# Using the Attendance Tool

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You can assign an attendance grade to each student by marking them as present, late, absent, or excused for each class meeting.

#### Note:

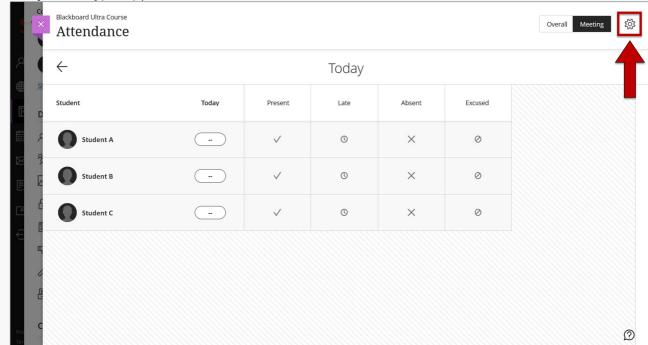
- Currently, attendance scores cannot be hidden from students. Updates to student attendance are visible to students as the course progresses.
- As per Seneca's Student Assessment Policy, students cannot receive grades for attendance.

# Setting Up Attendance



1. Select Mark attendance from the Details & Actions pane. The Attendance page is displayed. Note: Select Add attendance if this is your first time setting up attendance.





3. Set the following values:



- Attendance Values: These are percentages associated with each student's attendance. Note: Currently you can only change the Late value.
- Include Excused in calculations: Marking a student as Excused will count them as present for scoring purposes.
- Use attendance as a grade: Toggling this on will add the student's attendance to their Gradebook. Note: Per Seneca's Student Assessment Policy, students cannot receive grades for attendance.
- Grading scale: Select the desired grading schema (Points, Percentage, or Letter grade).
- Remove attendance: Removing attendance will exclude it from the grading calculation.

## 4. Select Save





### Marking Attendance

By default, when you open the Attendance page you will see the Meeting view for the current day. In the Overall view, you can view several meetings and see overall course statistics. You can mark your attendance from either view.

#### Mark Attendance in the Meeting View

The Meeting view allows you to mark each student's attendance or mark all students as present/late/absent or excused for the class meeting.



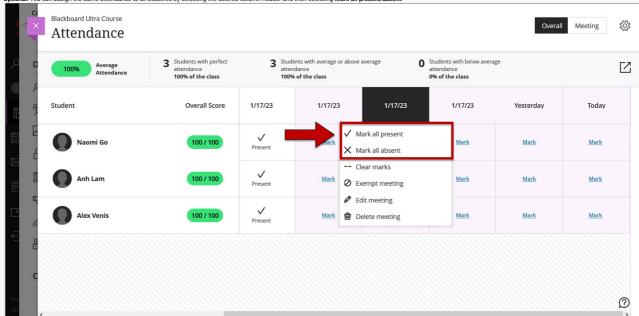
1. Select Mark Attendance from the Details & Actions par



2. Select **Meeting** (top-right corner). Meeting view is displayed.



- 3. Select either Present, Late, Absent, or Excused to mark each student's attendance. Note: Students' attendance grades are posted automatically.
- 4. Optional: You can assign the same attendance to all students by selecting the desired column header and then selecting Mark all present/absent.



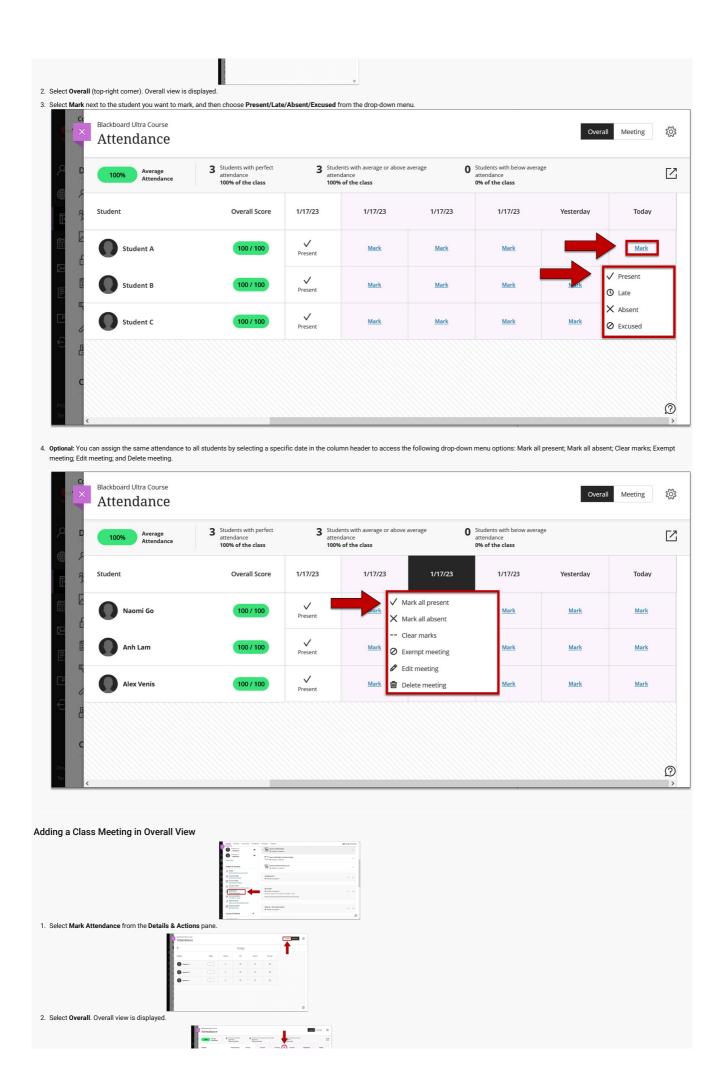
## Mark Attendance in the Overall View

The Overall view allows you to mark attendance, view the attendance history, and create, edit, and delete the attendance for a given day.



1. Select Mark Attendance from the Details & Actions pane.







3. Select the **plus icon (+)**. A new meeting is added.

# **Additional Resources**

This short video covers the attendance tool.

Mark Attendance in Blackboard

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