Calculating Attendance Hours in the Grade Center

Blackboard Learn

Although there is no specific tool in Blackboard for tracking and managing attendance in face-to-face courses, instructors may use a Blackboard course's Grade Center. Creating attendance columns gives students a record of their attendance and allows you to compile total hours of attendance data in a downloadable Excel file.

Step One – Create an "Attendance" Category

In your course's Grade Center, create a new category called "Attendance".

Step Two – Create Attendance Columns

For each class session, create a column worth 1 point. Assign the "Attendance" category to the column. Include this column in Grade Center Calculations.

☐ Last Name ▲	First Name	Attendance 6/8	Attendance 6/1	Attendance 6/1	Attendance 6/2
☐ Asterisk	Annie	--	--	--	--
☐ Bracket	Brett	--	--	--	--

If you do not want the Attendance columns to impact your Total column's grade calculations, *edit* the Total column to include the selected columns of your choice in this calculation.

SELECT COLUMNS

Include in Total	○ All Grade Columns
	◉ Selected Columns and Categories

Columns to Select:
- Weighted Total
- Attendance 6/8/17
- Attendance 6/13/17
- Attendance 6/15/17
- Attendance 6/20/17

Column Information

Selected Columns:
- Column: Assignment 1 ❌
- Column: Test 1 ❌
- Column: Discussion 1 ❌
- Column: Assignment 2 ❌
- Column: Test 2 ❌
- Column: Discussion 2 ❌

Categories to Select:
- Attendance
- Discussion
- Test
- Survey
- Assignment
- Self and Peer
- Journal

Category Information

Step Three – Create an "Attendance Total" Column

Follow these steps to create a Calculated Column that will sum each student's total attendance based on the values you enter into the individual Attendance columns.

1. In the Full Grade Center, roll your mouse over the **CREATE CALCULATED COLUMN** button. In the menu that appears, select **TOTAL COLUMN**.
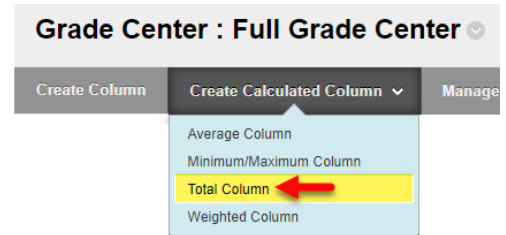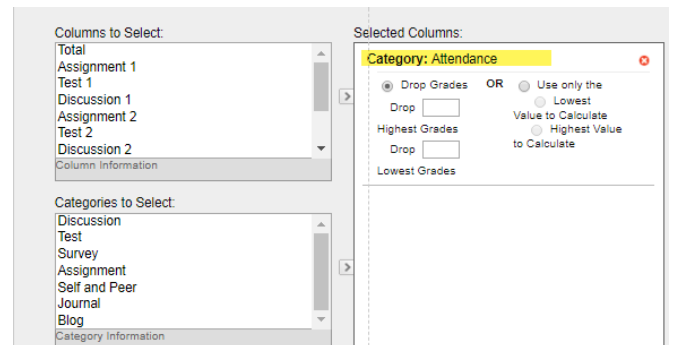

2. On the **CREATE TOTAL COLUMN** page, give the column a name such as "Total Attendance Hours".
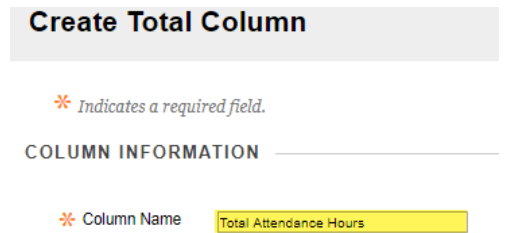
3. Scroll down to the **SELECT COLUMNS** section. Click **SELECTED COLUMNS AND CATEGORIES**. In the form that appears, select your Attendance **CATEGORY.** Then, click the ▶ button**.**
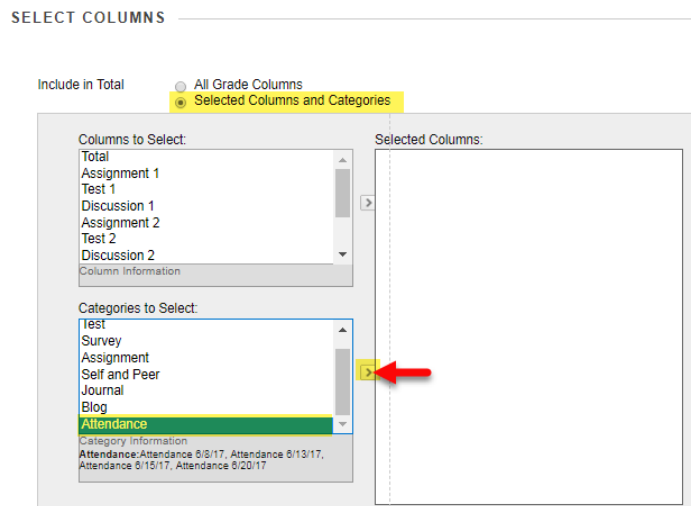
4. The Attendance category will now appear in the **SELECTED COLUMNS** pane.

At the bottom of the page, click the **SUBMIT** button to create the column.

Step Four – Log Attendance

Now that the columns have been created, you may log attendance hours by adding grades to each student's attendance column. The Total Attendance Hours column will automatically calculate total hours based on the "Attendance" category.

☐ Last Name ▲	First Name	Attendance 6/8	Attendance 6/1	Attendance 6/1	Attendance 6/2	Total Attendanc
☐ Asterisk	Annie	1.00	1.00	1.00	1.00	4.00
☐ Bracket	Brett	0.50	1.00	0.75	1.00	3.25

Step Five – Download Grade Center to Create Total Attendance Hours Report

Follow these steps to download the Total Attendance Hours column and student data in an Excel spreadsheet for reporting purposes.

1. In the course's **FULL GRADE CENTER**, roll your mouse over the **WORK OFFLINE** button and select **DOWNLOAD**.
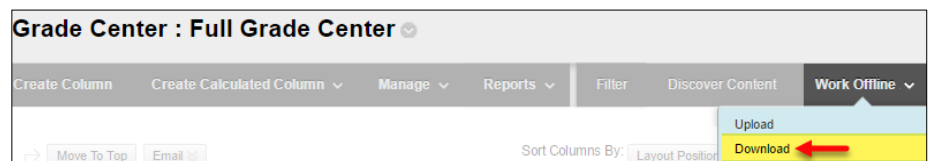

2. You will be taken to the Download Grades page.

   In the **DATA** section, choose the **SELECTED COLUMN** button and select **TOTAL ATTENDANCE HOURS** from the drop-down menu that appears.
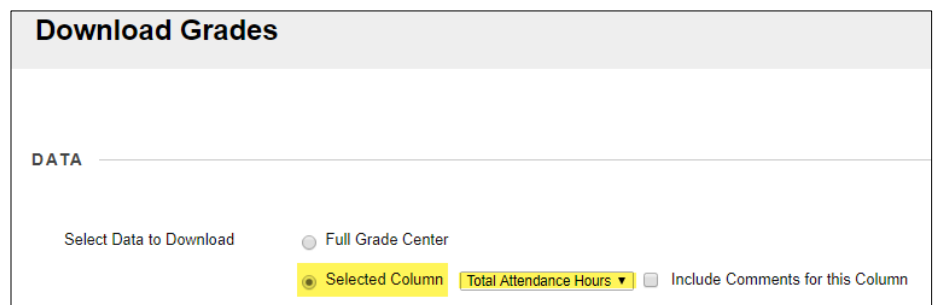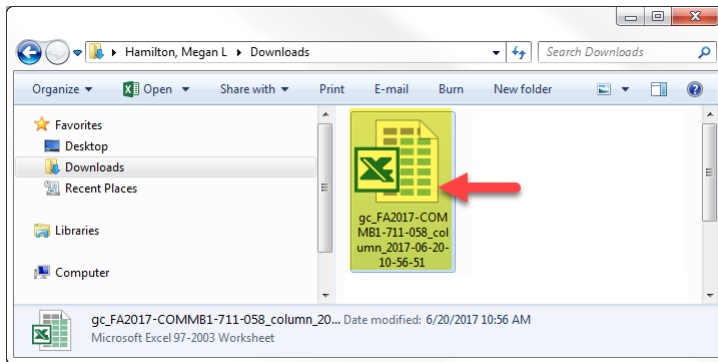

3. Leave all other settings at their default values. At the bottom of the page, click the **SUBMIT** button.

4. On the page that appears, click the **DOWNLOAD** button. An Excel file will download to your computer's *Downloads* area.
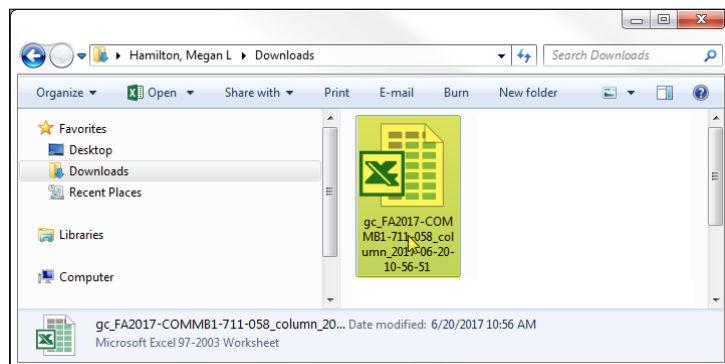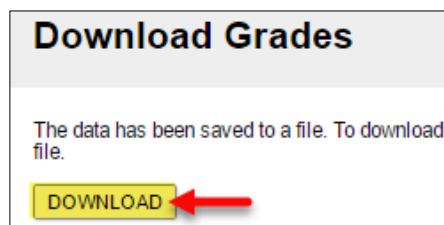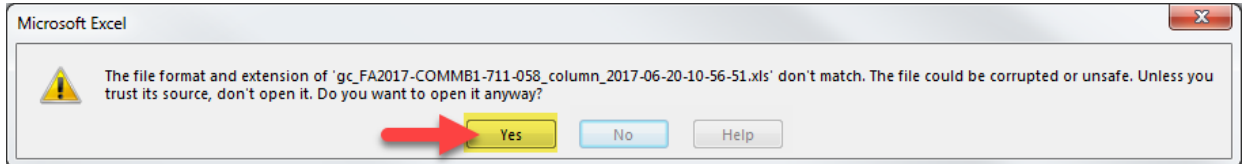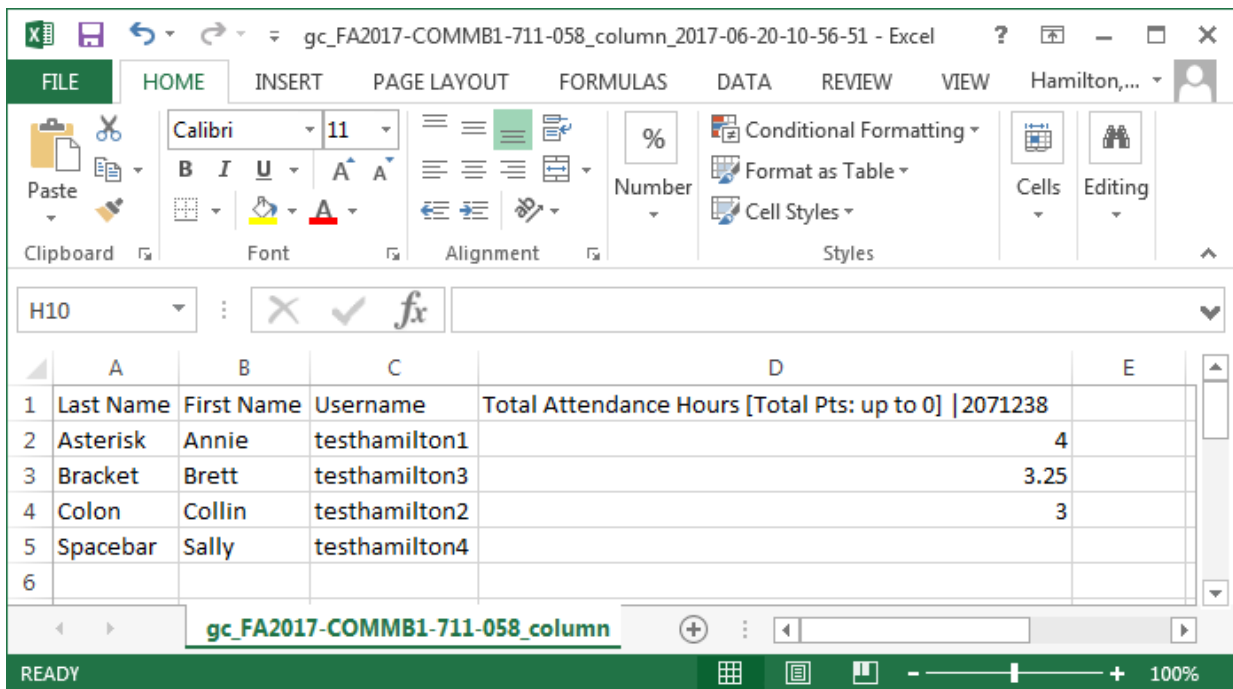
Viewing the Excel File

1. Locate the Excel file in your computer's Downloads folder. Double-click on the file to launch Excel.

2. The Excel program will launch and the file will begin to load. In the warning message that appears, click the **YES** button to proceed.

3. The file will load and display each student's total attendance hours based on your Grade Center's calculations.