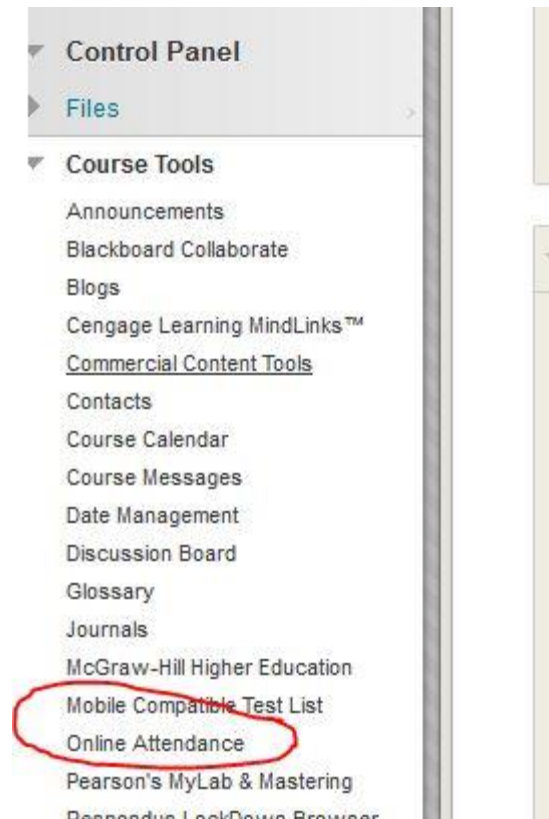


# Attendance in Blackboard

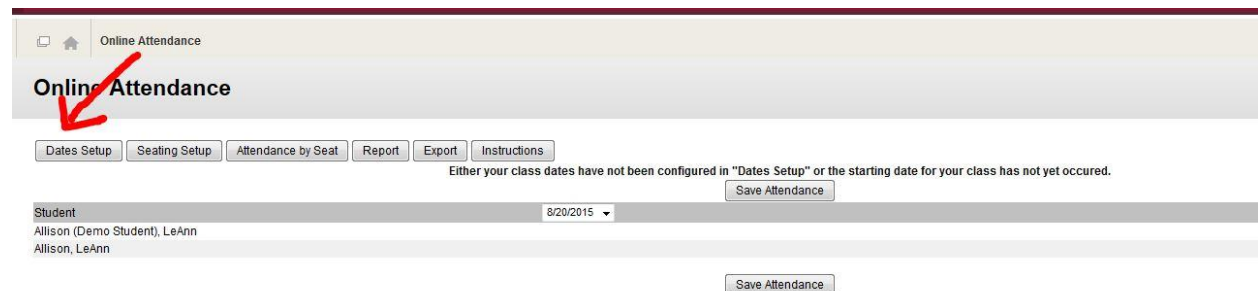
Log into your course.

Click on Course Tools.

Click on Online Attendance.



This screen opens up:



Click on Dates Set-up and fill in the information.

Individual Days

**WARNING:** Making changes to these settings could cause you to lose previously entered attendance records for this course.

Course Begins on: 8 / 24 / 2015  
Course Ends on: 12 / 10 / 2015  
Class Meets on:  Sun  Mon  Tues  Wed  Thur  Fri  Sat  
Hide non-students:

The classroom dimension must be set, if you plan to use the "Attendance By Seating Chart" feature.

Save Settings

Click Save.

You will then see this screen:

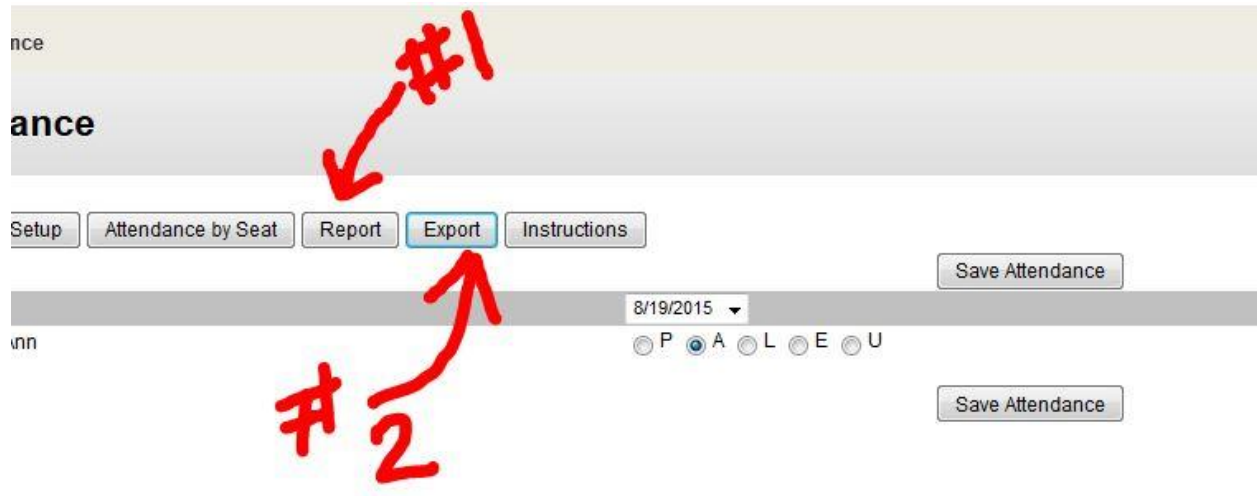
The screenshot shows the 'Online Attendance' page. At the top, there are navigation icons and the text 'Online Attendance'. Below this is a header 'Online Attendance'. A row of buttons includes 'Dates Setup', 'Seating Setup', 'Attendance by Seat', 'Report', 'Export', and 'Instructions'. A 'Save Attendance' button is on the right. The main area shows 'Student' information: 'Allison (Demo Student), LeAnn'. To the right, a date dropdown is set to '8/19/2015'. Below the date are radio buttons for attendance types: 'P' (selected), 'A', 'L', 'E', and 'U'. A 'Save Attendance' button is at the bottom right. Red handwritten annotations include '#1' with an arrow pointing to the date dropdown, and '#2' with an arrow pointing to the 'P' radio button.

#1, You can change dates here. The dates displayed will be the dates within the range and the days that you selected.

#2, You will then enter the information: P, A, L, E, U

Click Save.

That will take you to this screen:

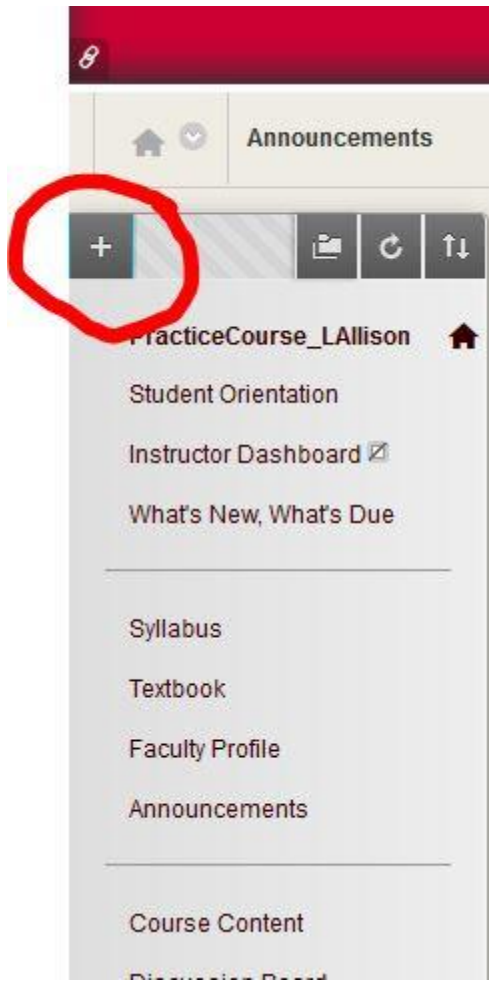


#1, You will see a report with the number for each category.

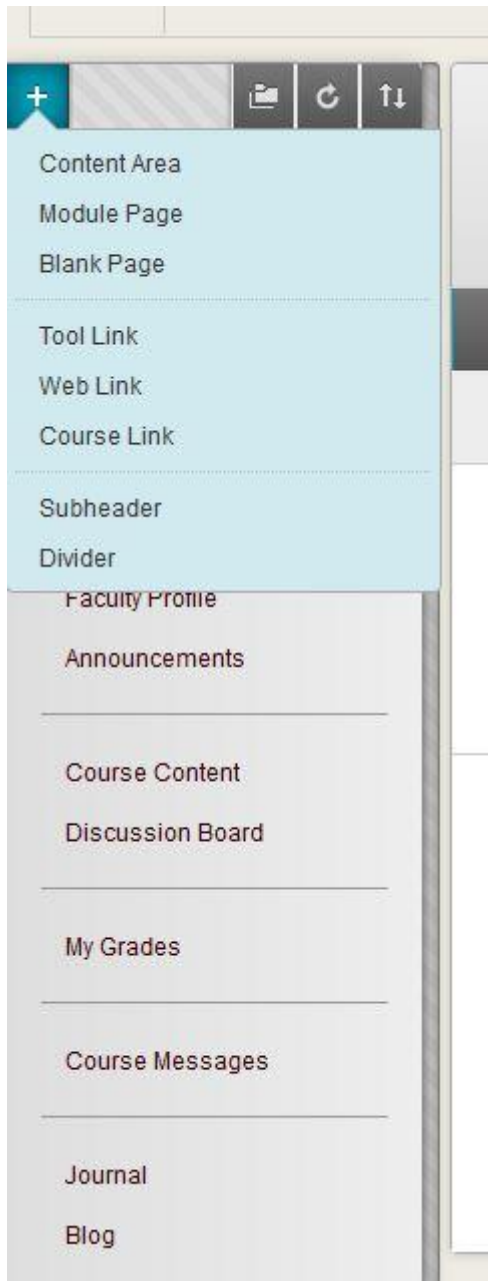
#2, Creates a report for each date.

If you would like a quick link to record your attendance on your menu, follow these steps:

Click on the + sign on the left in the main menu area:

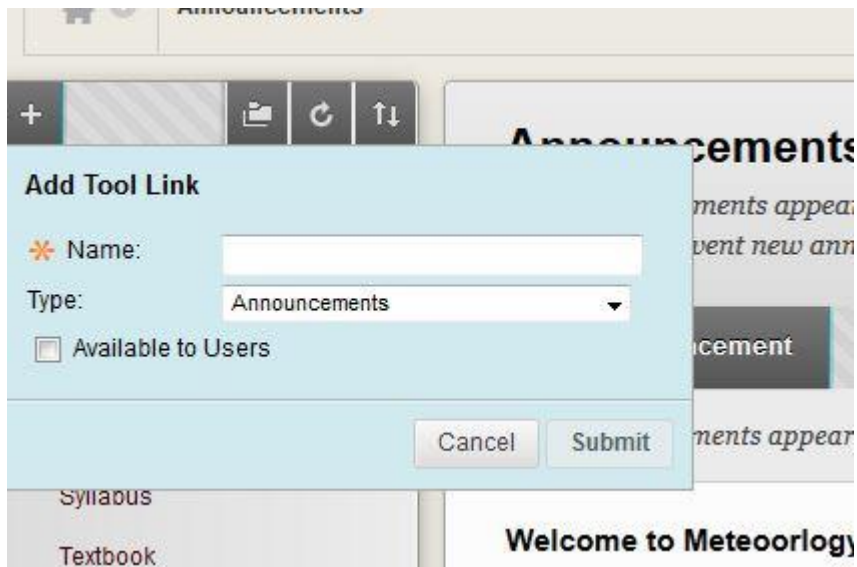


This menu will come up:

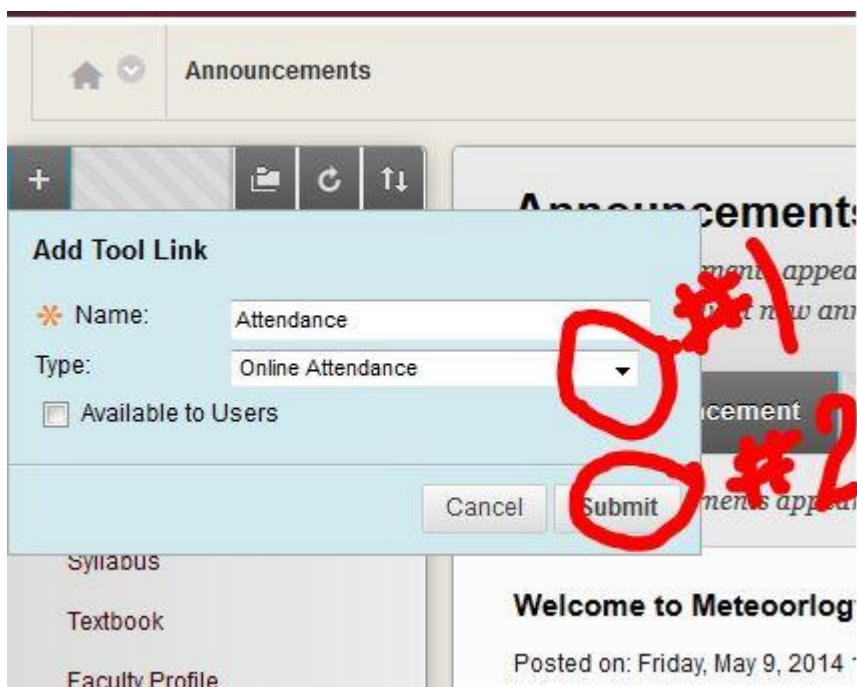


Click on Tool link.

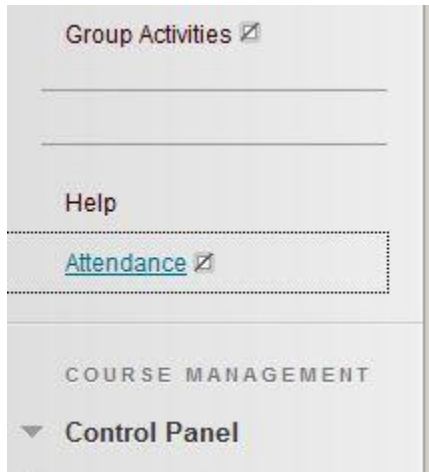
Type in the title:



Click on the arrow #1, change the default from Announcements to Online Attendance (found in the list), #2 hit submit (don't click on available to users, students don't need access to this).



You will now have a click link located at the bottom of the list of tools on the main menu. The box with the / just means students can't access it.



Now, to enter attendance, you just click on the quick link instead of having to go through course tools every time.

Any questions, let me know.

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JBH 124