

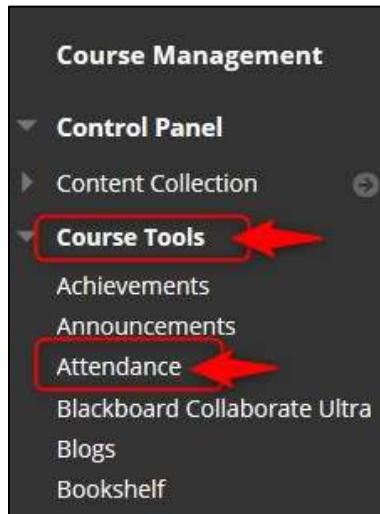
## Tracking Attendance in Blackboard

For each class meeting, you can record whether a student is present, late, absent, or excused.

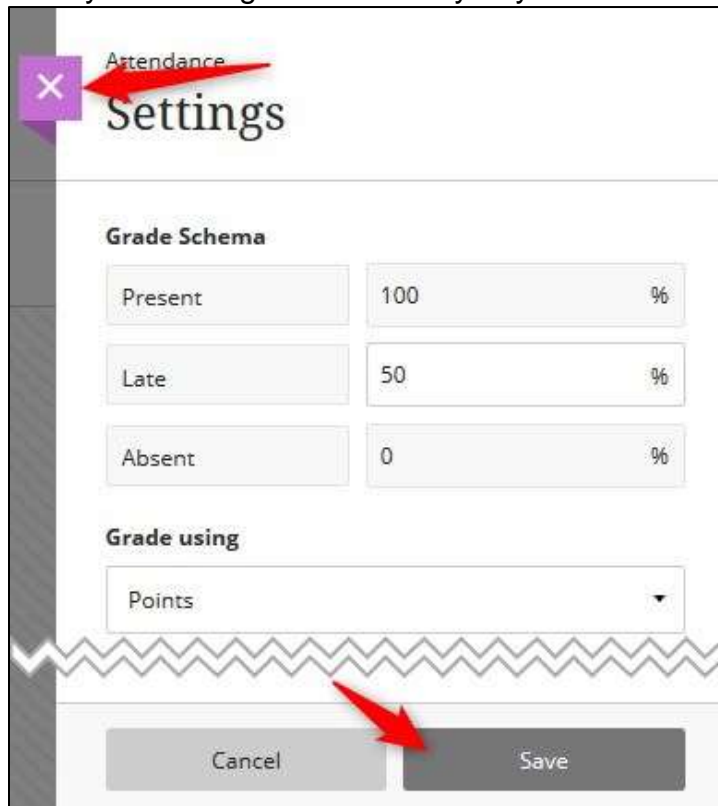
**CAUTION! The first time you open the Attendance tool, it will add a column to your gradebook for 100 pts, even if you never use it for attendance.**

Directions:

1. In **Course Tools**, click **Attendance**.



2. Modify the settings as necessary. If you make changes click **Save**.



- To track attendance, click **Meeting** and then click the **appropriate column**. Points will be given to the students in the gradebook based on their attendance.

**Attendance**

Overall Meeting

← Click to move back a day. Today Posted

Student	Today	Present	Late	Absent	Excused
Student01 Student01	100%	Present			
Student02 Student02	100%	Present			
student03 student03	0%			Absent	

- Use the Overall view to see multiple days, edit attendance and export the attendance report.

For each class meeting, you can record whether a student is present, late, absent, or excused. You can apply formulas and use attendance as part of students' overall.

**Attendance**

Overall Meeting

56.67% Average Attendance

1 Students with perfect attendance 33% of the class

1 Students with average or above average attendance 33% of the class

2 Students with below average attendance 67% of the class

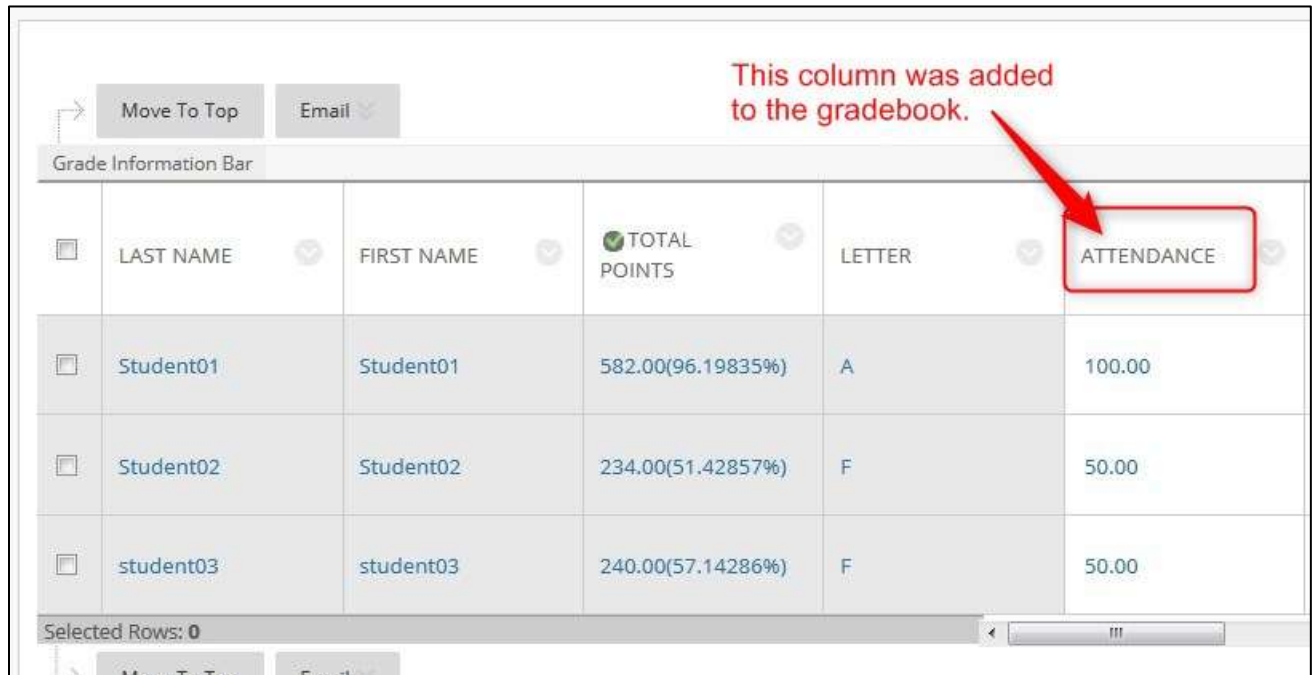
Student	Overall	Yesterday	Today
Student01 Student01	100 / 100	Present	Present
Student02 Student02	50 / 100	Absent	Present
student03 student03	50 / 100	Present	Absent

You can make changes in this view.

You can also export the attendance report.

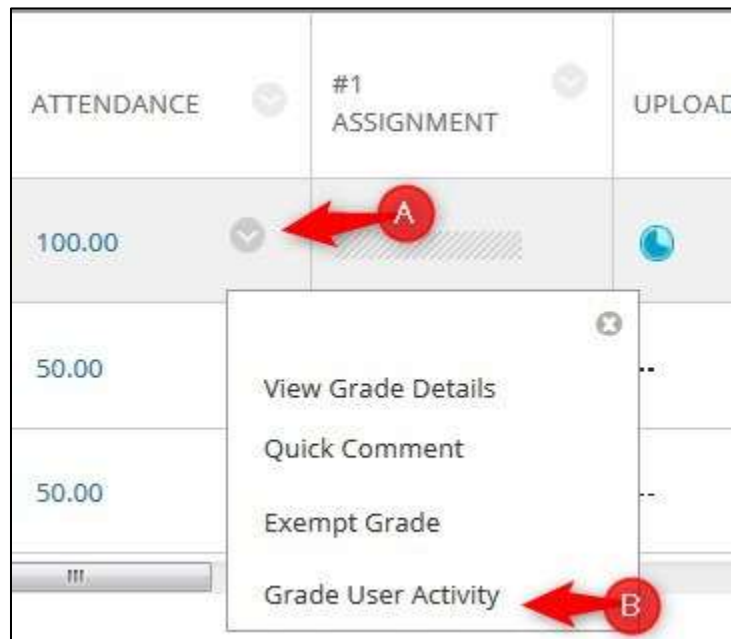
## How does attendance work with the gradebook?

1. A column will be added to the gradebook under the category of Attendance. It will default to 100 points. You can change that as necessary. This column will accumulate the attendance scores throughout the semester. You can edit the total score for each student in the gradebook; however, it is recommended that you change the attendance to edit the score.



	LAST NAME	FIRST NAME	TOTAL POINTS	LETTER	ATTENDANCE
<input type="checkbox"/>	Student01	Student01	582.00(96.19835%)	A	100.00
<input type="checkbox"/>	Student02	Student02	234.00(51.42857%)	F	50.00
<input type="checkbox"/>	student03	student03	240.00(57.14286%)	F	50.00

2. You can also view the attendance activity from the gradebook. Click the **down arrow** and then **Grade User Activity**.



ATTENDANCE	#1 ASSIGNMENT	UPLOAD
100.00		
50.00		
50.00		

- View Grade Details
- Quick Comment
- Exempt Grade
- Grade User Activity

**Grade User Activity view. It is read-only. You cannot edit any information.**

Attendance

Student01 Student01

**This is a read-only page. You can not edit any information.**

Overall Score

100 / 100

2 Present 0 Late 0 Absent 0 Excused

Status	Date	Grade
Present Signed in by instructor	1/25/18	100%
Present Signed in by instructor	1/26/18	100%