Attendance

Accessing the Attendance Tool
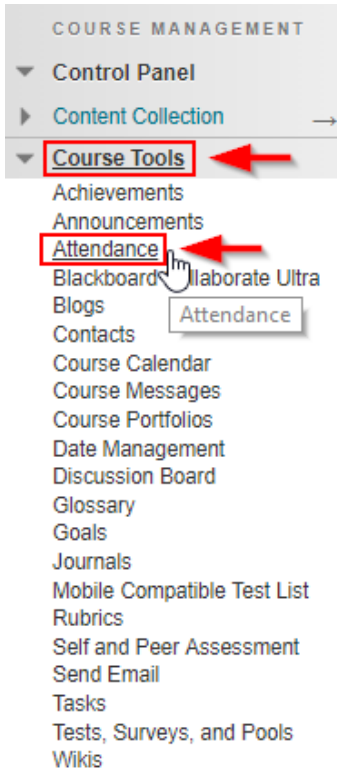
1. Within your Blackboard course, navigate to the **Course Management** area, and click on Course Tools.

2. With the Course Tools section expanded, **click the link** labeled **Attendance**.
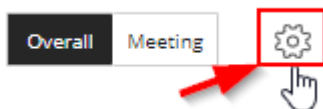
Pitfall Warning:
The Attendance tool in Blackboard courses is **inactive by default**, to use the attendance tool contact the CFC for questions when enabling Attendance in your course.
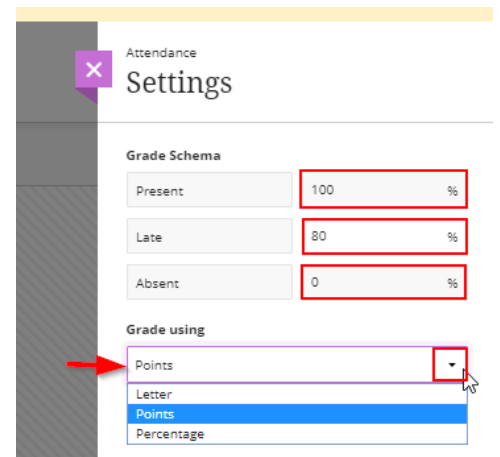
Attendance Settings

1. **Click Gear Icon** to access Attendance settings *(top right)*.

2. Adjustments to Percentages for Present, Late and Absent can be adjusted here. Grading can be set to use Letters, Points or Percentages.

Find additional information about the Blackboard Attendance feature here

Pitfall Warning:
DO NOT copy attendance content into an existing course if an attendance column appears in the existing course you will add another attendance column to the course's Grade Center.