

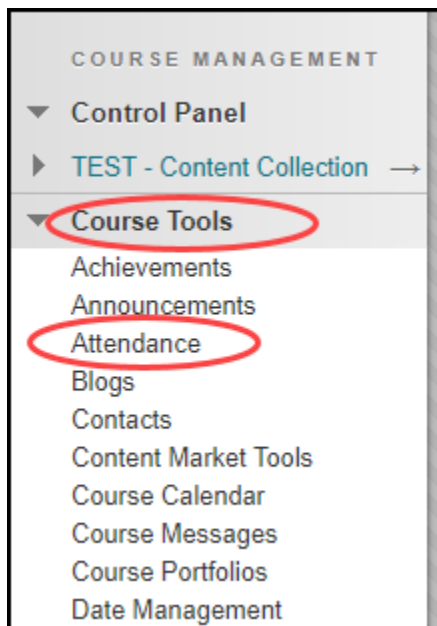
Attendance Tool in Blackboard

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.

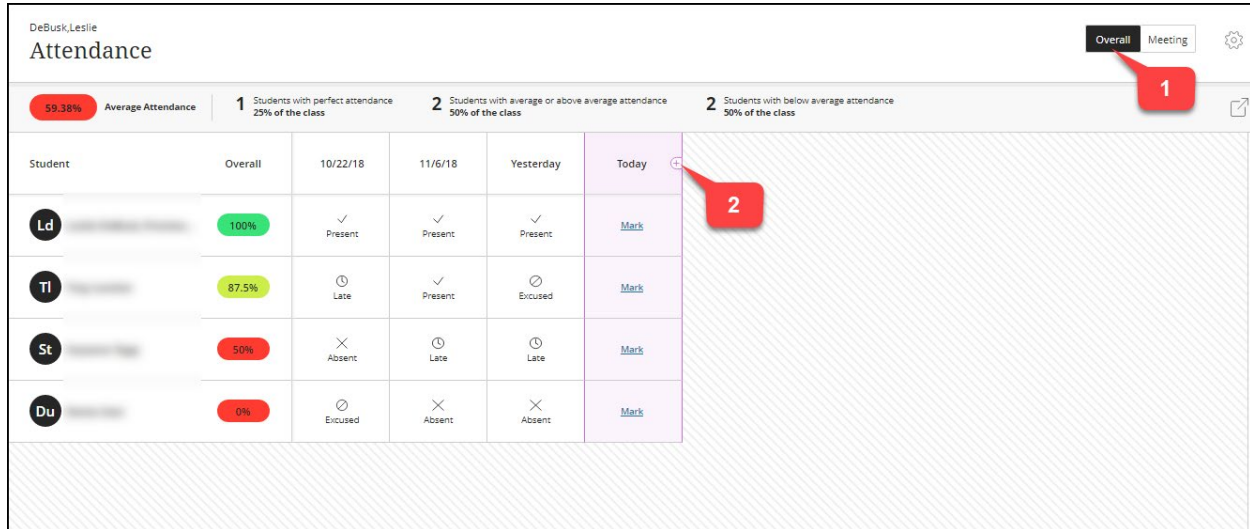
Accessing the Attendance Tool



- 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

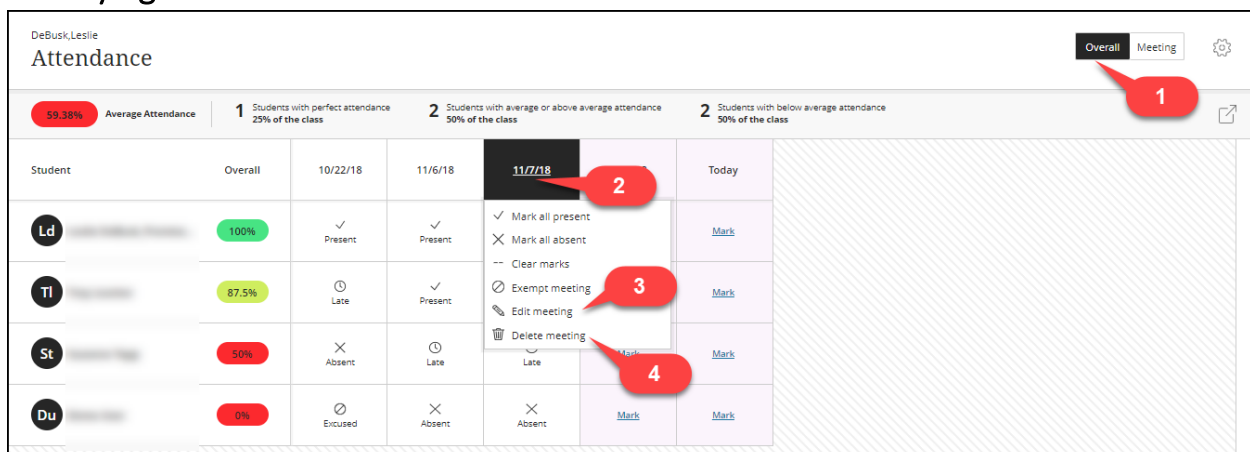
2 Students with average or above average attendance 50% of the class

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

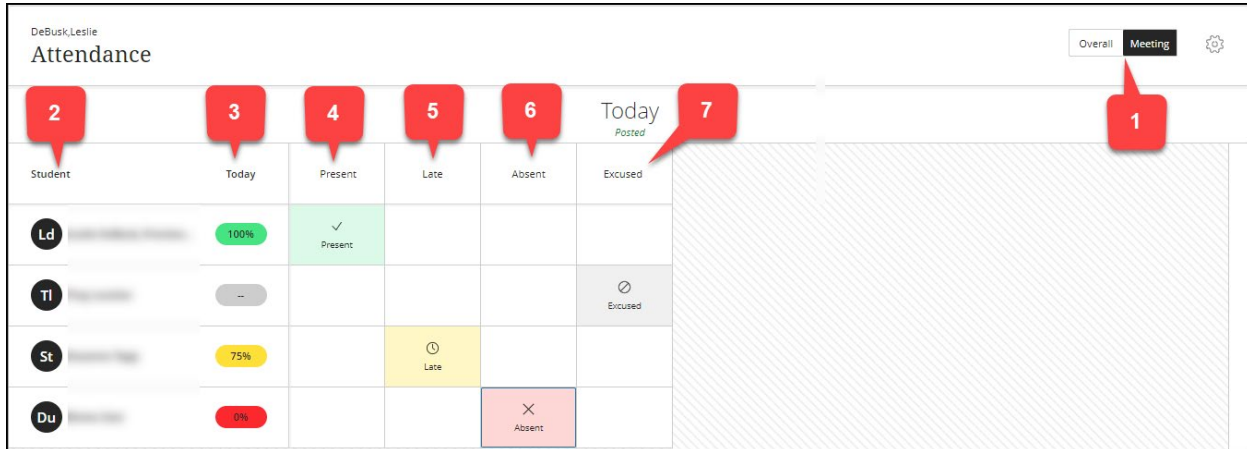
2 Students with below average attendance 50% of the class

| 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 |
| | | | | Edit meeting | |
| | | | | Delete meeting | |

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

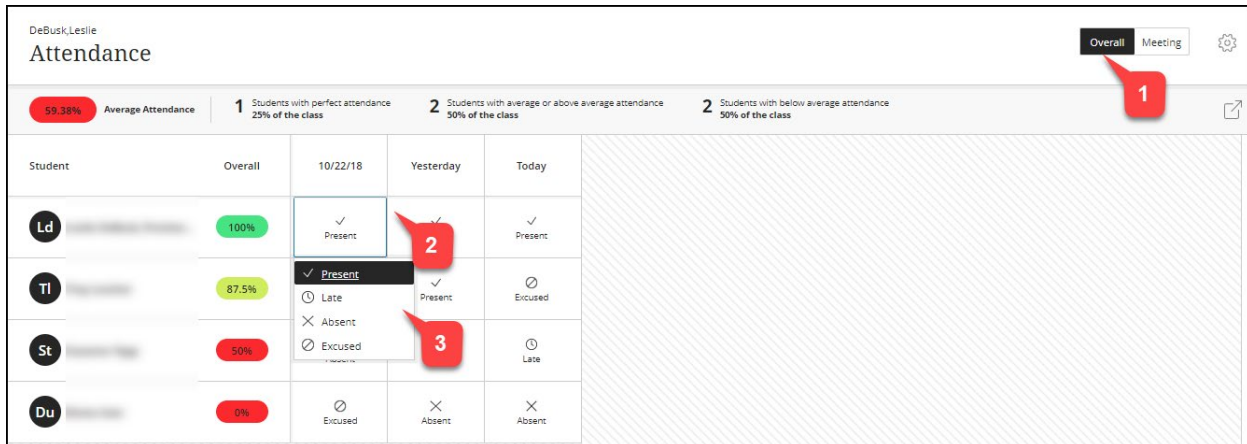


| Student | Today | Present | Late | Absent | Excused |
|---------|-------|-----------|--------|----------|-----------|
| Ld | 100% | ✓ Present | | | |
| Tl | -- | | | | ⊘ Excused |
| St | 75% | | 🕒 Late | | |
| Du | 0% | | | ✗ Absent | |

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



The screenshot shows the Blackboard Attendance interface for a user named DeBusk, Leslie. The page title is "Attendance". At the top right, there are tabs for "Overall" and "Meeting", with a red callout "1" pointing to the "Overall" tab. Below the tabs, there are three summary statistics:

- 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)

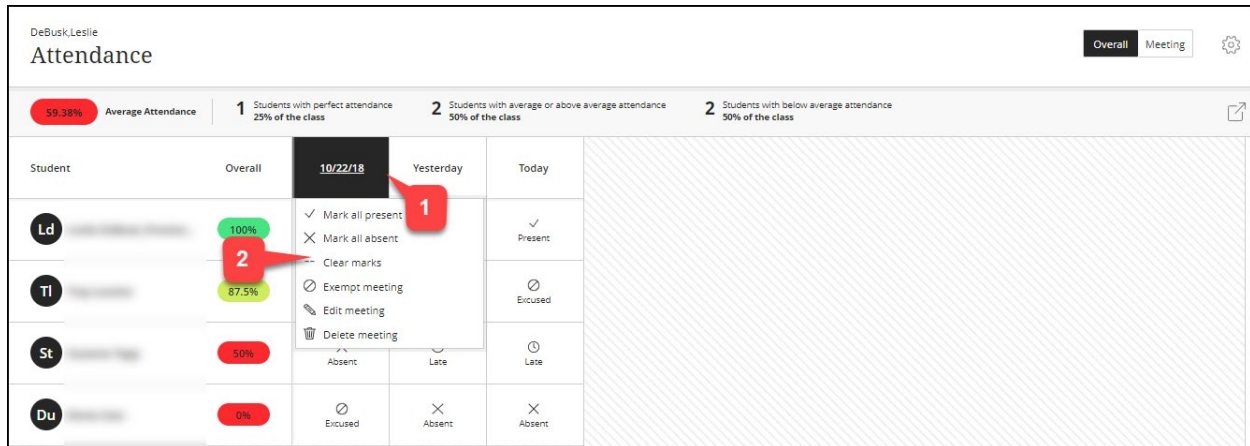
The main table displays attendance for four students (Ld, Tl, St, Du) across three dates: Overall, 10/22/18, Yesterday, and Today. A dropdown menu is open for the student "Ld" on the date "10/22/18", with a red callout "2" pointing to the dropdown and a red callout "3" pointing to the "Present" option. The table data is as follows:

| Student | Overall | 10/22/18 | Yesterday | Today |
|---------|---------|----------|-----------|---------|
| Ld | 100% | Present | Present | Present |
| Tl | 87.5% | Present | Present | Excused |
| St | 50% | Excused | Excused | 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



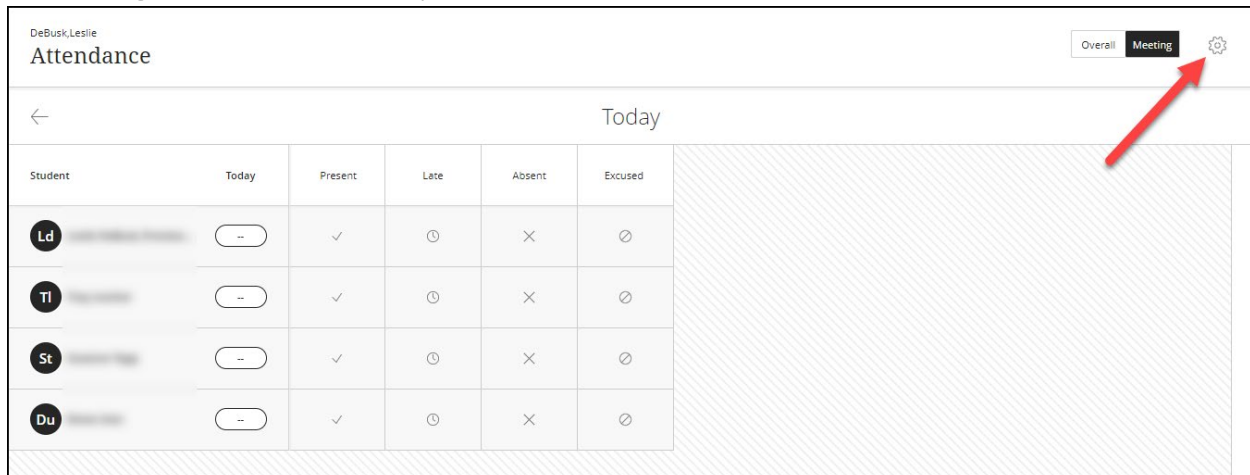
The screenshot shows the Blackboard Attendance interface for a user named DeBusk, Leslie. The page title is "Attendance". In the top right corner, there are tabs for "Overall" and "Meeting", and a gear icon for settings. Below the title, there is a summary bar showing an "Average Attendance" of 59.38%. To the right of this bar are three statistics: "1 Students with perfect attendance 25% of the class", "2 Students with average or above average attendance 50% of the class", and "2 Students with below average attendance 50% of the class".

The main table has columns for "Student", "Overall", "10/22/18" (the selected session), "Yesterday", and "Today". The "10/22/18" column is highlighted with a red box labeled "1". A dropdown menu is open for this session, with a red box labeled "2" pointing to the "Mark all present" option. The menu options are: "Mark all present", "Mark all absent", "Clear marks", "Exempt meeting", "Edit meeting", and "Delete meeting". Below these are "Absent" and "Late" options for each student row.

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



The screenshot shows the Blackboard Attendance interface for a user named DeBusk, Leslie. The page title is "Attendance". In the top right corner, there are tabs for "Overall" and "Meeting", and a gear icon for settings. A red arrow points to the gear icon. Below the title, there is a navigation bar with a back arrow and the text "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

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

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.*