

## Quick Start Guide

### Creating an Attendance Session

## Attendance

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Blackboard will automatically create an attendance session labeled Today. To create your own sessions in advance:

## Attendance



| 95.17% Average Attendance |             | 6 Students with perfect attendance 60% of the class |         | 6 Students with average or above average attendance 60% of the class |          | 4 Students with below average attendance 40% of the class |  |
|---------------------------|-------------|-----------------------------------------------------|---------|----------------------------------------------------------------------|----------|-----------------------------------------------------------|--|
| Student                   | Overall     | 11/2/18                                             | 11/7/18 | 11/16/18                                                             | 11/20/18 | Today                                                     |  |
| <b>Jb</b> John Brown      | 100 / 100   | <a href="#">Mark</a>                                | Present | Present                                                              | Present  | Present                                                   |  |
| <b>Sb</b> Sally Brown     | 95 / 100    | <a href="#">Mark</a>                                | Present | Present                                                              | Present  | Late                                                      |  |
| <b>Jc</b> Jack Caldwell   | 70 / 100    | <a href="#">Mark</a>                                | Present | Late                                                                 | Present  | Absent                                                    |  |
| <b>Jd</b> Jane Doe        | 93.33 / 100 | <a href="#">Mark</a>                                | Late    | Present                                                              | Present  | Excused                                                   |  |
| <b>Ah</b> Ann Harris      | 100 / 100   | <a href="#">Mark</a>                                | Present | Present                                                              | Present  | <a href="#">Mark</a>                                      |  |
| <b>Mj</b> Mark Jones      | 100 / 100   | <a href="#">Mark</a>                                | Excused | Present                                                              | Present  | <a href="#">Mark</a>                                      |  |
| <b>Ms</b> Mary Smith      | 100 / 100   | <a href="#">Mark</a>                                | Present | Present                                                              | Present  | <a href="#">Mark</a>                                      |  |

1. Click on the **Overall** Toggle (top right)
2. Hover your mouse between columns and click on the **+** button to add an attendance column.

[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.