

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.

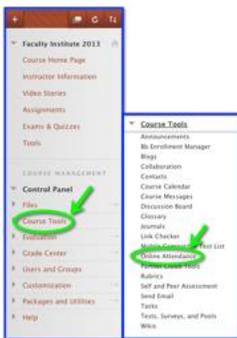
## Process Steps

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.”

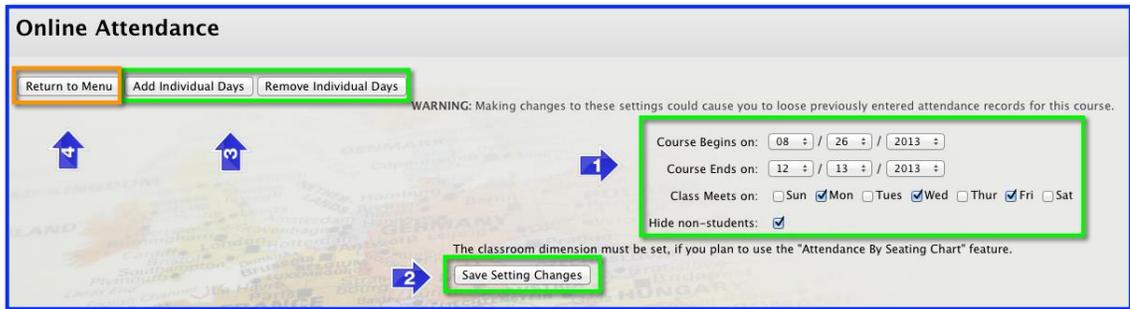


2. Click on “Dates Setup.”

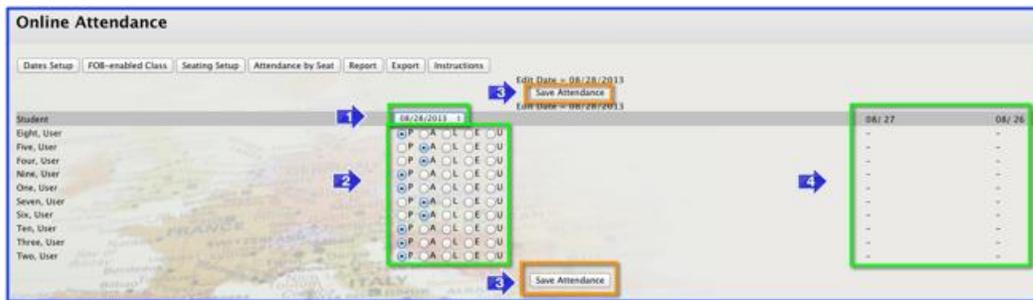


3. Set up the following from within the “Dates Setup” screen (see screenshot on next page):
  - a. From the “Course Begins on:” drop-down menus, choose the month, date, and year that the course begins; do the same for the “Course Ends on:” drop-downs (Arrow 1).
  - b. Click the boxes next to the days 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).

- 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.

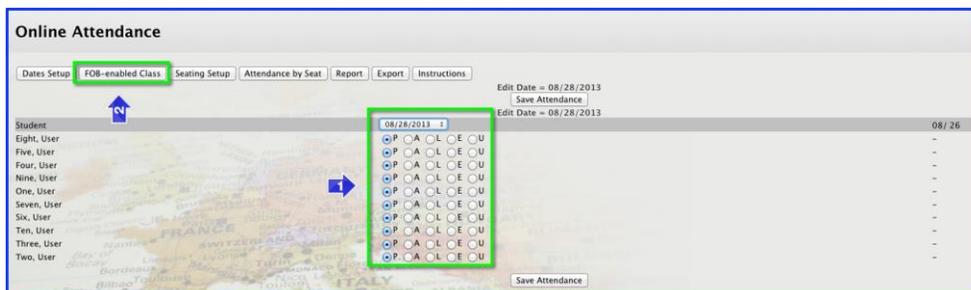


If you are not in a classroom with a fob reader, the attendance tool is now set up for your class. Use the drop-down menu with the dates to choose the day for which you are entering attendance (Arrow 1). After setting up the course dates, you should see the options of Present, Absent, Late, Excused, 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).



### 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).



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 or 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).

The screenshot shows the 'Online Attendance' form with the following sections and annotations:

- Return to Menu:** A button at the top left, annotated with a blue star and the number 6.
- Cancel/Submit:** Buttons at the top right and bottom right, both annotated with a blue star and the number 5.
- 1. Present Times:** A section with two time pickers: 'Present Start Time' (10:45 AM) and 'Present End Time' (11:05 AM). Both are annotated with a blue star.
- 2. Late Times:** A section with two time pickers: 'Late Start Time' (11:06 AM) and 'Late End Time' (11:59 AM). Both are annotated with a blue star.
- 3. FOB AREA:** A dropdown menu currently showing 'Alumni Auditorium', annotated with a blue star.
- 4. Alternate Course section:** A dropdown menu currently showing 'None Selected', annotated with a blue star.
- 5. Submit:** A section at the bottom with a 'Submit' button, annotated with a blue star and the number 5.

(Continued on next page)

## 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.

**Online Attendance**

Buttons: Dates Setup, Fob-enabled Class, Seating Setup, Attendance by Seat, **Report**, Export, Instructions

Edit Date - 08/28/2013  
Save Attendance  
Edit Date - 08/28/2013

Student	08/28/2013
Eight, User	P A L E U
Five, User	P A L E U
Four, User	P A L E U
Nine, User	P A L E U
One, User	P A L E U
Seven, User	P A L E U
Six, User	P A L E U
Ten, User	P A L E U
Three, User	P A L E U
Two, User	P A L E U

Save Attendance

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**Online Attendance**

Return to Menu

Student	P	A	L	E	U
Eight, User	1	0	0	0	0
Five, User	0	1	0	0	0
Four, User	0	1	0	0	0
Nine, User	1	0	0	0	0
One, User	1	0	0	0	0
Seven, User	0	1	0	0	0
Six, User	0	1	0	0	0
Ten, User	1	0	0	0	0
Three, User	1	0	0	0	0
Two, User	1	0	0	0	0

Click on the student's name to see attendance details.

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**Online Attendance**

Home Online Attendance

Return to Menu Return to Report

Star

Star

Eight, User  
PALEU  
10000  
8/28-8/28 P