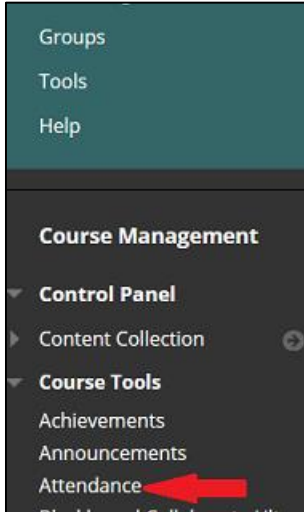


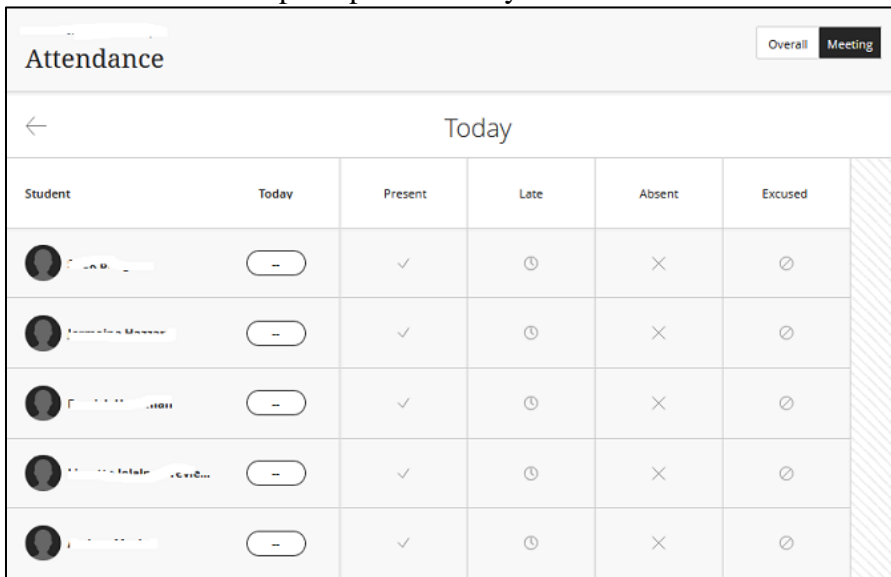
## How to take Attendance on Blackboard

To take attendance, in your course:

1. Go to Control Panel -> Course Tools -> Attendance



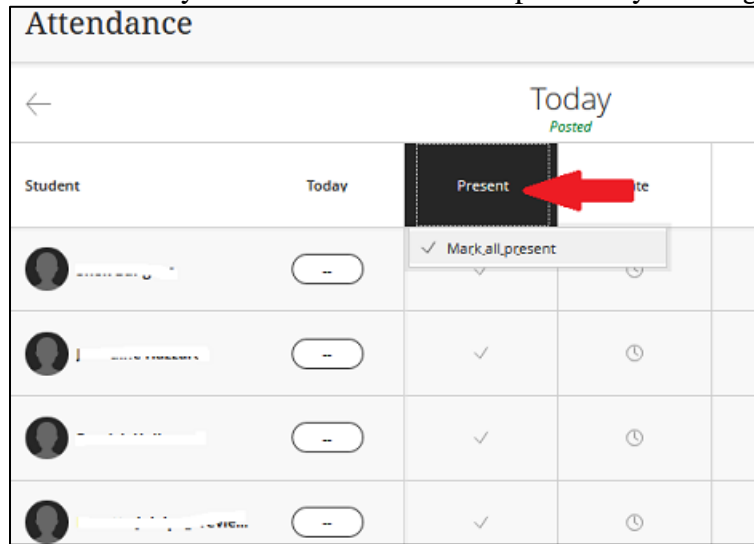
2. The attendance will open up with Today

A screenshot of the Blackboard Attendance page. The page title is 'Attendance'. There are two tabs: 'Overall' and 'Meeting', with 'Meeting' selected. Below the title is a back arrow and the word 'Today'. The main content is a table with columns: 'Student', 'Today', 'Present', 'Late', 'Absent', and 'Excused'. There are five rows of student data. Each row has a student profile picture and name, a 'Today' column with a minus sign in a rounded rectangle, and columns for 'Present' (checkmark), 'Late' (clock icon), 'Absent' (X), and 'Excused' (circle with slash). A blue double arrow icon is at the bottom right of the table.

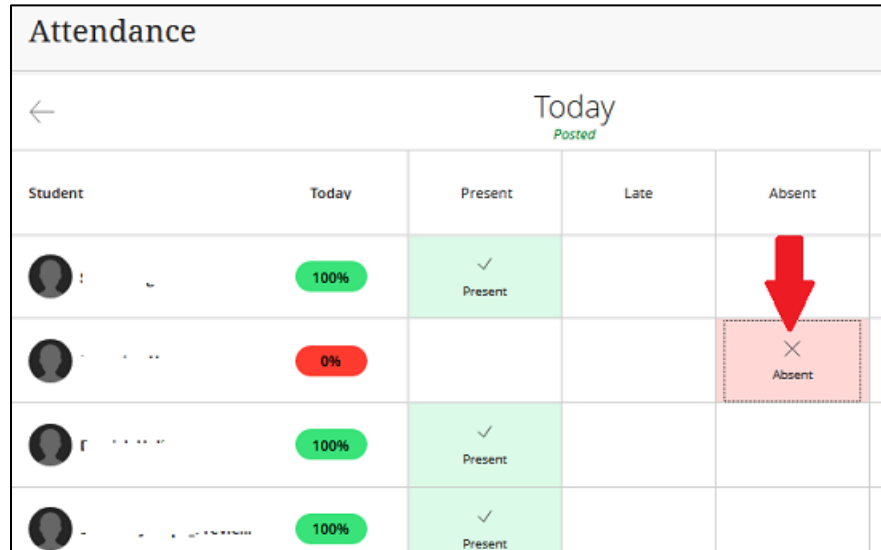
Student	Today	Present	Late	Absent	Excused
[Profile Picture] [Name]	-	✓	🕒	✗	⊘
[Profile Picture] [Name]	-	✓	🕒	✗	⊘
[Profile Picture] [Name]	-	✓	🕒	✗	⊘
[Profile Picture] [Name]	-	✓	🕒	✗	⊘
[Profile Picture] [Name]	-	✓	🕒	✗	⊘

- To mark the attendance, you can mark next to each student by clicking on:
  - Present
  - Late
  - Absent
  - Excused

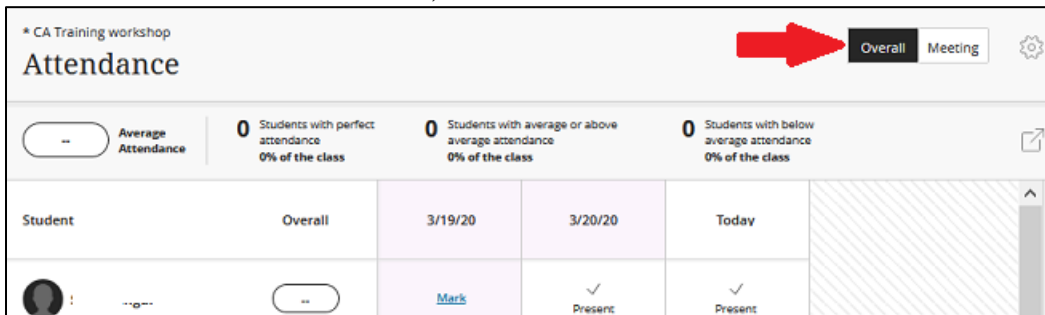
- o To save time you can mark all students present by clicking on Present



- After all are marked Present, you can mark the students who are late or absent



3. To add other dates for attendance, click on Overview



- To add a date, over on the line between two dates. If only Today or one date is available hover between that and Overall and click on the "+" that appears. A new date will appear.

Attendance					
Average Attendance		0 Students with perfect attendance 0% of the class	0 Students with average or above average attendance 0% of the class	0 Students with below average attendance 0% of the class	
Student	Overall	3/19/20	3/20/20	Today	
	--	<a href="#">Mark</a>	✓ Present	✓ Present	
	--	<a href="#">Mark</a>	<a href="#">Mark</a>	✗ Absent	
	--	<a href="#">Mark</a>	<a href="#">Mark</a>	✓ Present	
	--	<a href="#">Mark</a>	<a href="#">Mark</a>	✓ Present	

- To change the date of a meeting, click on the date and select Edit Meeting and select date from the date picker.

3/19/20	3/19/20	3/20/20	Today
<a href="#">Mark</a>	<ul style="list-style-type: none"> <li>✓ Mark all present</li> <li>✗ Mark all absent</li> <li>-- Clear marks</li> <li>⊙ Exempt meeting</li> <li>🔧 Edit meeting</li> <li>🗑 Delete meeting</li> </ul>	<a href="#">Mark</a>	<a href="#">Mark</a>
<a href="#">Mark</a>	<a href="#">Mark</a>	<a href="#">Mark</a>	<a href="#">Mark</a>
<a href="#">Mark</a>	<a href="#">Mark</a>	<a href="#">Mark</a>	<a href="#">Mark</a>