



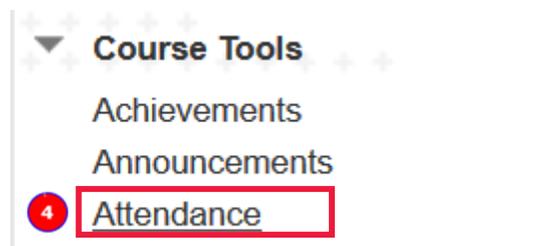
Quick Start Guide to Blackboard Attendance Tool

About the Blackboard Attendance Tool

The Blackboard Attendance tool provides instructors with the ability to record daily attendance and to tally a final attendance percentage within the final grade calculations. This guide will provide steps on how to set up the Blackboard Attendance Tool and how to incorporate it into the weighted total column of the Grade Center.

Setting up the Attendance Tool

1. Navigate to your Blackboard course.
2. Scroll to the **Course Management** menu.
3. Click **Course Tools**.
4. Click **Attendance**.
 - Please note that after clicking on the Attendance tool, an Attendance column is automatically created in the Grade Center. For additional details on how Attendance impacts the Grade Center, go to the **Calculating Attendance in Grade Center** section, found below.



5. If you are not automatically taken to the Settings view, click on the cog in the upper left-hand corner to display the **Settings** view. In the **Grade Schema** section, you will need to determine the percentage value of the **Late** category. You may also adjust the **Grade using** category to your preference. The **Grade using** category adjusts the primary display field in the **Grade Center Attendance Column**.

Attendance Settings

Grade Schema

Present	100	%
Late	50	%
Absent	0	%

Grade using

Points

- Click **Save**.
- Apply a daily attendance record by clicking the **Meeting** button in the upper right. Simply click the attendance field next to each student to begin recording their daily attendance percentage.

Attendance

← Today *Posted*

Student	Today	Present	Late	Absent	Excused
Christina Floriza_Previ...	100%	✓ Present			
Joan Hua_PreviewUser	--	✓	🕒	✕	⊘

- The Overall button, also in the upper right, gives a view of each student's complete attendance record. A previous day's record can be adjusted in this view, as needed.

- This overall attendance record can also be exported to an Excel document by clicking the



button.

Attendance

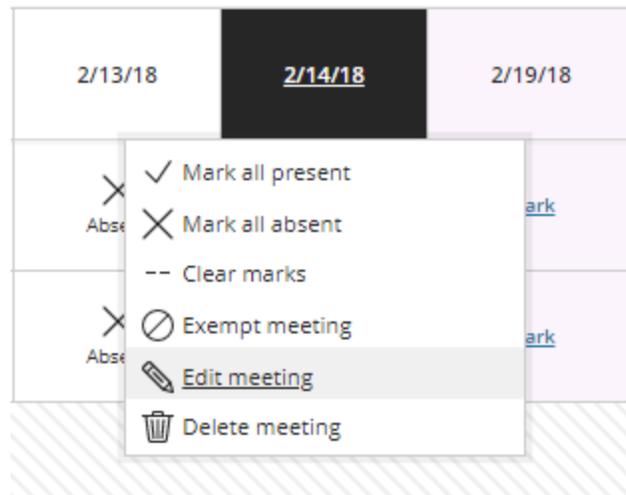
87.5% Average Attendance		1 Students with perfect attendance 50% of the class	1 Students with attendance 50% of the
Student	Overall	1/29/18	Today
 Joan Hua_PreviewUser	100 / 100	✓ Present	✓ Present
 Ryan Seymour_Preview...	75 / 100	🕒 Late	✓ Present
 Scott Vanek_PreviewU...	--	⊘ Excused	⊘ Excused

Adding additional attendance dates

1. Add additional columns to your attendance record by first toggling the **Overall** view.
2. Hover over the vertical line separating columns.
3. Click the **plus [+]** button. A new column will appear with a new date.

2/13/18		<u>2/19/18</u>
✕ Absent		Mark
✕ Absent		Mark

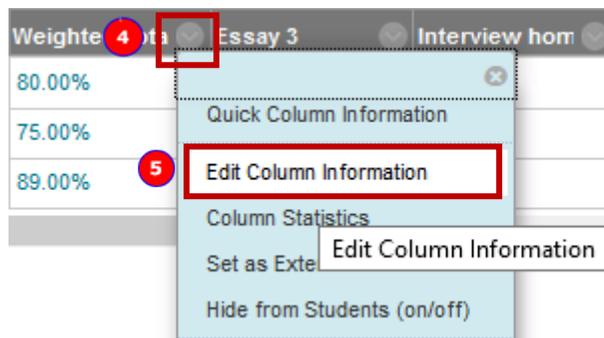
4. To change the date on the new column, click on the **date** link and then click **Edit Meeting**.



5. Choose your preferred date from the calendar view.

Calculating attendance in the Grade Center

1. Scroll to the **Course Management** menu.
2. Click **Grade Center**.
3. Click **Full Grade Center**.
 - Please note that since the Attendance Tool auto-updates to the Grade Center there is no need to create or adjust an Attendance column.
 - **Warning:** Do not edit the Points Possible category within the Attendance > Edit Column Information view. This causes the overall attendance tool view to miscalculate.
4. To add the attendance value to the Weighted Total Column, click the gray dropdown button next to the **Weighted Total Column** title.
5. Click **Edit Column Information**.



6. Under the **Select Columns** heading, within the **Columns to Select** box, highlight the **Attendance** column.
7. Click the **right arrow** button to move it over to the **Selected Columns** box on the right.
8. Apply a percentage to the Attendance column.
9. Click **Submit**.

SELECT COLUMNS

Include in Weighted Grade

Columns to Select:

6 Attendance

Categories to Select:

Attendance
Essays
group1
Assignment
Survey
Test
Discussion
Category Information

Selected Columns:

7 45 % Category: Interviews

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop 1 Lowest Grades Highest Value to Calculate

8 30 % Column: Attendance

Total Weight: 100%

To learn more about the Blackboard Attendance Tool

1. Visit the Blackboard Help website: <https://help.blackboard.com/>.
2. Attend a workshop offered by the E-Learning Support Services staff. For information about upcoming opportunities or to request a group training session, contact our office or visit our website: <http://www.american.edu/library/technology/blackboard/>.
3. Contact us for immediate live support or to schedule a one-on-one consultation. We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 321 of AU's Bender Library.