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.
6. Click **Save**.

7. 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.

8. 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.
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.
4. To change the date on the new column, click on the date link and then click **Edit Meeting**.

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<table>
<thead>
<tr>
<th>Student</th>
<th>Overall</th>
<th>1/29/18</th>
<th>Today</th>
</tr>
</thead>
<tbody>
<tr>
<td>jh Joan Hua_PREVIEWUser</td>
<td>100 / 100</td>
<td>✓ Present</td>
<td>✓ Present</td>
</tr>
<tr>
<td>Rs Ryan Seymour_PREVIEWUser</td>
<td>75 / 100</td>
<td>⌛ Late</td>
<td>✓ Present</td>
</tr>
<tr>
<td>Sv Scott Vanek_PREVIEWUser</td>
<td>✓ Excused</td>
<td>⌛ Excused</td>
<td></td>
</tr>
</tbody>
</table>
5. Choose your preferred date from the calendar view.

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**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**.

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To learn more about the Blackboard Attendance Tool


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/](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.