## ITS Information Technology Services

The Online Attendance tool allows you to keep track of student attendance within Blackboard, which then enables students to monitor their own cuts. If you teach in a classroom that has a fob reader, the fob swipes for class attendance have been integrated into the Online Attendance tool and are automatically recorded.

## **Process Steps**

To begin, go to the course Control Panel.

## From the Course Control Panel:

Set up the Course Dates:

1. Click on "Course Tools"; from the available options that appear, click on "Online Attendance."

+ = c ti	
Faculty Institute 2013	
Course Herne Page Mutractor Information	
Video Stories	
Assignments	
Examp & Children	* Course Tools
Turnis	Annautorments
	Bb Enrollment Manager
	Collaboration
TREFT BANACCHENT.	Contacts
Control Panel	Course Celesdar
	Course Messages
-	Chanany
Course Tools	tournale
(Without in the second	Link Checker
Franks Franker	Medica Compared Print Cart
Come Center	Chine Attendation
Users and Crimps	Relation .
Customidation	Self and Pear Assessment
Build of the local division of the local div	Send Email
carries and primes	Tatks
Help	Tests, Surveys, and Pools
	WAR

2. Click on "Dates Setup."

Online /	Attendance							
	<u> </u>							
Dates Sature	FOR anyblad Class	Casting Catur	Attendance h	Seat Page	Event	Instructions		
Dates Setup	rob-enabled Class	Searing Serup	Accentiance by	Sear Kepor	Export	instructions	1 2	
			EI	ner your class	ates nav	not been con	ngurea ir	Dates Setup or the starting date for your class has not yet occured.
								a Date - 08/38/2013
Student					08/28	2013 :	Cu	n bate = 00/20/2015
Fight Urer								
Ellis Debbie								
the User								
ive, user								
Ene liker								
ine liser								
even User								
iv Elser								
Ten liser								
Three, User				S.ADDING	- 23.52			
Two User			10	Charlott				
B				Ando Elor				
		CRIANCE MERCH	Nice Nice	Lateration	NEV			Save Attendance
	Halling Contract			Ard a more	ROUT			
			fona			Barra .		
		minora is						
100		10 wall means	harris 1-	tution te				
a Allande	ALL							
		8ª Patria			1000			
The Co		Bar Patrice	iors		Same?			
Shulle	raoba Mulicu	Barpatria	and the second	Patt	Simus			
SBU IN	rdana Mulicu	Barpatria	intra all	Palls Palls	Sherry			

- 3. Set up the following from within the "Dates Setup" screen (see screenshot on next page):
  - a. From the "Course Begins on:" drop-down menus, choose the month, date, and year that the course begins; do the same for the "Course Ends on:" drop-downs (Arrow 1).
  - b. Click the boxes next to the days the class meets in the "Class Meets on:" section (Arrow 1).
  - c. Click the box next to "Hide non-students:" if you don't want you or your teaching assistant to appear in the online attendance class roster (Arrow 1).

X:\Technology Services\Instructional Technology\Help Sheets\Blackboard 9one\Blackboard Fob Attendance\HELP\_SHEET\_Blackboard\_9one\_Integrating\_Fob\_Attendance\_with\_Online\_Attendance\_Tool\_August\_2015.docx

- d. Click "Save Setting Changes" to save the information you have inputted (Arrow 2).
- e. If there are days outside of the regular schedule the class will meet, use the "Add Individual Days" button to add dates that the class will meet (choose date to add and click "Add Selected" for each individual date to add); click the "Remove Individual Days" button and click the checkbox next to the days the class will not meet—then click "Remove Selected" (Arrow 3).
- f. If you have not added or subtracted days for the semester, click "Return to Menu" to go back to the main Online Attendance screen (Arrow 4). In the "Add" or "Remove" individual days screens, click on the "Return to Menu" button on those pages to go back to the main Online Attendance screen.

Online At	tendance	
Return to Menu	Add Individual Days ] Remove Individ	tual Days
1	1	Course Begins on: 08 ÷ / 26 ÷ / 2013 ÷ Course Ends on: 12 ÷ / 13 ÷ / 2013 ÷ Class Meets on: Sun Ø Mon Tues Ø Wed Thur Ø Fri Sat
		Hide non-students:
	Construction of the Horizontal Southern Structure of the Southern Structure of the Horizontal Structure of the Southern St	The classroom dimension must be set, if you plan to use the "Attendance By Seating Chart" feature. Save Setting Changes

If you are not in a classroom with a fob reader, the attendance tool is now set up for your class. Use the drop-down menu with the dates to choose the day for which you are entering attendance (Arrow 1). After setting up the course dates, you should see the options of Present, Absent, Late, Excused, and Unexcused (Arrow 2) in the row next to each student. (We realize that Moody doesn't give students these options, but this will need to be changed in a later iteration of the tool.) As you enter attendance records each day, be sure to click on "Save Attendance" or the information will not be saved. (Arrow 3). You can see attendance from previous days to the right of the screen (Arrow 4).

Dates Setup    FOB-enabled Class    Seating Setup    Attendance by Sea	at Report Export Instructions			
	Edit Date = 08/28/2013 Save Attendance			
	Lon Date - UB72872013		E	
ludent			04/27	08/2
pre, com	OP BACK OF OU			
sur, User	OP BA OL OF OU			
ne, User	P OA OL OE OU	-	1. Contract (1. Contract)	÷.
te, User	P CA OL OL OU	<b>-7</b>		
ven, User	OF OA OL OF OU		1.0	
, User	OF OA OL OE OU		1.1	
n, User	OF DA OL OF DU		1.2	1.1
				1 (Pr. )
her, User even, User ev, Ster en, User				

How to Incorporate the Fob Information:

1. Now it is time to incorporate the fob information into the Online Attendance tool. From the main Online Attendance screen, click the "FOB-enabled Class" button (Arrow 2).

Dates Setup	Attendance by Seat Report Export Instructions	
	Edit Date = 08/28/2013	
<b>A</b>	Save Attendance	
Student	08/28/2013 :	08/2
Eight, User	OP OA OL OE OU	
Five, User	OP OA OL OE OU	
Four, User		-
Nine, User	OP OA OL OE OU	-
One, User	OP OA OL OE OU	
Seven, User		-
Six, User	OP OA OL OE OU	
Ten, User	OP OA OL OE OU	-
Three, User Manten Switt		-

Blackboard 9.1: The Online Attendance Tool

Created on 8/10/2015 10:21:00 AM

 $\label{eq:linear} X: \cite{transformation} Is consistent on the set of the$ 

- 2. From the new screen you will add the following information (see screenshot below):
  - a. the time frame before class when your students can fob in and be considered present (Star 1)
  - b. the time after which a student fobbing in would be considered late or absent (Star 2)
  - c. the room where the fob attendance is being used (Star 3)
  - d. If you are teaching more than one section of the class, and if you don't care which section your students attend, you can select that section in the "Alternate Course section" area (Star 4).
- 3. Click "Submit" (Star 5) at either the top of bottom of the screen to save your changes. You won't get a "success" message, so to go back to the main Online Attendance screen, click "Return to Menu" at the top of the screen (Star 6).

Online Attendance		
Return to Menu		Cancel Submit
1. Present Times Present Start Time [1045 AM ③ Time may be entered in any increment. Present End Time [1135 AM ③ Time may be returned in any increment.	<b>A</b>	
2. Late Times Late Start Time 11.96AM © Time may be entered in any increment. Late End Time 11.59 AM © Time may be entered in any increment.	全	
3. FOB AREA Alumni Auditorium 2	\$	
4. Alternate Course section Alternate Section CourseID None Selected		
5. Submit Cite's submit to proceed? If the Conce to gut	And	Cancel Submit

(Continued on next page)

X:\Technology Services\Instructional Technology\Help Sheets\Blackboard 9one\Blackboard Fob Attendance\HELP\_SHEET\_Blackboard\_9one\_Integrating\_Fob\_Attendance\_with\_Online\_Attendance\_Tool\_August\_2015.docx

## Seeing a Report of Student Attendance

By clicking on the "Report" button from the main Online Attendance screen, you can see at a glance how many cuts each student has (Circles 1-2). (Your students can also view their cuts by clicking "Online Attendance" from the "Tools" section of the course menu.) By clicking on a student's name, you can view a more complete report that lists which days he was present or absent (Star 1). Click either "Return to Menu" or "Return to Report" to go back to a previous screen.



 $\label{eq:linear} X: \end{tabular} X: \end{tabular} Technology \end{tabular} Help Sheets \end{tabular} Blackboard \end{tabular} Sheets \end{tabular} Sheet$