

## Attendance Verification Activity

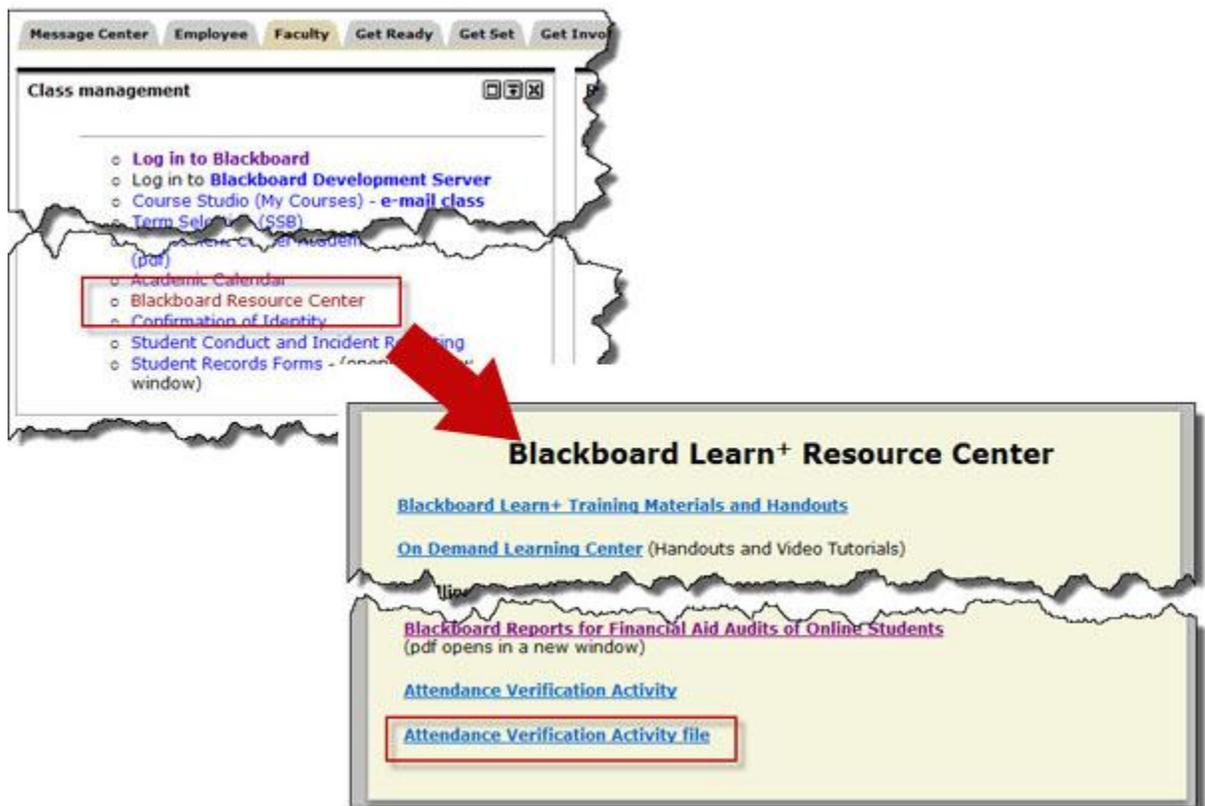
All instructors teaching fully online courses must administer the Attendance Verification Activity in their Blackboard classes during the first week of the term. This activity will be used to verify attendance for Financial Aid purposes and the results must be available in the event of a Financial Aid audit. The activity is delivered via the Tests tool and should be placed on the Content Menu as a link to a content area called "Attendance Verification" (see instructions below). Additionally, instructors should provide clear instructions to students on this requirement using his or her preferred and regular communication mechanisms (Syllabus, Announcements, Mail, E-Mail, etc.).

Note that one of the items on the activity provides students with a place to write questions about the syllabus. Please read the student responses and address the questions accordingly. The activity results will be recorded in the GradeCenter as a test; however, the point value is set to zero so it will not impact course grading.

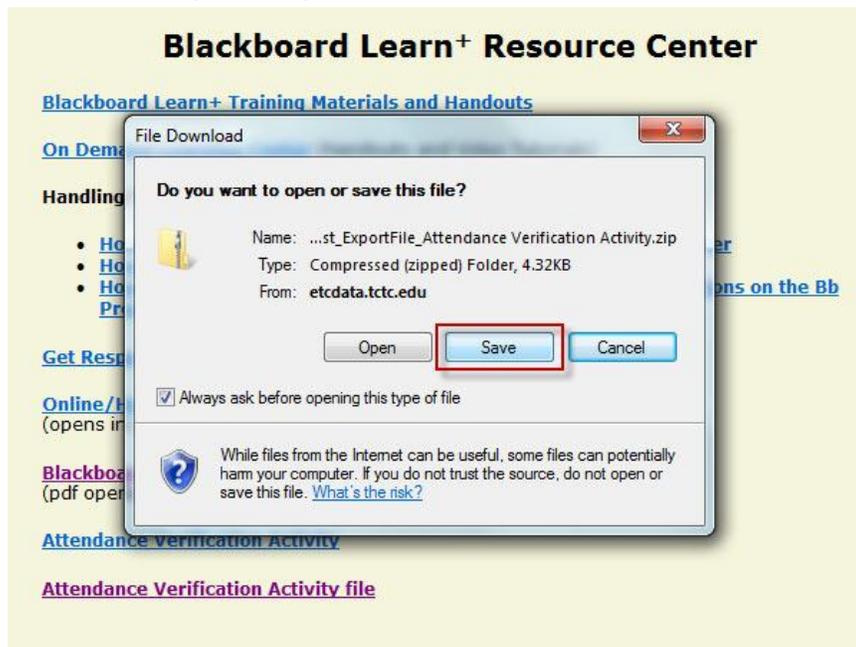
After the first week, instructors may hide the Attendance Verification item from the Course Menu for the remainder of the term.

**Step 1.** Download the TestExport file from the Blackboard Resource Center on the Faculty tab in eTC.

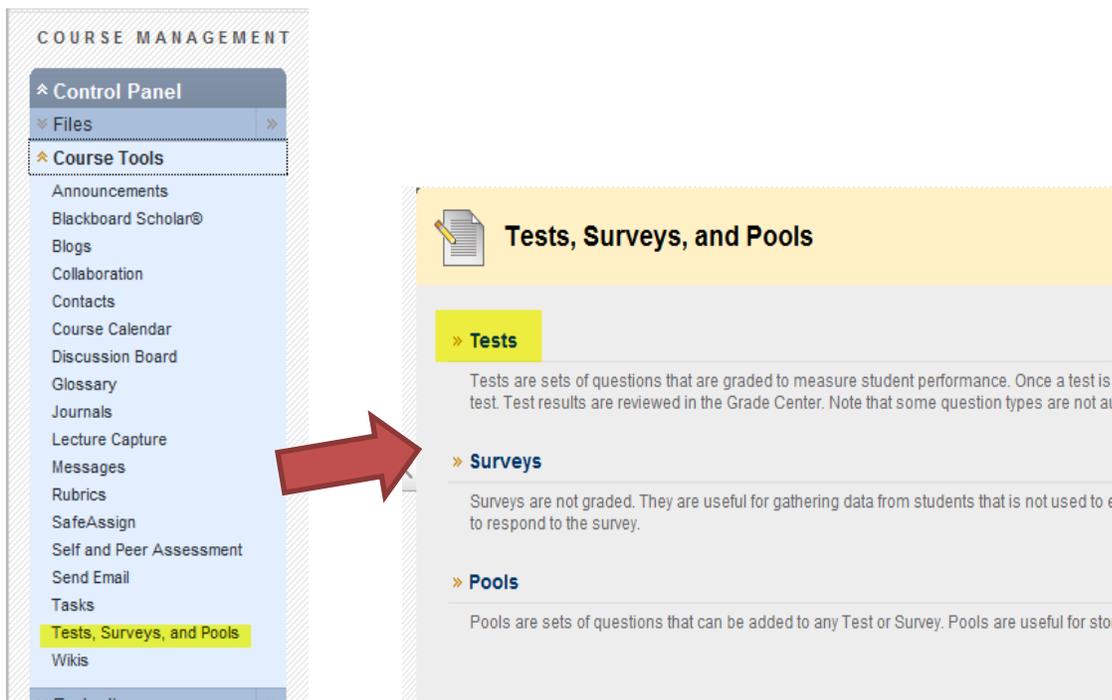
1. From the Faculty tab in eTC, choose Blackboard Resource Center and open the last link:



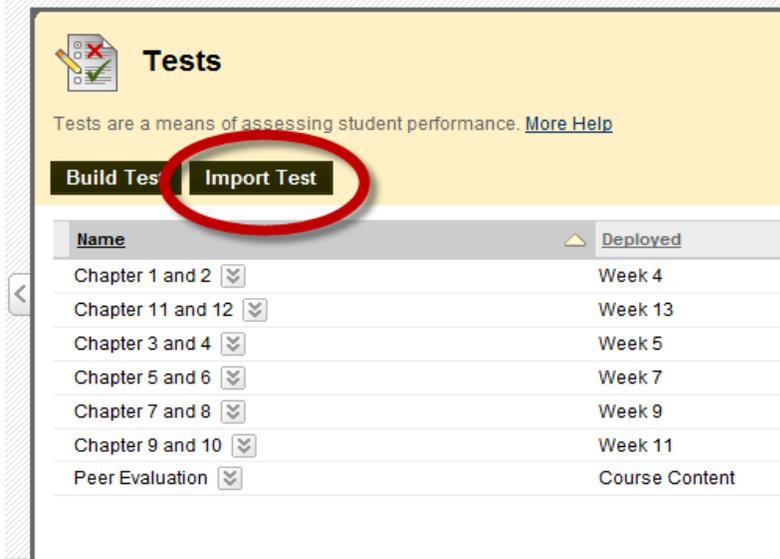
2. Save the file to your computer:



**Step 2.** Log in to your course and navigate to the Tests screen under the Course Tools menu on the Control Panel



**Step 3.** On the Tests screen, click the Import Test button.



The screenshot shows the 'Tests' management interface. At the top, there is a header with a pencil and checkmark icon, the title 'Tests', and a brief description: 'Tests are a means of assessing student performance. [More Help](#)'. Below the header are two buttons: 'Build Test' and 'Import Test'. The 'Import Test' button is circled in red. Underneath is a table with two columns: 'Name' and 'Deployed'. The table lists several test categories with their corresponding deployment weeks.

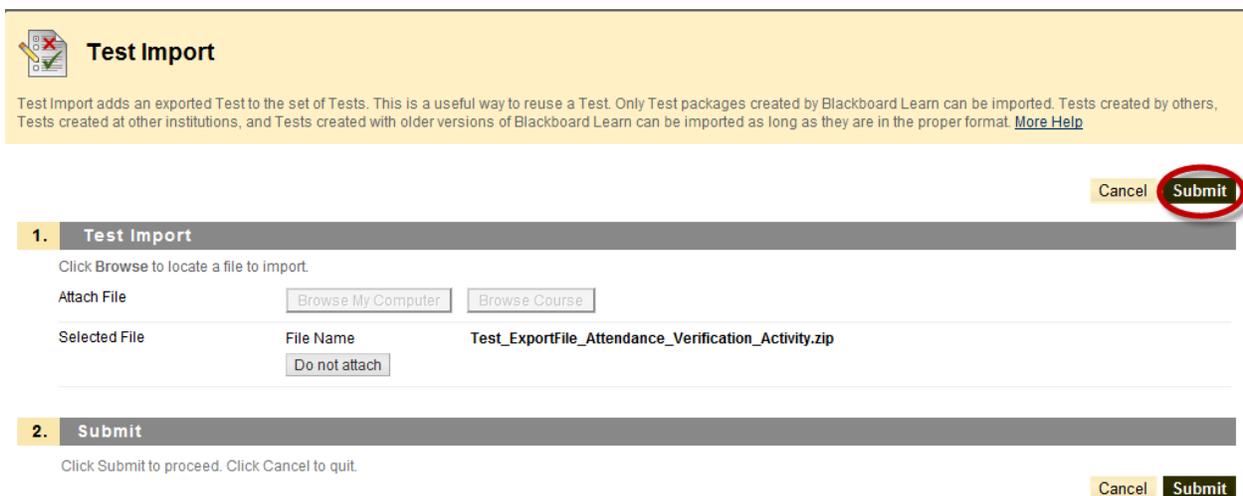
Name	Deployed
Chapter 1 and 2	Week 4
Chapter 11 and 12	Week 13
Chapter 3 and 4	Week 5
Chapter 5 and 6	Week 7
Chapter 7 and 8	Week 9
Chapter 9 and 10	Week 11
Peer Evaluation	Course Content

Click the Browse My Computer button and navigate to the location where you saved the test export file. Select the file and click Open.



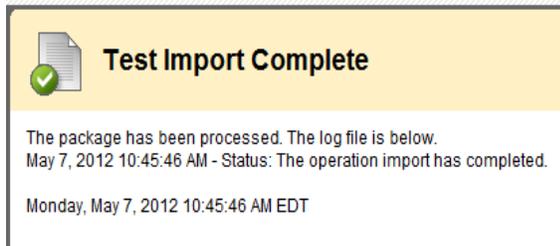
This screenshot shows the first step of the import process, titled '1. Test Import'. It includes the instruction 'Click Browse to locate a file to import' and an 'Attach File' section. Two buttons are present: 'Browse My Computer' and 'Browse Course'. The 'Browse My Computer' button is circled in red.

After you have selected the test export file, click the Submit button.

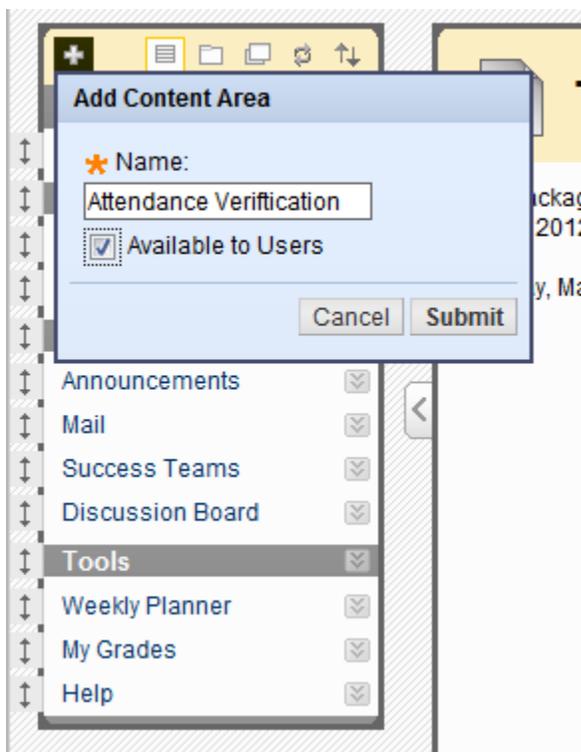


This screenshot shows the 'Test Import' form. It includes a header with a pencil and checkmark icon, the title 'Test Import', and a description: 'Test Import adds an exported Test to the set of Tests. This is a useful way to reuse a Test. Only Test packages created by Blackboard Learn can be imported. Tests created by others, Tests created at other institutions, and Tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)'. Below the header are 'Cancel' and 'Submit' buttons. The 'Submit' button is circled in red. The main form area is titled '1. Test Import' and contains the instruction 'Click Browse to locate a file to import'. It has an 'Attach File' section with 'Browse My Computer' and 'Browse Course' buttons. Below that is a 'Selected File' section with a 'File Name' field containing 'Test\_ExportFile\_Attendance\_Verification\_Activity.zip' and a 'Do not attach' button. At the bottom, there is a '2. Submit' section with the instruction 'Click Submit to proceed. Click Cancel to quit.' and 'Cancel' and 'Submit' buttons.

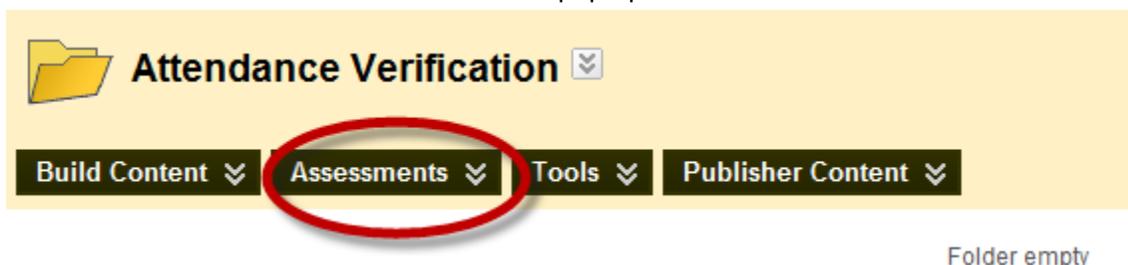
You will receive confirmation that you have imported the test into your course.



**Step 4.** Navigate to the course menu while you are in Edit mode, click the plus sign  button and select Content Area from the pop-up menu. Name the content area “Attendance Verification,” click the check box Available to Users and click the Submit button. Use the drag and drop feature  to move this content area to the top of your course menu.



**Step 5.** Click the menu link to go into the new Attendance Verification content area, then click the Assessments button and select Tests from the pop-up menu.



Select the Attendance Verification Activity from the list of available tests and click the Submit button.

**1. Add Test**

Create a new Test or select an existing Test to deploy.

Create a New Test

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Add Test

-- Select Test Below --

Attendance Verification Activity

Fill out the Test Options screen and click the Submit button. The Attendance Verification Activity test has now been deployed.