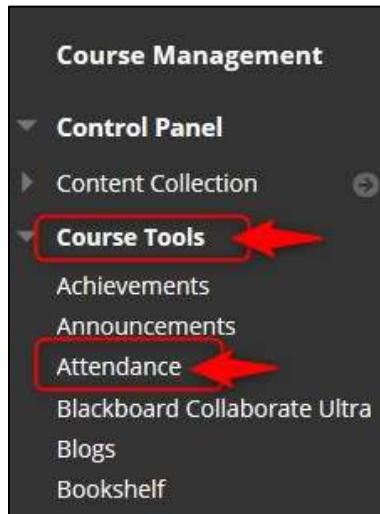# Tracking Attendance in Blackboard

For each class meeting, you can record whether a student is present, late, absent, or excused.
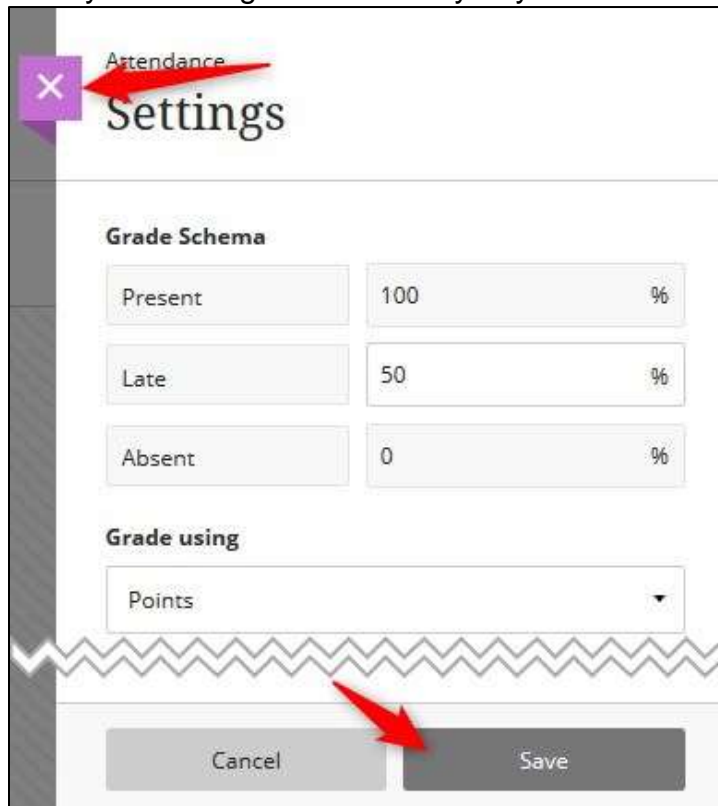
<mark>CAUTION! The first time you open the Attendance tool, it will add a column to your gradebook for 100 pts, even if you never use it for attendance.</mark>

Directions:

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

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

3. 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.
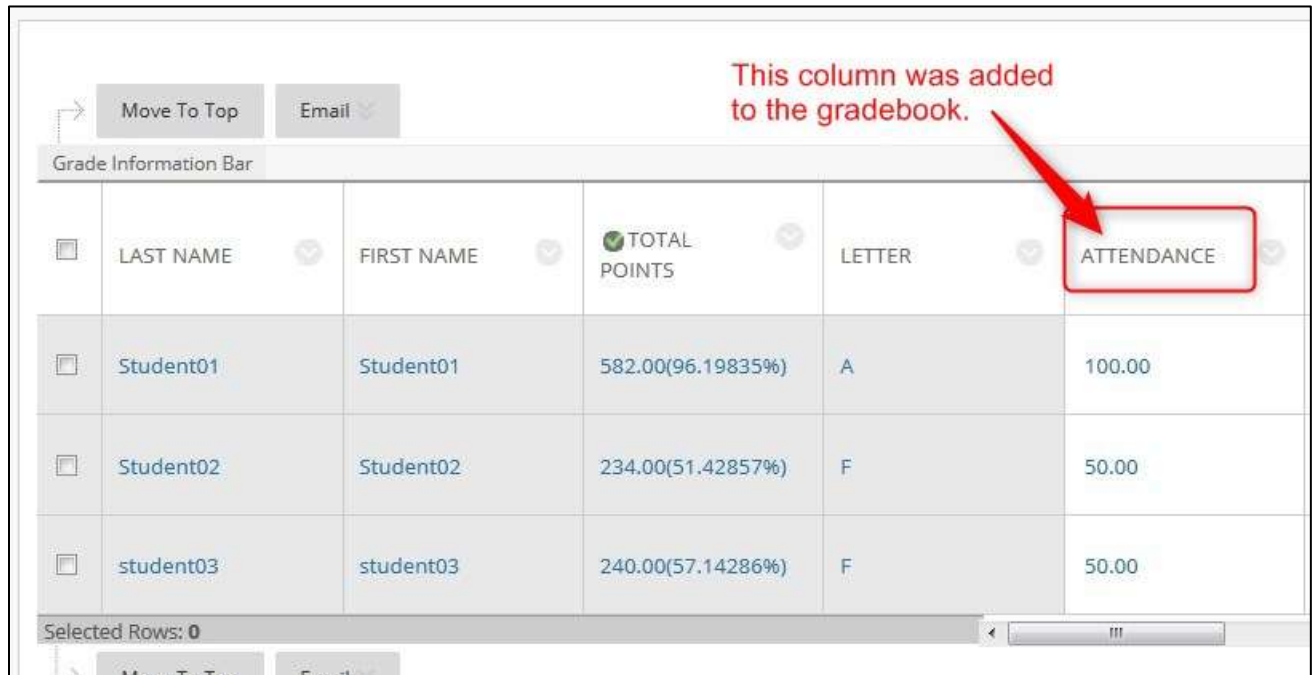
4. Use the Overall view to see multiple days, edit attendance and export the attendance report.

How does attendance work with the gradebook?

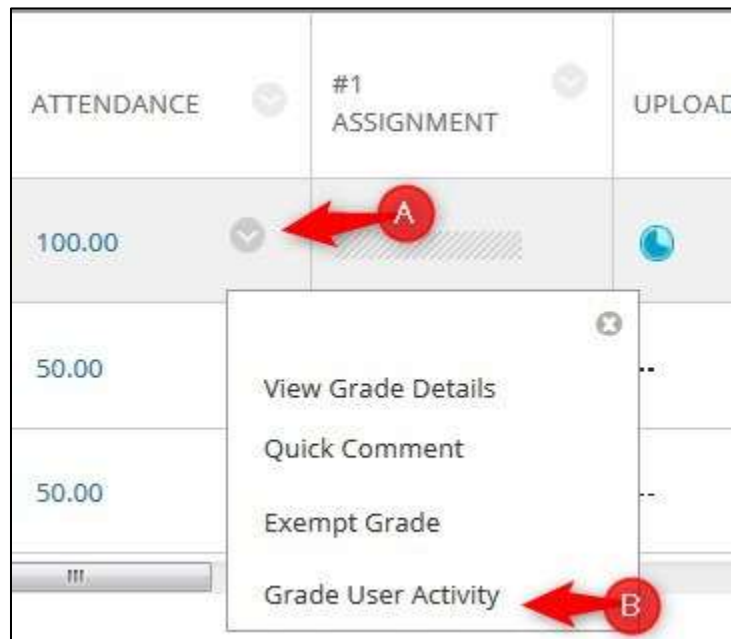1. A column will be added to the gradebook under the category of Attendance. It will default to 100 points. You can change that as necessary. This column will accumulate the attendance scores throughout the semester. You can edit the total score for each student in the gradebook; however, it is recommended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

This column was added to the gradebook.

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