

## Quick Start Guide

### Modifying an Attendance Column

## Attendance

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

## 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	11/26/18	Today	
<b>Jb</b> John Brown	100 / 100	<a href="#">Mark</a>	✓ Present	✓ Present	✓ Present	<div><div><div>✓ Mark all present</div><div>✕ Mark all absent</div><div>-- Clear marks</div><div>⌚ Exempt meeting</div><div>🔧 Edit meeting</div><div>🗑 Delete meeting</div></div><div>Absent</div></div>	1
<b>Sb</b> Sally Brown	95 / 100	<a href="#">Mark</a>	✓ Present	✓ Present	✓ Present		2
<b>Jc</b> Jack Caldwell	70 / 100	<a href="#">Mark</a>	✓ Present	⌚ Late	✓ Present		3
<b>Jd</b> Jane Doe	93.33 / 100	<a href="#">Mark</a>	⌚ Late	✓ Present	✓ Present		
<b>Ah</b> Ann Harris	100 / 100	<a href="#">Mark</a>	✓ Present	✓ Present	✓ Present		
<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 **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.