Attendance
Modifying an Attendance Column

The following steps will describe how to edit an attendance session:

1. **Click** on the **column header** to open the options menu.
2. **Click** on **Edit Meeting** to change the associated date for the meetings.
3. **Click Delete Meeting to remove a meeting**. A dialog box will pop up asking you to confirm your choice.

*Note: Deleting a meeting will delete all attendance records entered for that meeting, as well as any associated grades.

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.