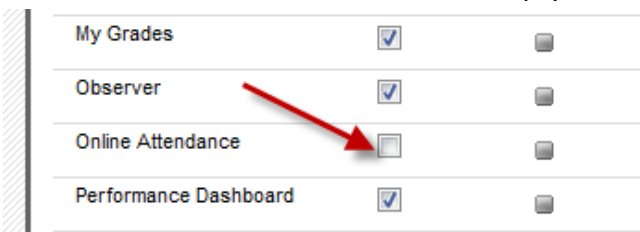


Keeping Attendance in Blackboard

1. After logging into Blackboard, enter your course. Once in your course, click **Customization**, and then select **Tool Availability**.



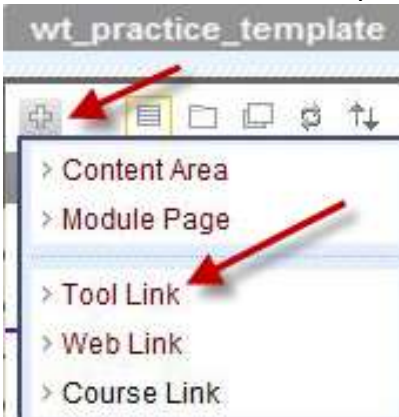
2. In the list of available tools, click the empty checkbox beside **Online Attendance**.



3. Click the **Submit** button at either the top or bottom of the page.



4. Now on the **Course Menu**, you can click the + sign, and then select **Tool Link**.




Keeping Attendance in Blackboard

5. Give the link a name (ex: Attendance), and select **Online Attendance** from the **Type:** dropdown list. Then, decide if you want your students to be able to see their attendance or not by clicking the **Available to Users** option (this can be changed at a later date if you want). Then click **Submit**.

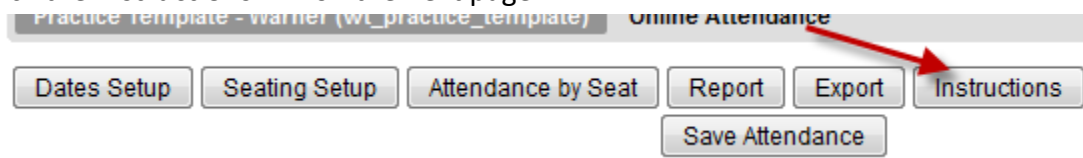


The screenshot shows the 'Add Tool Link' dialog box. It has a 'Name' field with 'Attendance' entered. Below it is a 'Type' dropdown menu with 'Online Attendance' selected. There is a checkbox labeled 'Available to Users' which is checked. At the bottom are 'Cancel' and 'Submit' buttons. Red arrows point to the Name field, the Type dropdown, the Available to Users checkbox, and the Submit button.

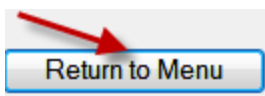
6. If you would like to move the **Attendance** link up in your list, (maybe beside **My Grades**) click the double arrow  on the left beside the name, hold down your left mouse button, and drag up. Once you have the **Attendance** link position in the Course Menu, let go. If you want to hide/unhide the link from/for your students, then click the two downward arrows on the right.



7. Once you have the link where you want it to be, then click the **Attendance** link, and then click the **Instructions** link on the next page.



8. To get back to your course, click on **Return to Menu** button OR your **Courses** tab.



Keeping Attendance in Blackboard

Notes:

1. When setting up the dates you might want to just go to the last official day of classes, and then **Add Individual Day** for the exam date. You can do this by clicking on **Date Setup** button. Also, you will be able to **Remove Individual Days** that you didn't meet for Holidays or other reasons.
2. It is believed, that you will have to setup the dates at the beginning of the semester for the individual classes. The days should not transfer over from the templates.
3. If you try to use the seating chart, you will need to do the following:
 - a. You will need to know the students' **Username** (Student Number) to do that appropriately.
 - b. Click on **Seating Setup**, put the **Number of Seats across:**, **Number of seats down:**, and click **Save Setting Changes**.



Online Attendance

The classroom dimension must be set, if you plan to use

Number of seats across:

Number of seats down:

- c. Click **Continue Seating Chart Configuration**.

Your settings have been modified.



Keeping Attendance in Blackboard

- d. Click the down arrow next to **Empty** to choose Student's **Username**.



Online Attendance

The screenshot shows the Blackboard interface for 'Practice (CIE) Online Attendance'. It includes a breadcrumb trail 'Practice (CIE) Online Attendance', a 'Return to Menu' button, and a 'Save Seating Chart' button. A table of dropdown menus is visible, with the first dropdown set to 'cie' and the others to 'Empty'. Red arrows point from the 'Return to Menu' button to the 'Practice' breadcrumb and from the 'Save Seating Chart' button to the table.

cie	Empty	Empty
Empty	Empty	Empty
Empty	Empty	Empty
Empty	Empty	Empty

- e. Click on **Save Seating Chart**.
- f. You can click your course title (**Practice**) in the breadcrumbs OR **Return to Menu** to get back to your course.



Online Attendance

The screenshot shows the Blackboard interface for 'Practice (CIE) Online Attendance'. It includes a breadcrumb trail 'Practice (CIE) Online Attendance' and a 'Return to Menu' button. Red arrows point to the '(CIE)' breadcrumb and the 'Return to Menu' button.

4. You can use this from your instructor machine in your class to do role, or you can print this role out before attending class and mark it as needed. Remember, these roles are updated every night, so if a student is added to your course between midnight and your class time, they will not show until the next day.

