

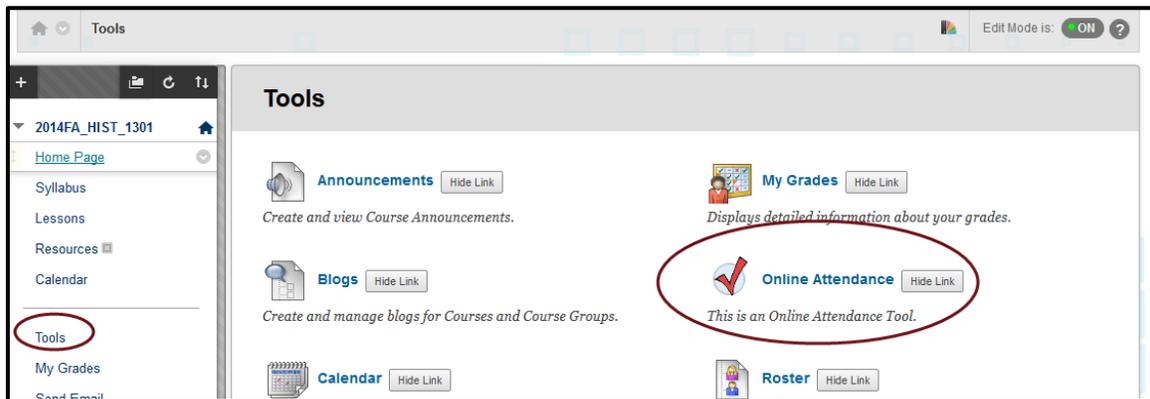
## ONLINE ATTENDANCE

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.

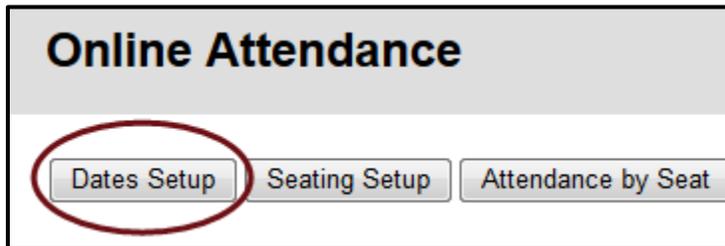
### Online Attendance

Buttons: Dates Setup, Seating Setup, Attendance by Seat, Report, Export, Instructions, Save Attendance

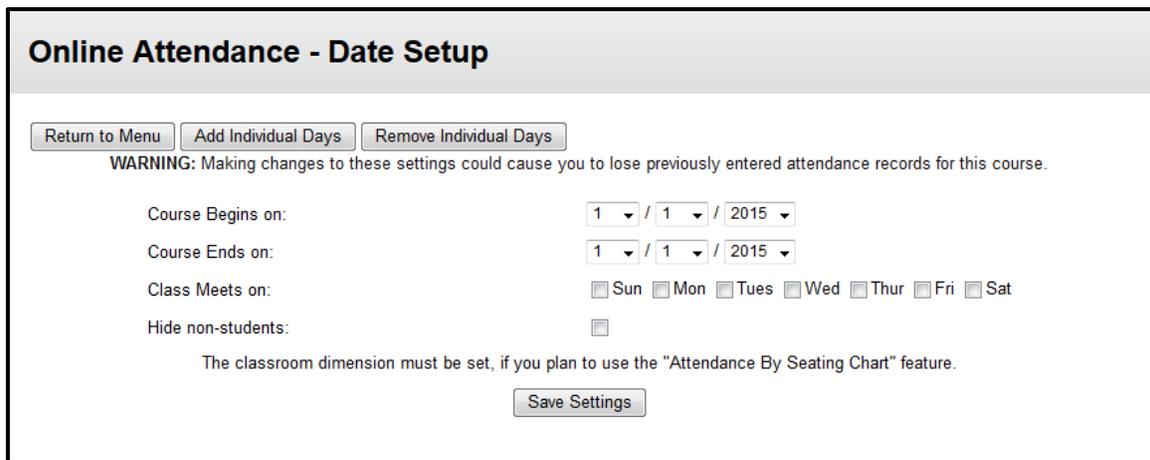
Student	3/19/2015	3/17	3/12	3/10	3/5	3/3
Favela, Krista	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	-	-	-	-	-
Favela_PreviewUser, Krista	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	-	-	-	-	-
Fulgham, Susan	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	-	-	-	-	-
Henthorn, Anson	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	-	-	-	-	-
Mengesha, Eyoel	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	-	-	-	-	-
Student, Test	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	-	-	-	-	-

Buttons: Save Attendance

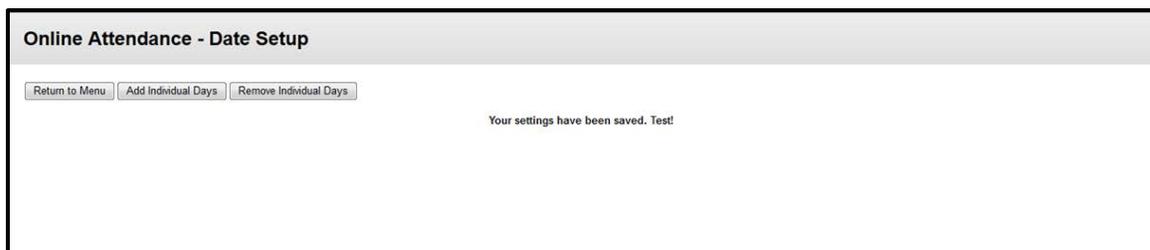
4. Select the “**Dates Setup**” button.



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.

A screenshot of a web form titled "Online Attendance - Date Setup". At the top, there are three buttons: "Return to Menu", "Add Individual Days", and "Remove Individual Days". Below these is a warning message: "WARNING: Making changes to these settings could cause you to lose previously entered attendance records for this course." The form contains several fields: "Course Begins on:" with three dropdown menus (1, 1, 2015); "Course Ends on:" with three dropdown menus (1, 1, 2015); "Class Meets on:" with checkboxes for Sun, Mon, Tues, Wed, Thur, Fri, and Sat; and "Hide non-students:" with a checkbox. Below the "Class Meets on:" field is a note: "The classroom dimension must be set, if you plan to use the 'Attendance By Seating Chart' feature." At the bottom of the form is a "Save Settings" button.

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

A screenshot of the same web form as above, but now showing a confirmation message: "Your settings have been saved. Test!". The "Save Settings" button is no longer visible.

9. Select the “**Return to Menu**” button.

## TAKING ATTENDANCE

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

The screenshot shows the 'Online Attendance' interface. At the top, there are navigation buttons: 'Dates Setup', 'Seating Setup', 'Attendance by Seat', 'Report', 'Export', and 'Instructions'. A red arrow points to the 'Attendance by Seat' button. Below the navigation is a 'Save Attendance' button. The main area contains a table with a 'Student' column and a date drop-down menu. The date '3/12/2015' is selected and highlighted in blue. Below the date menu, the first row shows 'Favela, Krista' with attendance options 'L', 'E', and 'U'.

Student	3/12/2015	
Favela, Krista	3/12/2015	L <input type="radio"/> E <input type="radio"/> U <input type="radio"/>
Favela_PreviewUser, Krista	3/10/2015	L <input type="radio"/> E <input type="radio"/> U <input type="radio"/>
Fulgham, Susan	3/5/2015	L <input type="radio"/> E <input type="radio"/> U <input type="radio"/>

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

The screenshot shows the 'Online Attendance' interface. The date '3/12/2015' is selected. A red arrow points to the 'Attendance by Seat' button. Below the date menu, the first row shows 'Favela, Krista' with attendance options 'P', 'A', 'L', 'E', and 'U'. The 'P' option is selected. Below the table is a 'Save Attendance' button. A red arrow points to the 'Save Attendance' button.

Student	3/12/2015	
Favela, Krista	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	
Favela_PreviewUser, Krista	<input type="radio"/> P <input checked="" type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	
Fulgham, Susan	<input type="radio"/> P <input type="radio"/> A <input checked="" type="radio"/> L <input type="radio"/> E <input type="radio"/> U	
Fulgham_PreviewUser, Susan	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	
Student, Test	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	
Student_PreviewUser, Test	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	

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.*)

The screenshot shows the 'Online Attendance' interface. The date '3/12/2015' is selected. Below the date menu, the first row shows 'Favela, Krista' with attendance options 'P', 'A', 'L', 'E', and 'U'. The 'P' option is selected. Below the table is a 'Save Attendance' button. A red callout box points to the 'P' option with the text 'Previous saved record.'

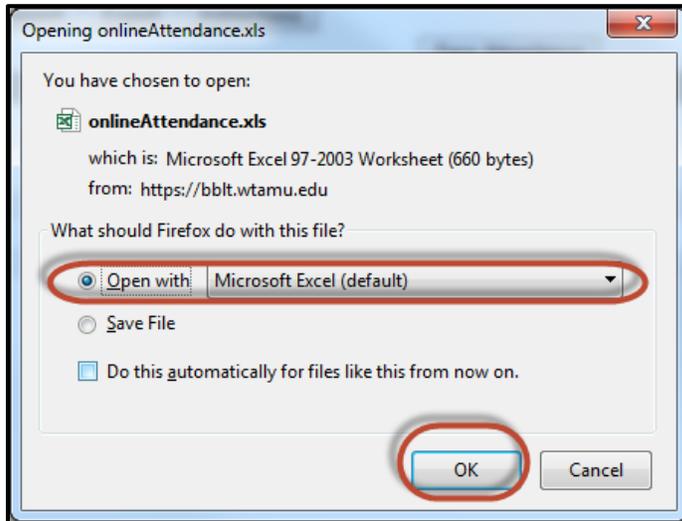
Student	3/12/2015	3/ 10	3/ 5
Favela, Krista	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	P	-
Favela_PreviewUser, Krista	<input type="radio"/> P <input checked="" type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	A	-
Fulgham, Susan	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	A	-
Fulgham_PreviewUser, Susan	<input type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	P	-
Student, Test	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	P	-
Student_PreviewUser, Test	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	P	-

## EXPORTING ATTENDANCE INTO AN EXCEL SPREADSHEET

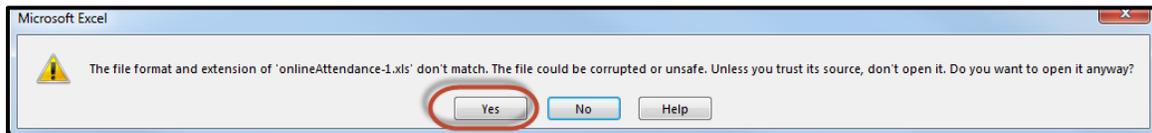
1. Click the “Export” button.



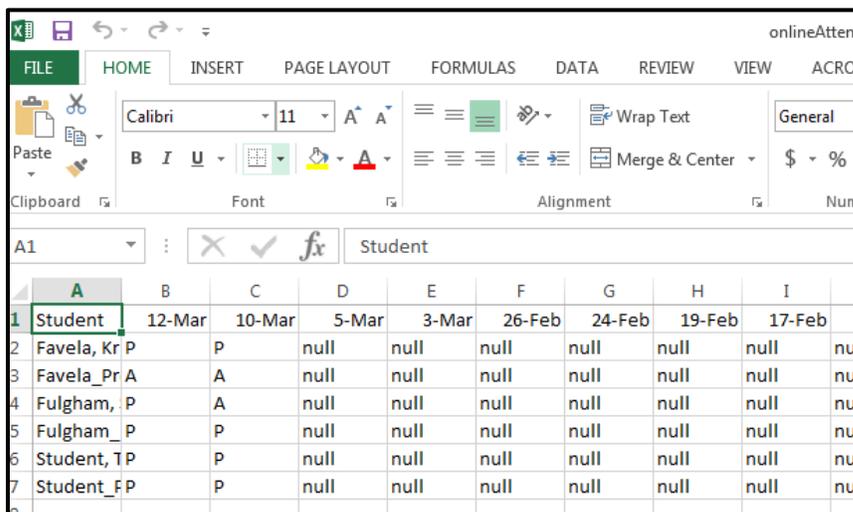
2. Select “Open with” and choose Microsoft Excel. Select the “OK” button.



If you get a warning message, select “Yes” to allow the file to open.



3. Attendance is exported into an Excel spreadsheet. You can manipulate or save the file.



The screenshot shows an Excel spreadsheet with the following data:

	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
3	Favela_Pr	A	A	null	null	null	null	null	null
4	Fulgham, P	P	A	null	null	null	null	null	null
5	Fulgham_P	P	P	null	null	null	null	null	null
6	Student, T	P	P	null	null	null	null	null	null
7	Student_FP	P	P	null	null	null	null	null	null

## 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)

	P	A	L	E	U
	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

[Return to Menu](#)

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.