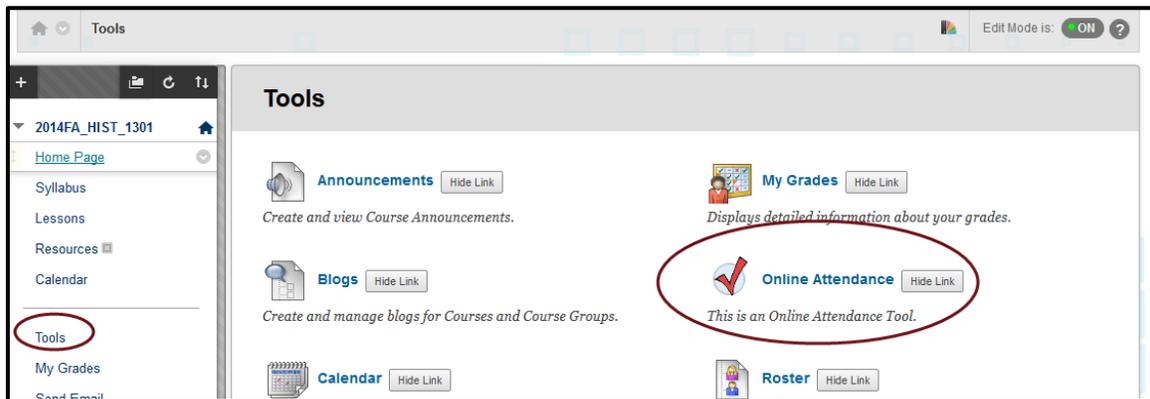# ONLINE ATTENDANCE

You can use the Online Attendance feature to set up class attendance by dates for the semester. Attendance is marked by date with the options of Present, Absent, Late, Excused, or Unexcused. Students will also be able to view their attendance record within Blackboard.

SETTING UP THE ATTENDANCE BOOK

*You must set up the Attendance Book before you can take attendance. It is important to enter this information correctly before you begin taking attendance as **some data could be lost if you later make changes to these dates***.

1. Select "**Tools**" on the Course Menu.

2. Select "**Online Attendance**" from the list of Tools.
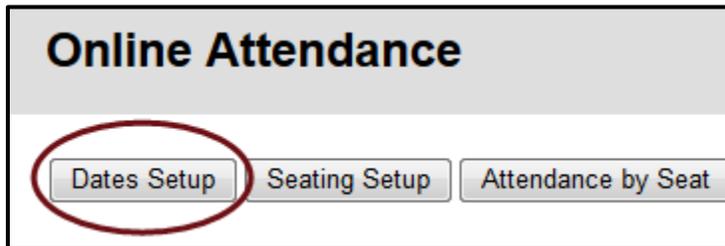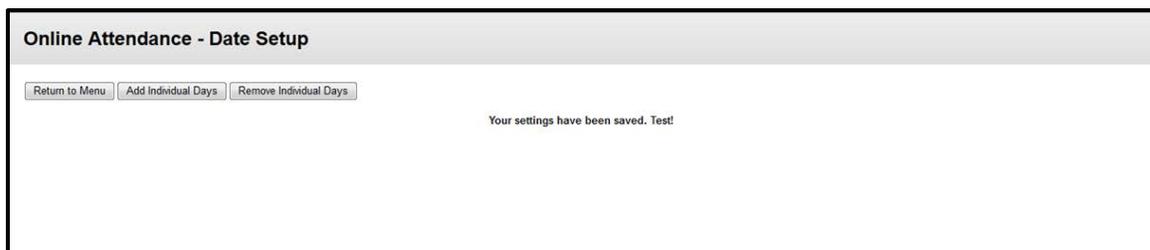3. The Online Attendance window will open.

4. Select the "**Dates Setup**" button.

5. Select the "*Course Begins on*" and "*Course Ends on*" dates.

6. Select the checkboxes for the days when the "*Class Meets*" during the semester.

7. Select the "**Save Settings**" button.

8. A confirmation message displays on the screen that your settings were saved.

9. Select the "**Return to Menu**" button.

TAKING ATTENDANCE

1. Choose the date for taking attendance on the date drop-down menu.

2. Select the appropriate attendance option (P, A, L, E, U) and then click the "Save Attendance" button.

3. A confirmation message will display on the screen that the record was saved.

4. Click the "**Return to Menu**" button.

5. The date in the drop list should be the most recent class date. If this is the date you just saved, the display will not change until the next class date. (*You may want to export a copy of the attendance as a backup to refer to offline.)*

EXPORTING ATTENDANCE INTO AN EXCEL SPREADSHEET

1. Click the "**Export**" button.

Online Attendance

| Dates Setup | Seating Setup | Attendance by Seat | Report | Export | Instructions |

2. Select "Open with" and choose Microsoft Excel. Select the "**OK**" button.

Opening onlineAttendance.xls

You have chosen to open:

onlineAttendance.xls

which is: Microsoft Excel 97-2003 Worksheet (660 bytes)
from: https://bblt.wtamu.edu

What should Firefox do with this file?

○ Open with   Microsoft Excel (default)

○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel
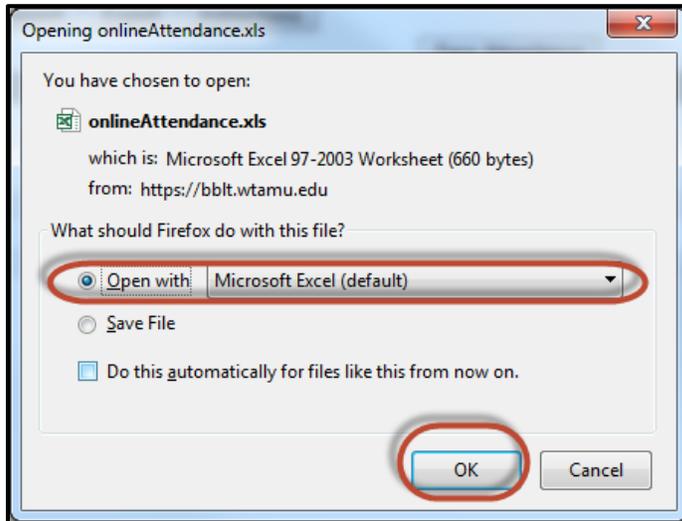
*If you get a warning message, select "**Yes**" to allow the file to open.*

Microsoft Excel

⚠ The file format and extension of 'onlineAttendance-1.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

Yes   No   Help
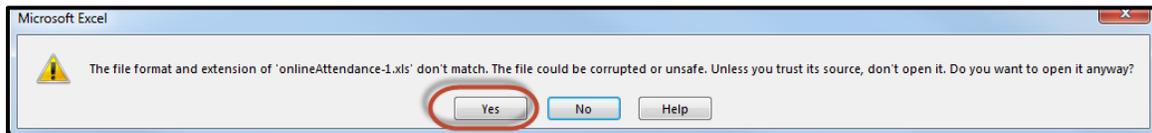
3. Attendance is exported into an Excel spreadsheet. You can manipulate or save the file.
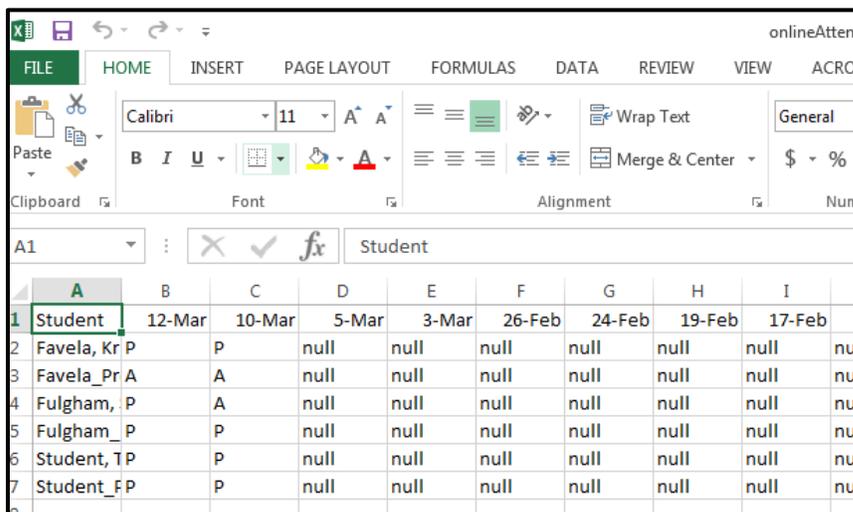
	A	B	C	D	E	F	G	H	I
1	Student	12-Mar	10-Mar	5-Mar	3-Mar	26-Feb	24-Feb	19-Feb	17-Feb
2	Favela, Kr	P	P	null	null	null	null	null	null	nu
3	Favela_Pr	A	A	null	null	null	null	null	null	nu
4	Fulgham,	P	A	null	null	null	null	null	null	nu
5	Fulgham_	P	P	null	null	null	null	null	null	nu
6	Student, T	P	P	null	null	null	null	null	null	nu
7	Student_F	P	P	null	null	null	null	null	null	nu

STUDENT VIEW

Students can view their attendance record by accessing the **Online Attendance** link in the **Tools** area of Blackboard.

Online Attendance

Dashes indicate that attendance has not been recorded for that day.

(P=Present, A=Absent, L=Late, E=Excused, U=Unexcused)

PALEU
2 0 0 0 0

1/20	-
1/22	-
1/27	-
1/29	-
2/3	-
2/5	-
2/10	-
2/12	-
2/17	-
2/19	-
2/24	-
2/26	-
3/3	-
3/5	-
3/10	P
3/12	P

REPORTS

To check the number of days a student was absent or late for class you can use the Report option.

1. Select the "**Report**" button.

Online Attendance

Dates Setup | Seating Setup | Attendance by Seat | Report | Export | Instructions

2. The Online Attendance Report displays. You can use the "**Return to Menu**" to exit this display.

Online Attendance - Report

Student	P	A	L	E	U
Favela, Krista	2	0	0	0	0
Favela_PreviewUser, Krista	0	2	0	0	0
Fulgham, Susan	1	1	0	0	0
Fulgham_PreviewUser, Susan	2	0	0	0	0
Student, Test	2	0	0	0	0
Student_PreviewUser, Test	2	0	0	0	0

Click on the student's name to see attendance details.