

# Using the Attendance Tool



## Blackboard Learn

Through Blackboard's attendance tool, an instructor can log student attendance to face-to-face class sessions or meetings. The attendance tool will report basic statistics and calculate an attendance grade within a single column in the Grade Center. Attendance data can be downloaded from this tool or the Full Grade Center for your records. However, note that students who have *dropped* the course will not be included.

### 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	--	✓	🕒	✗	🚫
Brett Bracket	--	✓	🕒	✗	🚫
Collin Colon	--	✓	🕒	✗	🚫

- 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

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.

Student	Overall	Today
Annie Asterisk	--	Mark

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.

## 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.

Student	Today	Present	Late	Absent	Excused
Annie Asterisk	100%	Present			
Brett Bracket	50%		Late		
Collin Colon	0%			Absent	

Student	Overall	Today	7/24/18	7/25/18	7/26/18	7/27/18
Annie Asterisk	90 / 100	Present	Present	Present	Late	Present
Brett Bracket	80 / 100	Late	Present	Late	Present	
Collin Colon	60 / 100	Absent	Present	Late	Late	

## 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
Asterisk	Annie	90.00	90.00
Bracket	Brett	80.00	
Colon	Collin	60.00	
Spacebar	Sally	50.00	

## Understanding the Calculation

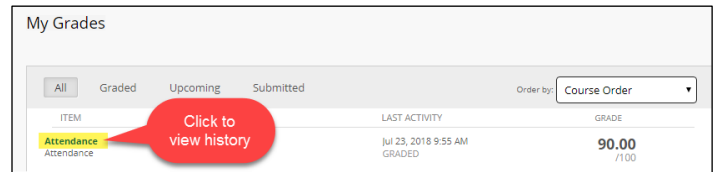
In this example, overall attendance is worth 100 points, distributed among five (5) meetings. Each meeting is worth 20 points.

This student has attended all 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:  $20 + 20 + 10 + 20 = 90$  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.



Attendance

Annie Asterisk


Overall Score

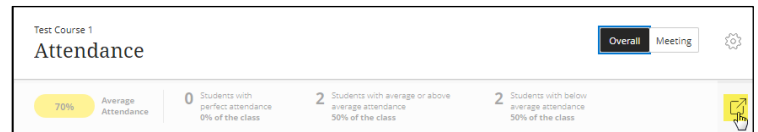
90 / 100

4 Present | 1 Late | 0 Absent | 0 Excused

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.

	A	B	C	D	E	F
1 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
2 Meeting Exempted	NO		NO	NO	NO	NO
3 Sally Spacebar	Present		Late	Absent	Present	Absent
4 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.

	A	B	D	E	F	G
1 Last Name	First Name	Attendance [Total Pts: 100.00000]	Total [Total Pts: up to 100.00000]	2293502		
2 Asterisk	Annie	90		90		
3 Bracket	Brett	80		80		
4 Colon	Collin	60		60		