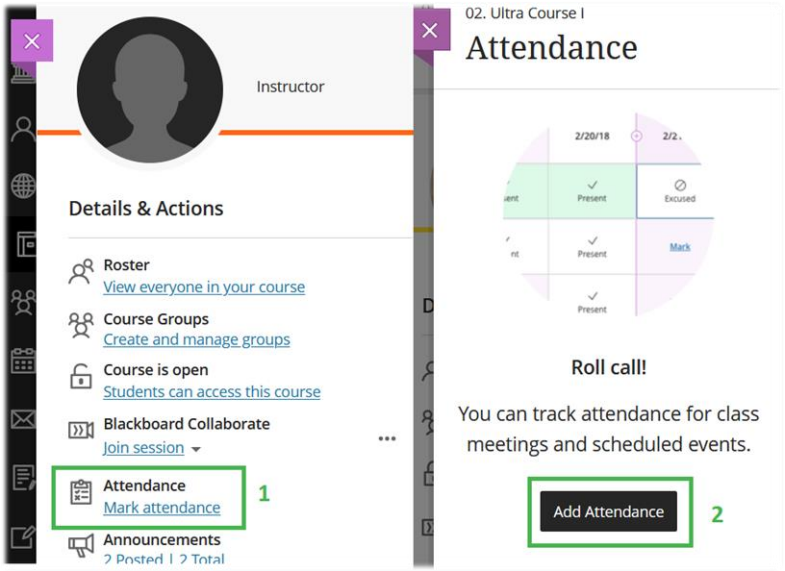
Attendance Tool in Blackboard Ultra

Attendance data can be used as part of students' overall grades & to track the number of classes students have missed. The attendance tool can automatically record blackboard collaborate attendance or be used manually to insert or edit attendance statuses.

Access Attendance:

To access the attendance tool in a Blackboard Ultra course:

1. On the Course Content page, select Mark attendance in the Details & Actions panel.
2. Click Add Attendance



Attendance Settings:

a) Decide your attendance Grade Schema:

The present of grade that is going to be added for every category can be changed:

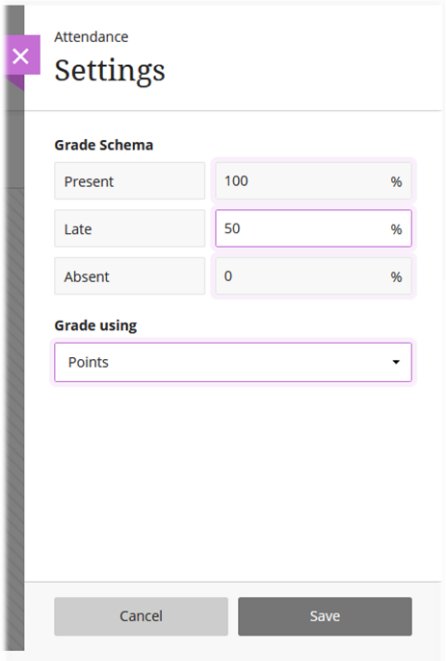
- Present
- Late
- Absent

You can change the present according to your requirements.

b) Grade Using

Choose whether you want grades to be displayed as:

- Points
- Percentage
- Letters

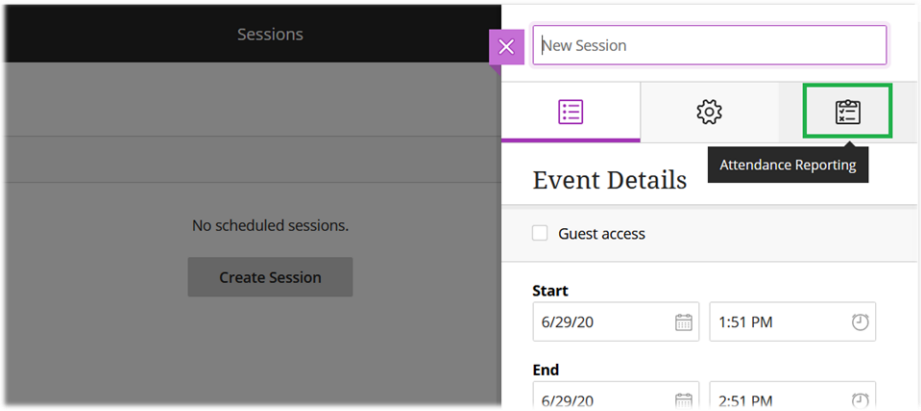


c) Click Save

Attendance column is now added to your Gradebook

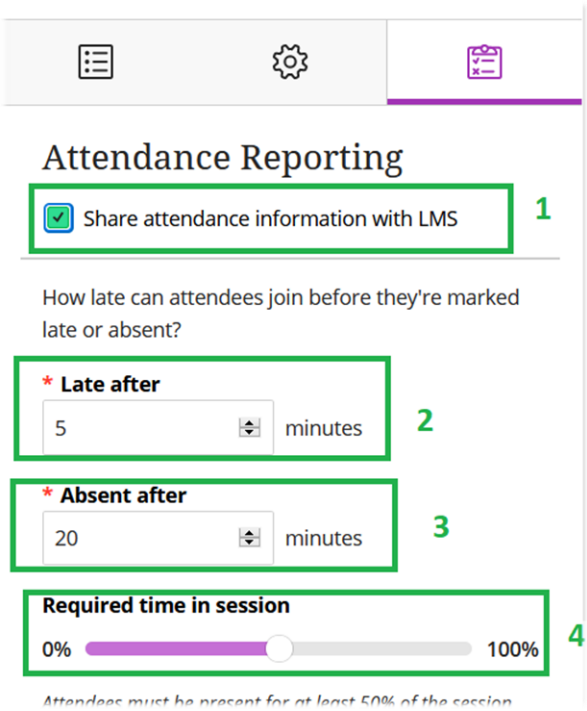
Attendance for Blackboard Collaborate Ultra

When creating you collaborate sessions, click on the attendance tab:



Attendance Reporting:

Follow these steps to set your attendance reports:



1. Click on “Share Attendance information with LMS”
2. Choose the maximum allowed lateness
    - After the number of minutes, you decide here, students will be marked late.
    - Marks will be deducted according to your settings in the previous part
3. Insert the number of minutes after which student will be considered absent
4. Set your required time in the session (percentage)

General Tips:

- Remember to share attendance **only** for required sessions. Do not add attendance for sessions that are not for all students or office hours
- Choose your time & duration settings carefully and **inform** the students
- In case a session was cancelled, edit that session’s attendance settings to **disable** attendance
- In case a session was delayed, **edit that session’s time** settings in order not to affect reports
- If a student was absent with an acceptable excuse, you may change their attendance record to **excused**.
- Remember to **leave** your sessions properly after they end as keeping the session active will affect its **duration** and therefore **affect attendance** record

Email: Servicedesk@sharjah.ac.ae