

Using the Attendance Tool



Blackboard Learn

Faculty who teach face-to-face or blended courses may choose to log attendance through Blackboard's Attendance tool. Although the Attendance tool integrates with a course's Grade Center, you may customize the column to exclude it from calculations. Please note that students who drop the course will disappear from the Attendance tool's roster.

Accessing the Attendance Tool

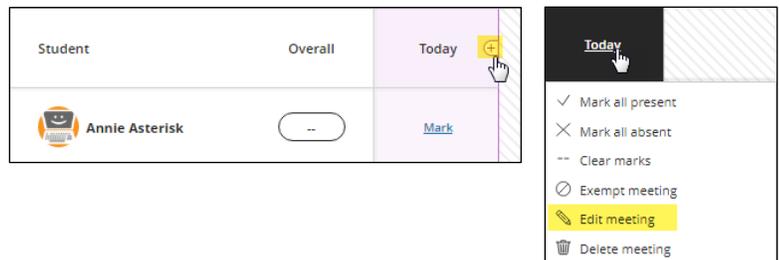
In the course's **CONTROL PANEL**, click **COURSE TOOLS**. In the menu that opens, select **ATTENDANCE**. The attendance **MEETING** page will appear, listing a student roster for the *current date* and tools for managing attendance. A brief overview of these features is provided below.

Student	Today	Present	Late	Absent	Excused
Annie Asterisk	--	✓	🕒	✗	🚫

- A. **Overall Tab** – Lists all dates for which attendance has been assigned and tools for scheduling future meetings. This tab also provides overall course attendance statistics and an attendance file download function.
- B. **Meeting Tab** – Lists only the current date for marking attendance.
- C. **Settings** – Click to review or edit the attendance grading schema values for present (100%), late (50%), and absent (0%). The column associated with attendance will calculate a running total based on 100 points (distributed among the meeting dates) using the schema values set here.
- D. **Roster** – A spreadsheet that lists all *currently enrolled students* in the course. To assign an attendance grade click the appropriate cell or value. Students who drop the course are dropped from the tool.

Adding Upcoming Meeting Dates

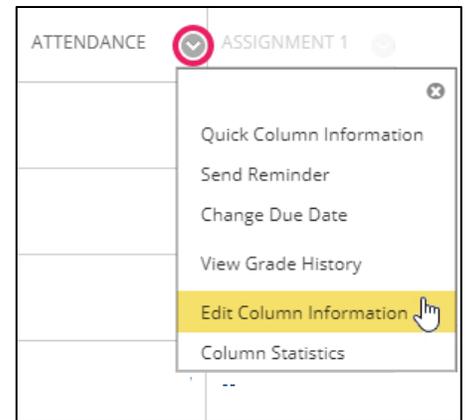
We recommend scheduling regular class dates in the Attendance tool. Click the **OVERALL** tab. On the screen that appears, roll your mouse over the top-right border of the last column and select the **ADD (+)** icon that appears. This will add a new "Today" column to the spreadsheet.



To assign a column's date, click on the column's title and select **EDIT**. In the calendar pop-up menu that appears, simply select the date you want to assign.

Adjusting Attendance Calculation

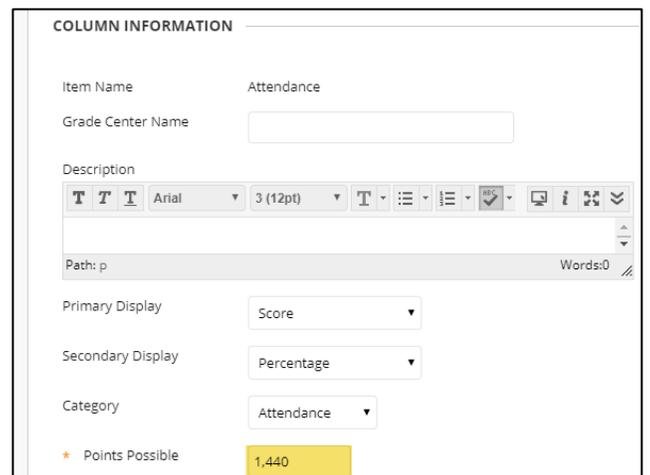
Once you have set up attendance dates, an Attendance column worth 100 points is added to your Grade Center. Each individual attendance date's point value is an equal proportion of this value multiplied by the attendance grading schema for present (100%), late (50%), absent (0%), or excused. If needed, you may change the Attendance column's total points or exclude this calculation from Total/Weighted Total grades by [editing the column](#).



Editing the Attendance Column's Total Value

We recommend editing the Attendance column's total value *before* you begin assigning attendance to students. This may be desirable when you need to *estimate* time attended. For example, say that students are expected to attend two 90 minute class sessions for 8 weeks; this equates to 1440 minutes total attendance in the class. You would then edit the Attendance column to be worth 1440 points through these steps.

1. In the **FULL GRADE CENTER**, roll your mouse over the head of the column and click the gray arrow. In the menu that appears, select **EDIT COLUMN INFORMATION**.
2. On the Edit Column screen that appears, scroll down to the **POINTS** text field and enter the desired value (ex: 1440 points).
3. At the bottom of the page, click **SUBMIT** to save this change.

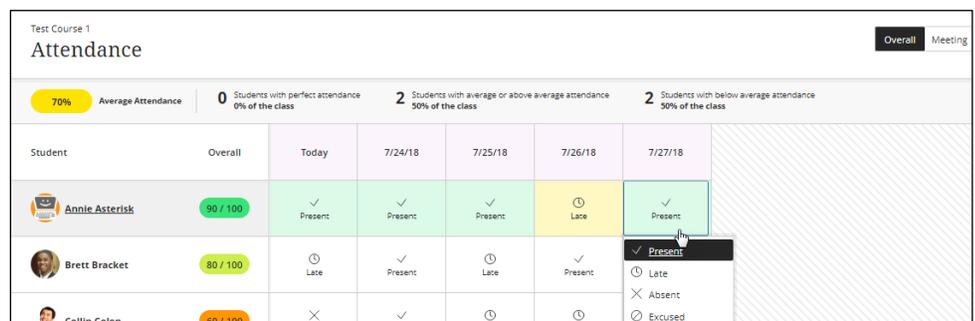
A screenshot of a 'COLUMN INFORMATION' form. The 'Item Name' is 'Attendance'. The 'Grade Center Name' is empty. The 'Description' field is empty with a rich text editor toolbar above it. The 'Path' is 'p' and 'Words' is '0'. The 'Primary Display' is 'Score', 'Secondary Display' is 'Percentage', and 'Category' is 'Attendance'. The 'Points Possible' field is highlighted in yellow and contains the value '1,440'.

Excluding the Attendance Column from Grade Center Calculations

1. In the **FULL GRADE CENTER**, roll your mouse over the head of the column and click the gray arrow. In the menu that appears, select **EDIT COLUMN INFORMATION**.
2. On the Edit Column screen, scroll down to the **OPTIONS** section and set **INCLUDE THIS COLUMN IN GRADE CENTER CALCULATIONS** to **NO**.
3. At the bottom of the page, click **SUBMIT** to save this change.

Assigning Attendance

On the **MEETING** or **OVERALL** tab, assign attendance by clicking on the student cells or selecting a value from a drop-down menu.

A screenshot of the 'Attendance' page for 'Test Course 1'. The page shows a summary of attendance statistics: 70% Average Attendance, 0 Students with perfect attendance (0% 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). Below the summary is a table with columns for 'Student', 'Overall', 'Today', '7/24/18', '7/25/18', '7/26/18', and '7/27/18'. The rows show attendance for Annie Asterisk, Brett Bracket, and Collin Colon. A dropdown menu is open over the 'Present' cell for Annie Asterisk on 7/27/18, showing options: 'Present', 'Late', 'Absent', and 'Excused'.

Viewing the Attendance Column

In the **FULL GRADE CENTER**, a *running* attendance grade will be calculated in an **ATTENDANCE** column connected to this tool. As new attendance grades are logged for a student, they are automatically added to the student's user activity.

To see how the student's attendance grade is calculated, click the gray down arrow within the student's grade cell and select **GRADE USER ACTIVITY**. The **OVERALL SCORE** screen will display the student's attendance dates and grades.

	LAST NAME	FIRST NAME	ATTENDANCE	TOTAL
<input type="checkbox"/>	Asterisk	Annie	90.00	90.00
<input type="checkbox"/>	Bracket	Brett	80.00	
<input type="checkbox"/>	Colon	Collin	60.00	
<input type="checkbox"/>	Spacebar	Sally	50.00	

Understanding the Calculation

In this example, overall attendance is worth 100 points, distributed among five (5) meetings. Thus, each meeting is worth 20 points.

This student has attended all the meetings, but has been marked late for one (1) session. Because the attendance grading schema calculates late attendance at 50%, the student earns 10 points for this session. The overall score is then calculated as such: $20 + 20 + 20 + 10 + 20 = 90$ points

Status	Date	Grade
Present Signed in by instructor	7/23/18	100%
Present Signed in by instructor	7/24/18	100%
Present Signed in by instructor	7/25/18	100%
Late Signed in by instructor	7/26/18	50%
Present Signed in by instructor	7/27/18	100%

How Students View Attendance

If you are using the Attendance tool in the course and have allowed students to see the Attendance grade column, students can check their attendance grade history through the **MY GRADES** tool.

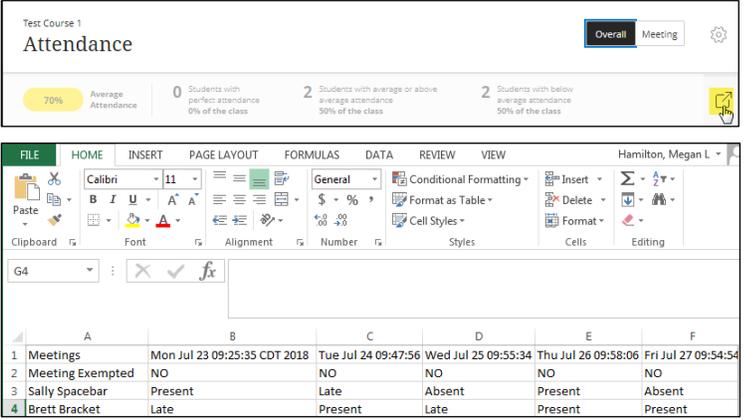
ITEM	LAST ACTIVITY	GRADE
Attendance	Jul 23, 2018 9:55 AM GRADED	90.00 /100

Status	Date	Grade
Present Signed in by instructor	7/23/18	100%
Present Signed in by instructor	7/24/18	100%
Present Signed in by instructor	7/25/18	100%
Late Signed in by instructor	7/26/18	50%

Downloading Attendance

To download a record of student attendance in an Excel spreadsheet, go to the **OVERALL** tab and click the **EXPORT**  icon.

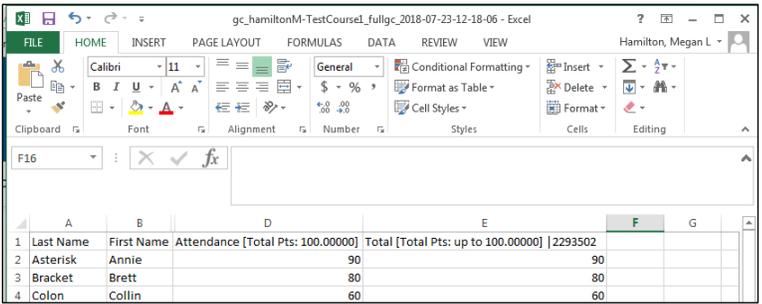
The Excel file will list each student, meeting date, and marked attendance.



Meetings	Mon Jul 23 09:25:35 CDT 2018	Tue Jul 24 09:47:56	Wed Jul 25 09:55:34	Thu Jul 26 09:58:06	Fri Jul 27 09:54:54
Meeting Exempted	NO	NO	NO	NO	NO
Sally Spacebar	Present	Late	Absent	Present	Absent
Brett Bracket	Late	Present	Late	Present	Present

If you would prefer to download overall attendance grades, follow these steps instead.

1. In the **FULL GRADE CENTER**, roll your mouse over the **WORK OFFLINE** button and select **DOWNLOAD**.
2. On the **DOWNLOAD GRADES** page, click the **SELECTED COLUMN** button and choose **ATTENDANCE**. Click the **SUBMIT** button.
3. On the **DOWNLOAD GRADES** page, click the **DOWNLOAD** button. The Excel file will download to your computer's Downloads area.
4. When you open the file, each student and his/her overall attendance score is listed.



Last Name	First Name	Attendance [Total Pts: 100.00000]	Total [Total Pts: up to 100.00000]	Score
Asterisk	Annie	90	2293502	90
Bracket	Brett	80		80
Colon	Collin	60		60