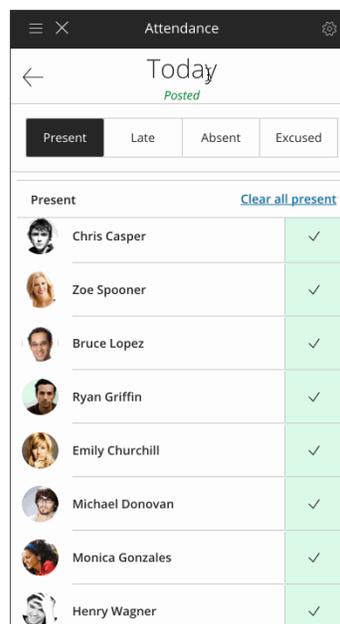
In your face-to-face classroom, you can use your mobile phone or tablet to mark attendance while you stand in front of your class. You have access to a compact view of attendance that displays one meeting at a time, complete with your students' profile pictures. No need to make notes for later or take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



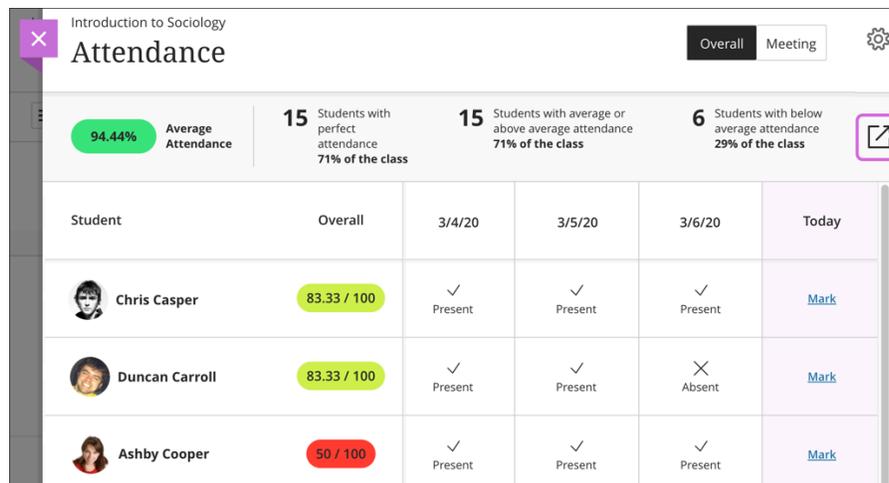
Student view

Students can view a summary of their attendance and easily see how many class meetings they've missed.

[More on the student view of attendance](#)

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.



Introduction to Sociology
Attendance

Overall Meeting

94.44% Average Attendance

15 Students with perfect attendance 71% of the class

15 Students with average or above average attendance 71% of the class

6 Students with below average attendance 29% of the class

Student	Overall	3/4/20	3/5/20	3/6/20	Today
 Chris Casper	83.33 / 100	Present	Present	Present	Mark
 Duncan Carroll	83.33 / 100	Present	Present	Absent	Mark
 Ashby Cooper	50 / 100	Present	Present	Present	Mark

Attendance and course copy, archive/restore, and export/import

Attendance data isn't included in a course export or when you copy a course into a new or existing course. The attendance option is removed from the copy and export options.

Attendance data is included in an archive/restore and in an exact course copy.

Export/import creates an attendance column that you can't delete, but no attendance data is added.

Specific scenarios and the results

- If you copy a course with attendance data into a new course or an existing course with no attendance data, the source course's attendance data is **not** copied. One attendance grade column without data is added that [you can delete](#).

- If you copy a course with attendance data into an existing course with attendance data, two attendance columns exist. You can delete the extra column.
- If you make an exact copy of a course with attendance data, the new course has one attendance column with all the data from the source course.
- If you export a course with attendance data and import it into an existing course with no attendance data, the existing course has no attendance data. However, you can't delete the attendance column.
- If you export a course with attendance data and import it into an existing course with attendance data, the existing course has two attendance columns. You can't delete the extra column. Both columns open to show the same data. If you delete data from one column, you remove it from the other.
- 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. If you archive and restore a course, the new course has one attendance column with all the existing data.

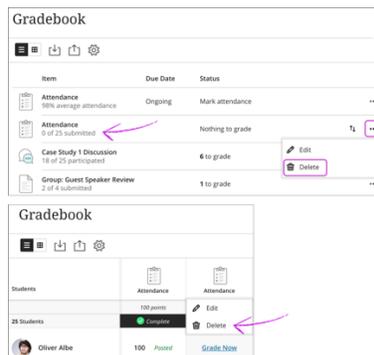
[More on archiving your course](#)

Delete copied course attendance data

When you prepare a course for an upcoming term, you may copy all content, including grade columns, from the last term's course. You can delete attendance columns added during a course copy.

You can also delete the attendance column associated correctly with your course if you remove all students' attendance records first.

In your Ultra gradebook, open the menu for the "extra" attendance column and select Delete. You can delete the column in list or grid view.



In your Original Grade Center, open the column's menu and select Delete Column.

The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there are navigation options: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below this is a 'Grade Information Bar' with 'Move To Top' and 'Email' buttons. The main area is a table with columns: 'LAST NAME', 'FIRST NAME', 'ATTENDANCE', and 'ATTENDANCE'. The 'ATTENDANCE' column has a dropdown menu open, listing various actions. The 'Delete Column' option at the bottom of the menu is highlighted with a purple box. A purple arrow points from the 'ATTENDANCE' column header to the menu.

	LAST NAME	FIRST NAME	ATTENDANCE	ATTENDANCE
<input type="checkbox"/>	Albe	Oliver	--	100.00
<input type="checkbox"/>	Durand	Porter	--	100.00
<input type="checkbox"/>	Griffin	Ryan		100.00
<input type="checkbox"/>	Harper	Benjamin		100.00
<input type="checkbox"/>	Hernandez	Juan		100.00

- Quick Column Information
- Send Reminder
- Change Due Date
- View and Add Alignments
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column**

Collaborate attendance reporting

Let Collaborate take attendance for you. If you use Collaborate from your Blackboard Learn course, you can choose to have Collaborate send student attendance to your Blackboard Learn course Attendance page.

Attendance reporting is off by default. You must turn attendance reporting on for each session you want to track attendance in. Attendance reporting is only available in sessions with an end date and time.

More on turning on attendance reporting in your Collaborate session

Based on the criteria you set, Collaborate tracks if a student is present, late, or absent from a session. Collaborate then sends that information directly to the Attendance page in your Blackboard Learn course.

Attendance from the Collaborate session is counted in each student's average attendance in the course, which can also be used in calculating student grades.

You'll notice these things on the Attendance page:

- Collaborate attendance information appears in chronological order and shows the name, date and time of the session. You can change the date of the meeting but not the name or time.
- The source information icon appears above the session name. If you move your pointer over it, you see the source of the information is Collaborate.

You can edit, delete, and exempt Collaborate attendance information.

Meeting vs. Overall view

Meeting view: The source information icon appears above the session name.

Intro to Ecology

Attendance

← Source: Collaborate Environmental Change Today - Posted

Student	Environmental C... Today, 9:55 AM	Present	Late	Absent	Excused
Blue Chessex	100%	✓ Present			
Bianca DeSousa	100%	✓ Present			
Clare Edwards	100%	✓ Present			
Damian Hayes	100%	✓ Present			
Maya Matlin	85%		🕒 Late		
Adam Torres	0%			✗ Absent	

Overall view: The source information icon appears above each session name.

Intro to Ecology

Attendance

38.06% Average Attendance

0 Students with perfect attendance 0% of the class

4 Students with average or above average attendance 67% of the class

2 Students with below average attendance 33%

Student	Overall	1/23/19	Module 1 Discuss... 1/23/19, 9:22 AM	Environmental C... 1/23/19, 9:55 AM
Blue Chessex	F	Mark	Mark	✓ Present
Bianca DeSousa	F	Mark	Mark	✓ Present
Clare Edwards	F	Mark	✓ Present	✓ Present
Damian Hayes	F	Mark	Mark	✓ Present
Maya Matlin	F	Mark	✗ Absent	🕒 Late
Adam Torres	F	Mark	✗ Absent	✗ Absent