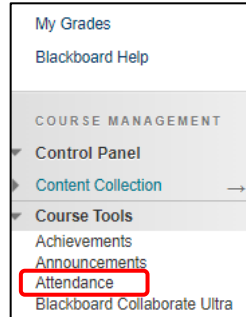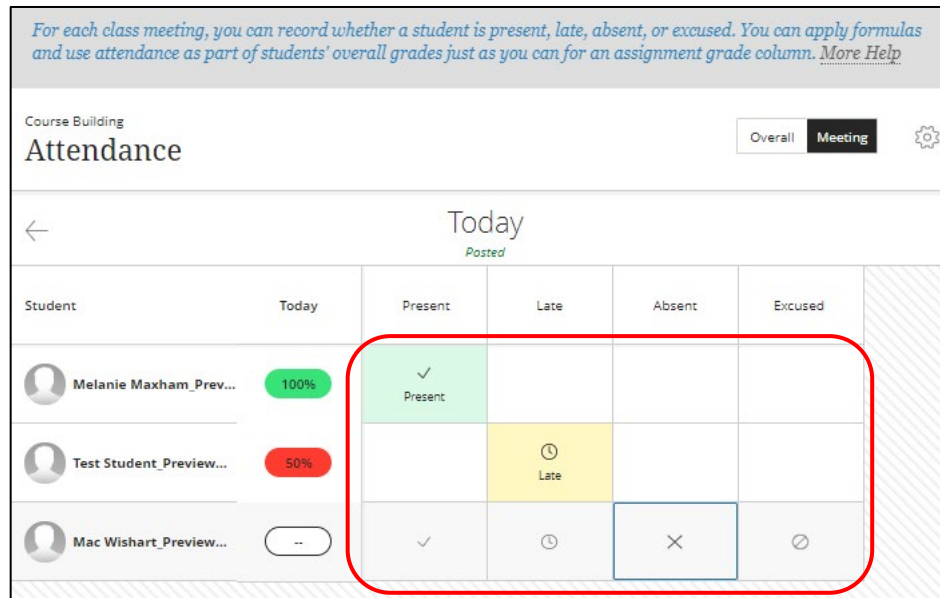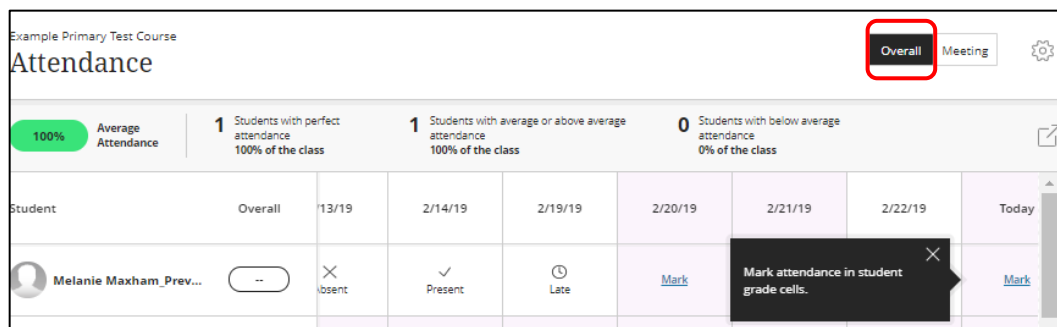# On-Campus Blackboard
Attendance Tool

Select Attendance in Course Tools. *If you do not see it, scroll down for information about Tool Availability settings.*
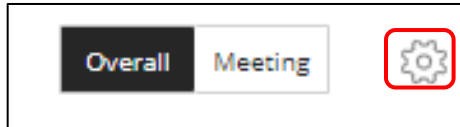

Click in the appropriate cell to mark students, listed on the left, as Present, Late, Absent or Excused.
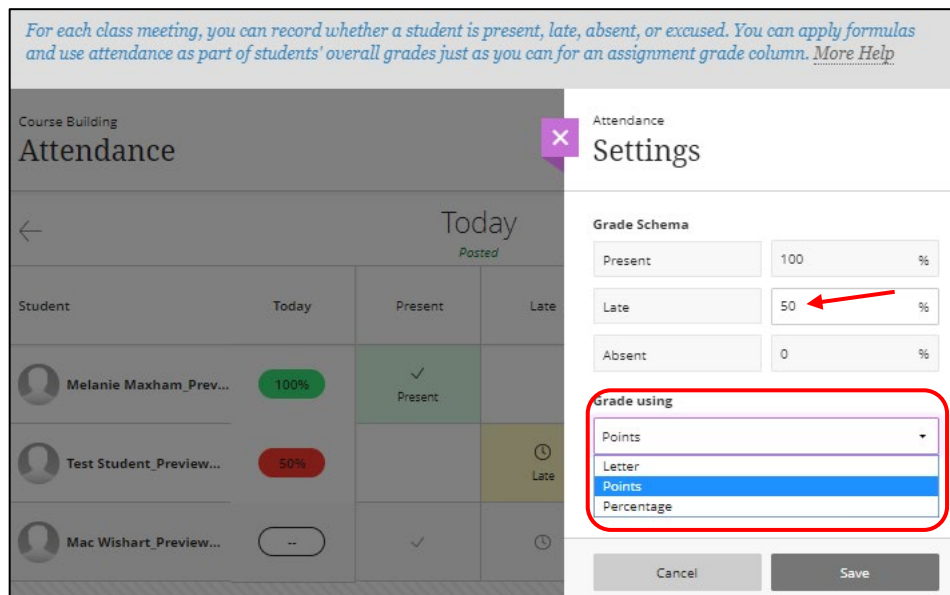

Use the arrow to the left to go back or use Overall to find dates to enter or change a person's status.

The gear icon is what to select to assign grades.

Clicking Save after deciding to show the grade as Letter, Points or Percentage will create a grade column. The Late percentage can be edited.


The next page is the information about how to make the Attendance tool available in your Course Tools menu.

For more information contact bbhelp@uml.edu or schedule a consult.

Customization: Tool Availability

The attendance tool may not be listed in your Course Tools until you make it available through Customization, on the course menu and then select Tool Availability.
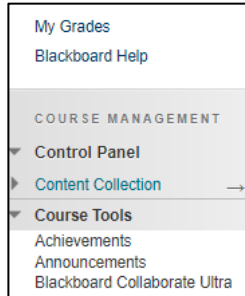
Attendance does not appear in the list.
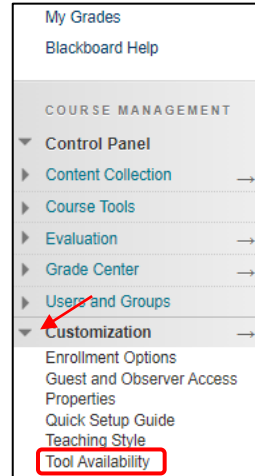
In the next view, make sure the box is checked in front of Attendance, then click Submit