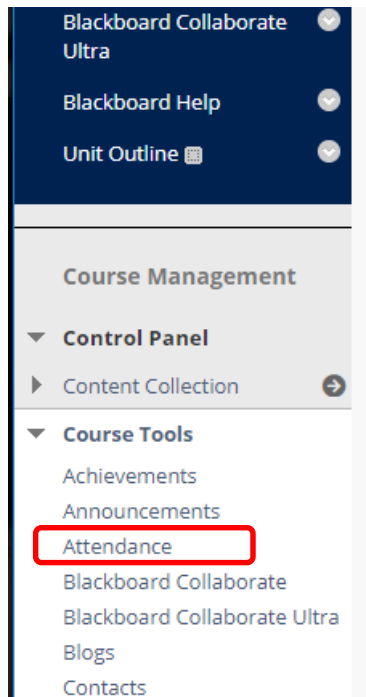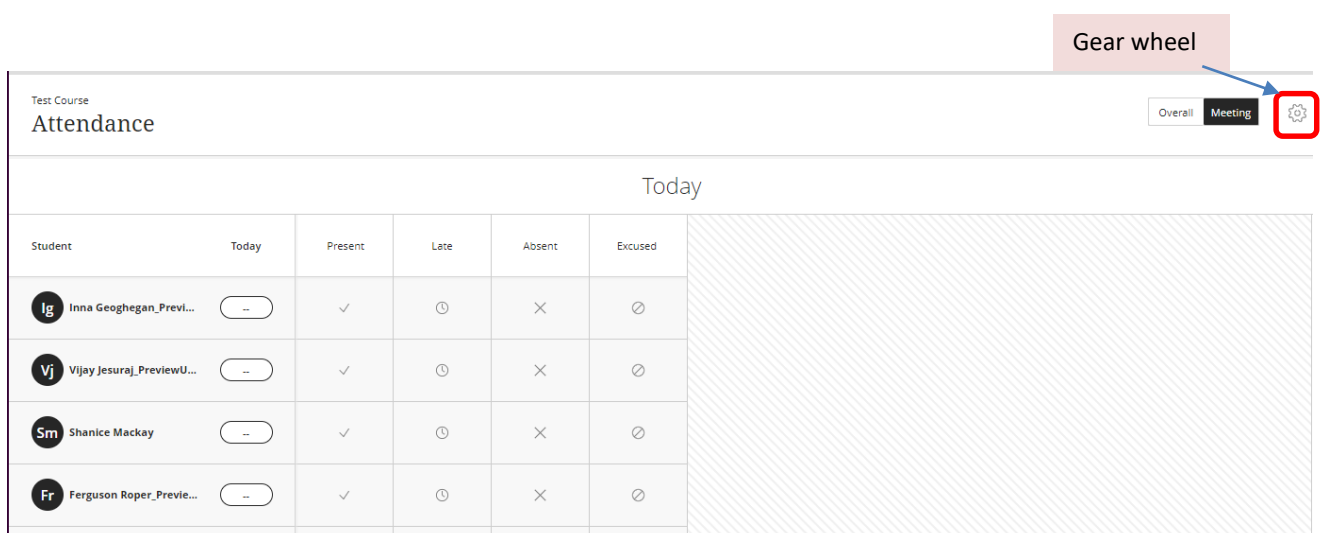# Attendance

This document will guide you through using the Attendance feature of Blackboard.

Note: *please ensure you are using an up-to-date browser, either Google Chrome or Mozilla Firefox.*

Attendance may be accessed through the Course Tools dropdown item on the Course Management menu, underneath the main menu on the left hand side of your Blackboard course.

Click on Attendance will bring up a list of all students enrolled in a course, with a default Meeting date of Today.

You can just go ahead and mark students present or absent in this format. However if you are using attendance as part of a course mark, you may want to adjust the weightings given to each attendance choice. You can do this by clicking on the gear wheel in the top right corner of the Attendance pane.

You can choose to mark everyone present by clicking on the **Present** heading and choose **Mark all present**. You can then pick through and change attendance to **Absent** for individual students.

Adding, Editing and Deleting a Meeting

Click on the Overall button in the top right of the Attendance pane to show a summary of meetings and attendance. To add another meeting, hover the mouse over any column divider of the meetings. The divider will turn pink, your cursor will turn into a hand, and a **+** sign will appear.

Click on the **+** sign to add the meeting. Click on the title and change it to the date required by choosing **Edit Meeting**. You can also choose to not have the meeting included in the Attendance count by choosing **Exempt Meeting** from the same menu. Also on the same menu is **Delete Meeting**.
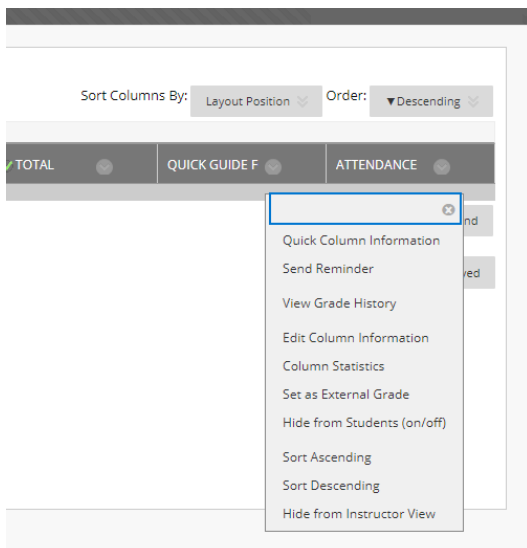
Attendance

Viewing Attendance in the Grade Centre

Attendance appears as the last column in the Grade Centre. You can choose to have it visible to students or not by clicking on the dropdown arrow. You can also choose to have it hidden from the Instructor view.

If you later decide that you will use it, you can have it appear again by clicking the checkbox next to **Attendance** then clicking on the **Show/Hide** button directly beneath it.

Column Organisation from the **Manage** menu.

Frequently Asked Questions

Can I divide meetings up into tutorial groups?

No. It is true that this would be a very useful way of managing large cohorts of students, but the capability does not yet exist.

How can I mark the attendance of workshops?

It is suggested that the set of each week's workshops be set up as one meeting. Then, each tutor just marks present the students in their workshop so that by the end of the week the whole cohort has been accounted for.