



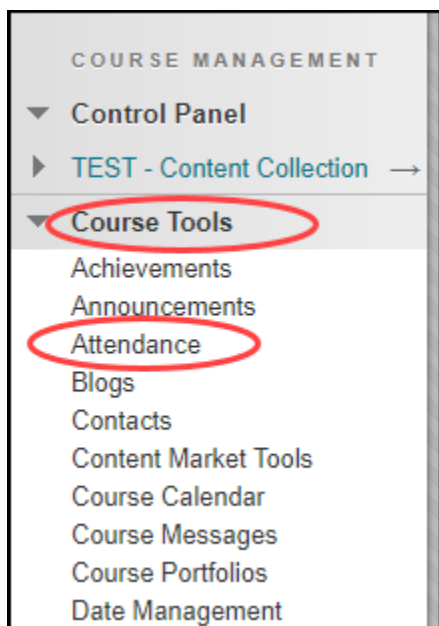
Attendance Tool in Blackboard

Many instructors who teach face-to-face and blended courses use attendance data as part of their students' overall grades. The attendance tool in Blackboard can be used to track attendance or grade purposes or just to keep track of attendance.

For each class meeting, you can mark whether a student is present, late, absent, or excused. The attendance records for each student appear in a single column in the Grade Center.

The attendance tool allows you to calculate grades for attendance similar to calculating grades for an assignment.

Accessing the Attendance Tool



- The attendance tool is located under Course Tools in the Control Panel.
 - Click on **Course Tools** then **Attendance**.
 - When the attendance tool is selected it creates a column in the grade center that cannot be deleted; it can only be hidden in the grade center and set to not calculate in the grade center calculations.

1. Blackboard will automatically generate an attendance session for each day.

2. To view previous sessions, click on Overall.

Creating an Attendance Session

DeBusk, Leslie
Attendance

Overall Meeting

59.38% Average Attendance

1 Students with perfect attendance 25% of the class

2 Students with average or above average attendance 50% of the class

2 Students with below average attendance 50% of the class

Student	Overall	10/22/18	11/6/18	Yesterday	Today
Ld	100%	✓ Present	✓ Present	✓ Present	Mark
TI	87.5%	⌚ Late	✓ Present	⌚ Excused	Mark
St	50%	✗ Absent	⌚ Late	⌚ Late	Mark
Du	0%	⌚ Excused	✗ Absent	✗ Absent	Mark

1. Click on Overall
2. Hover your mouse between columns and click on the + button to add an attendance column.

Modifying an Attendance Column

DeBusk, Leslie
Attendance

Overall Meeting

59.38% Average Attendance

1 Students with perfect attendance 25% of the class

2 Students with average or above average attendance 50% of the class

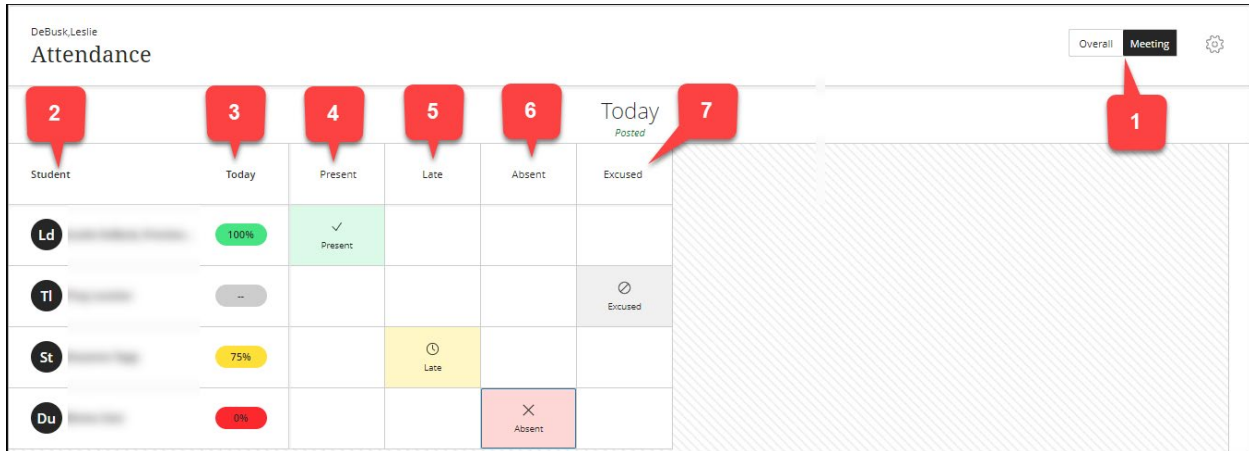
2 Students with below average attendance 50% of the class

Student	Overall	10/22/18	11/6/18	11/7/18	Today
Ld	100%	✓ Present	✓ Present	✓ Mark all present	Mark
TI	87.5%	⌚ Late	✓ Present	✗ Mark all absent	Mark
St	50%	✗ Absent	⌚ Late	--- Clear marks	Mark
Du	0%	⌚ Excused	✗ Absent	⌚ Exempt meeting	Mark

The following steps will describe how to edit an attendance session:

1. Select the Overall view option (top right corner)
2. Click on the column header to open up the options menu.
3. Click on Edit Meeting to change the associated date for the meetings.
4. Click Delete Meeting to remove a meeting. A dialog box will pop up asking you to confirm your choice. Note: Deleting a meeting will delete all attendance records entered for that meeting, as well as any associated grades.

Taking Attendance for a Current Meeting



Student	Today	Present	Late	Absent	Excused
Ld	100%	✓ Present			
Tl	--				⊘ Excused
St	75%		🕒 Late		
Du	0%			✗ Absent	

To take attendance for today:

1. To take attendance for today, be sure the view is set to Meeting.
2. Student: Displays your student roster from Blackboard will appear here.
3. Today: This column shows a color-coded icon for each student's status.
4. Present: Click in the cell that corresponds to each student to mark that student as present for today's session.
5. Late: Click in the cell that corresponds to each student to mark that student as late for today's session.
6. Absent: Click in the cell that corresponds to each student to mark that student as absent for today's session.
7. Excused: Click in the cell that corresponds to each student to mark that student as excused for today's session.

Taking Attendance for Previous Meetings

DeBusk, Leslie
Attendance

59.38% Average Attendance

1 Students with perfect attendance 25% of the class

2 Students with average or above average attendance 50% of the class

2 Students with below average attendance 50% of the class

Student	Overall	10/22/18	Yesterday	Today
Ld	100%	Present	Present	Present
TI	87.5%	Present	Present	Excused
St	50%	Excused	Late	Late
Du	0%	Excused	Absent	Absent

To take attendance for a previous class meeting:

1. Click on the Overall view option.
2. Locate the student you want to mark attendance for and click in that students' cell to make changes.
3. Select the student's attendance status (present, late, absent, or excused) from the list.

Bulk Marking of Attendance Sessions

DeBusk, Leslie
Attendance

59.38% Average Attendance

1 Students with perfect attendance 25% of the class

2 Students with average or above average attendance 50% of the class

2 Students with below average attendance 50% of the class


Student	Overall	10/22/18	Yesterday	Today
Ld	100%	Mark all present	Present	Present
TI	87.5%	Mark all absent	Excused	Excused
St	50%	Clear marks	Late	Late
Du	0%	Exempt meeting	Absent	Absent



1. Click on the column header for the session.
2. Select the Mark all present, Mark all absent or Clear marks. At the prompt, select either Override or Clear.

Accessing the Attendance Options

DeBusk, Leslie
Attendance

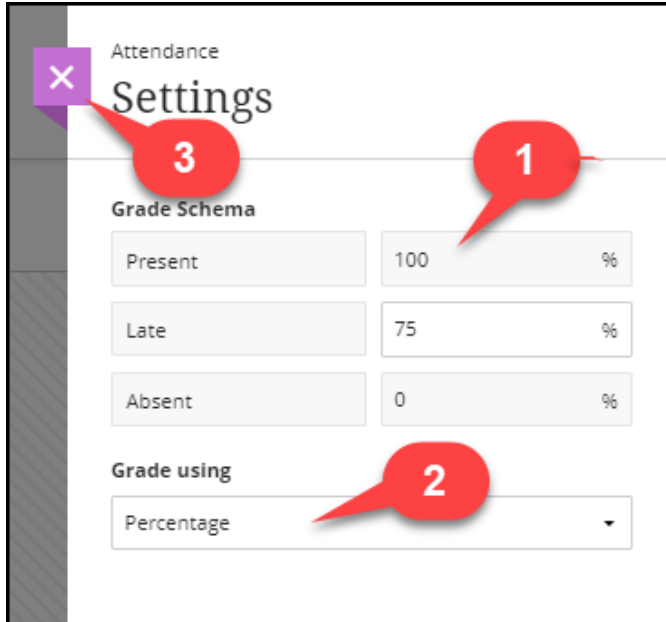
Overall Meeting 

← Today

Student	Today	Present	Late	Absent	Excused
Ld	--	✓	🕒	✗	🚫
TI	--	✓	🕒	✗	🚫
St	--	✓	🕒	✗	🚫
Du	--	✓	🕒	✗	🚫

To modify the attendance settings, click on the gear icon in the top right-hand corner of the screen.

Modifying Attendance Grade Options



Attendance Settings

Grade Schema

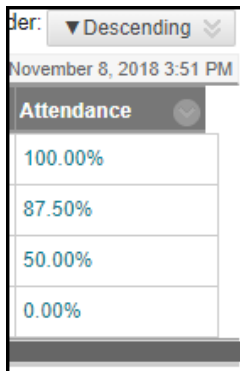
Present	100	%
Late	75	%
Absent	0	%

Grade using

Percentage

1. To change the student grade calculation values, enter the desired values in the section labeled Grade Schema. The only value that can be changed is Late, the Present and Absent cannot be changed.
2. Grade Using: Use this option to change how the grade column is displayed in the Grade Center.
3. To close, click the X button in the upper left corner.

Attendance Column in the Grade Center



Attendance
100.00%
87.50%
50.00%
0.00%



When the attendance tool is accessed, a column is created in the grade center. As attendance is taken the attendance column is updated with the current attendance average, based on the grade options set for the course. If you do not want to give students a grade for attendance, but want to keep track of attendance:

- Go to the Full Grade Center
- Select the drop-down in the Attendance Column
- Select Edit Column Information.
- In the Options section, select No for the Include this column in Grade Center Calculations option.

OPTIONS

*Select **No** for the first option to exclude this Grade Center statistics to Students in My Grades.*

Include this column in Grade Center calculations ☐ Yes ☒ No

Show this column to students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

*Click **Submit** to proceed.*