

Using the Attendance Tool

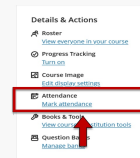
Published 1/10/2023 by Anh Lam

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



- 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.
- Select the **gear icon**. The Settings panel is displayed.

Blackboard Ultra Course

Attendance

Overall Meeting

Today

Student	Today	Present	Late	Absent	Excused
Student A	--	✓	⌚	✗	⊘
Student B	--	✓	⌚	✗	⊘
Student C	--	✓	⌚	✗	⊘

- Set the following values:

Attendance Settings

Attendance Values

Present 100 %

Late 50 %

Absent 0 %

Excused 0 %

☒ Include Excused in calculations

Grading

☒ Use attendance as a grade

Select a grading scale for the overall grade

Points

☐ Remove attendance

Cancel Save

- 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.

- Select **Save**.

Attendance Settings

Attendance Values

Present 100 %

Late 50 %

Absent 0 %

Excused 0 %

☒ Include Excused in calculations

Grading

☒ Use attendance as a grade

Cancel Save

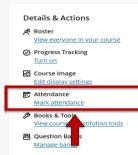


Marking Attendance

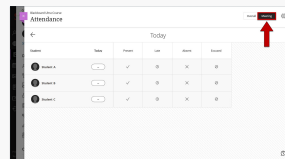
By default, when you open the Attendance page you will see the Meeting view for the current day. In the Overall view, you can view several meetings and see overall course statistics. You can mark your attendance from either view.

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** pane.



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**.

Blackboard Ultra Course

Attendance

Overall Meeting

100% Average Attendance

3 Students with perfect attendance 100% of the class

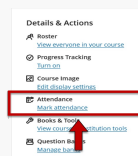
3 Students with average or above average attendance 100% of the class

0 Students with below average attendance 0% of the class

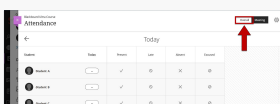
Student	Overall Score	1/17/23	1/17/23	1/17/23	1/17/23	Yesterday	Today
Naomi Go	100 / 100	Present	Mark	Mark all present Mark all absent	Mark	Mark	Mark
Anh Lam	100 / 100	Present	Mark	Clear marks	Mark	Mark	Mark
Alex Venis	100 / 100	Present	Mark	Exempt meeting	Mark	Mark	Mark
				Edit meeting			
				Delete meeting			

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.



2. Select **Overall** (top-right corner). Overall view is displayed.
3. Select **Mark** next to the student you want to mark, and then choose **Present/Late/Absent/Excused** from the drop-down menu.

Blackboard Ultra Course Attendance

Overall Meeting

100% Average Attendance

3 Students with perfect attendance 100% of the class

3 Students with average or above average attendance 100% of the class

0 Students with below average attendance 0% of the class

Student	Overall Score	1/17/23	1/17/23	1/17/23	1/17/23	Yesterday	Today
Student A	100 / 100	✓ Present	Mark	Mark	Mark		Mark
Student B	100 / 100	✓ Present	Mark	Mark	Mark		☒ Present ☐ Late ☐ Absent ☐ Excused
Student C	100 / 100	✓ Present	Mark	Mark	Mark		

4. **Optional:** You can assign the same attendance to all students by selecting a specific date in the column header to access the following drop-down menu options: Mark all present; Mark all absent; Clear marks; Exempt meeting; Edit meeting; and Delete meeting.

Blackboard Ultra Course Attendance

Overall Meeting

100% Average Attendance

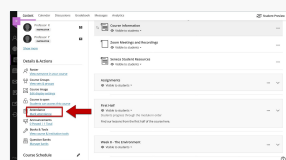
3 Students with perfect attendance 100% of the class

3 Students with average or above average attendance 100% of the class

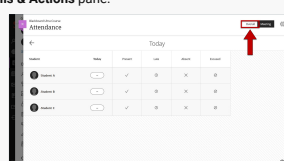
0 Students with below average attendance 0% of the class

Student	Overall Score	1/17/23	1/17/23	1/17/23	1/17/23	Yesterday	Today
Naomi Go	100 / 100	✓ Present	Mark		Mark	Mark	Mark
Anh Lam	100 / 100	✓ Present	Mark		Mark	Mark	Mark
Alex Venis	100 / 100	✓ Present	Mark		Mark	Mark	Mark

Adding a Class Meeting in Overall View



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



2. Select **Overall**. Overall view is displayed.





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

Additional Resources

This short video covers the attendance tool.

- [Mark Attendance in Blackboard](#)

How did you find this article? Use the like button below if you found this article helpful.

tags : attendance-tool, blackboard-ultra, grading-in-meeting-view, grading-in-overall-view, grading-in-ultra, navigating-ultra, ultra, using-the-attendance-tool