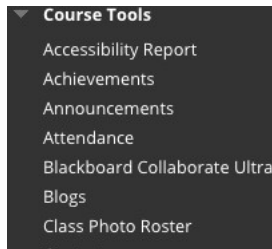# Blackboard Attendance Feature

Blackboard attendance tool is a new feature that allows you to manually keep track of attendance during each class meeting and, it automatically turns the attendance data into a score in Grade Center. Here is how you can access the tool:

1. In the content area, select "Course Tools", then select "Attendance".

2. Click Attendance to start. A list of students enrolled in the course will appear.
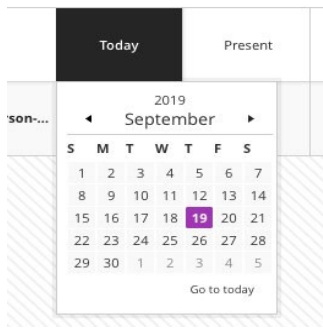

3. To insert the starting date, click "Today", then "edit meeting"-A calendar will appear
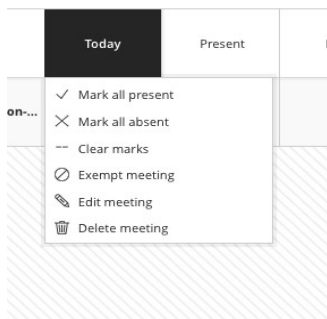
4. Select a date, then afterwards, manually input if the student is either present, late, Absent, or excused.

Here are some pros and cons about the Attendance tool:

Pros:
1. It displays if students are present, late, or excused.
2. It Includes a grade schema.

3. Records of attendance report grades to the grade center based on attendance.
4. You can modify how grades are calculated in Blackboard for attendance.
   - Within the content area, click on "course tools"
   - Select attendance
   - Once you've accessed the attendance page, click the gear icon on left side of the page, right next to where it says "overall" and "Meeting".
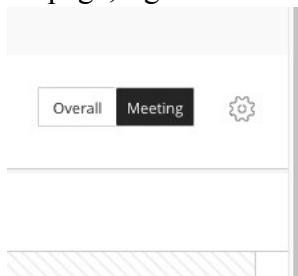
   - The "Grade Schema" will appear, here is where you can modify.

Grade Schema

|		
Present	100	%
Late	50	%
Absent	0	%

Grade using

Points ▾

Repeat the same steps to exempt or to generally edit meeting dates

5. You can create attendance sessions or Bb automatically creates sessions in advance by overall setting up your attendance sessions all at once. There is and overall view that includes:
   • Course average
   • Perfect Attendance
   • Average or above average attendance
   • Below average
6. You can schedule and edit/exempt meetings.
   • Click the date that is displayed.
   • Select "edit meeting".
   • A calendar will appear, click the date you would like to edit.
   • Select if you would like to make changes to "present, late, Absent, or excused".
7. You can export your attendance records. It will download to your Mac or PC by clicking "overall" first, and by selecting the icon that is located underneath the gear icon.

Overall Meeting ⚙
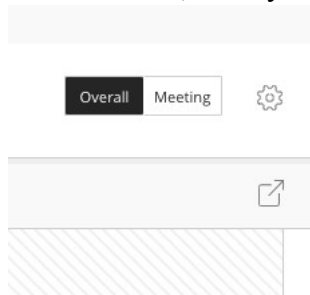
8. You can mark all students' attendance at once by clicking "mark all".
9. Students can view the attendance summary

Cons:
1. Although you can view attendance in Grade Center, you can't mark it in the grade center.
2. You can't delete the attendance column created by the attendance tool but, you can hide it.
   • Go to full Grade Center in the content area.
   • Go to the default attendance column.
   • Select "edit column information".

- Scroll down the page until you see "options ". For the "Include this column in Grade Center calculations" option- click no.

Include this column in Grade Center calculations   ○ Yes ● No

Show this column to students   ● Yes ○ No

Show Statistics (average and median) for this column to Students in My Grades   ○ Yes ● No

3. Present: Set at 100%. You can't change the percentage at this time.
   Late: Default is set at 50%. Adjust the percentage in the Settings panel.
   Absent: Set at 0%. You can't change the percentage at this time.
   Excused: Counts as Present for scoring purposes. Excused won't negatively impact a student's overall attendance grade.

   All the percentage options above are none adjustable