

## Finally You Can Take Attendance Using Blackboard!



Blackboard Attendance is a much-awaited tool that has become available in our newest Blackboard Upgrade. A demonstration of taking attendance records will be provided, including keeping attendance for a single class period, adjusting attendance percentages, and bulk marking student attendance. Faculty will receive information on where to obtain documentation, and video demonstrations for using the attendance tool.

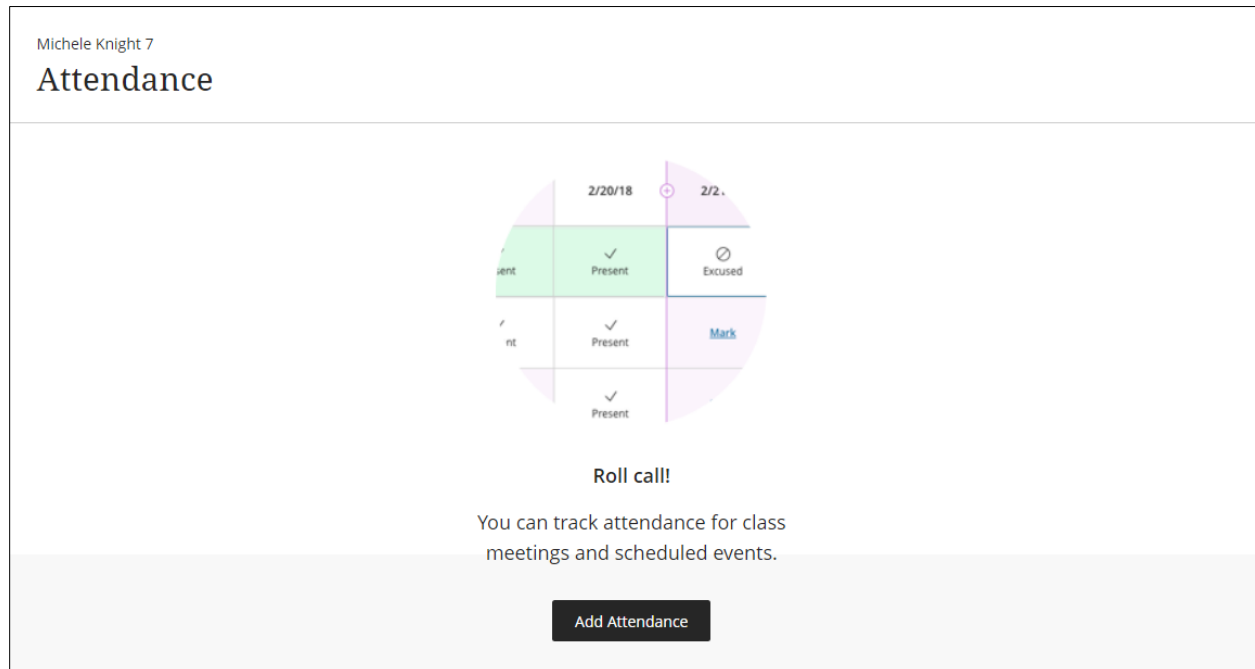
### Learning Outcomes:

- Discover Blackboard's New Attendance tool via demonstration
- Review the steps for taking attendance records
- Review advanced attendance features such as adjusting attendance percentages, bulk marking attendance, and the Grade Center attendance column.
- Identify where to obtain documentation and video demonstrations of using the attendance tool.



## Blackboard Attendance

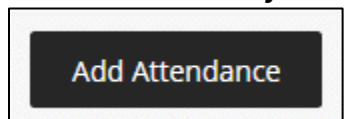
The first time you open the Attendance Page, here is what you see...



This is a page welcoming you to the attendance tool.

***Use caution when clicking the Add Attendance Button. While we are happy for faculty to begin using attendance with their students, clicking the add attendance button causes an attendance column to be automatically generated.***

***Students will see this column and may ask questions about it, so if you are not intending to use the attendance feature, it is best to avoid clicking the Add Attendance Button***



***If you have enabled the attendance column by mistake, page #7 of this resource has step-by-step instructions on hiding the attendance tool, or you can watch this movie:***

***<https://youtu.be/k46NnseRtAQ>***

## Blackboard Attendance


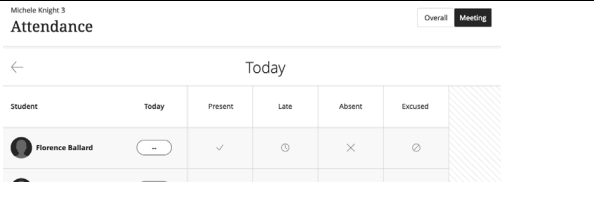
Blackboard Q4 2018 now has a feature much requested by faculty, the ability to take student attendance. **While we are happy for faculty to begin using Blackboard attendance with their students, use caution when clicking the add attendance button if you do not intend to use attendance with your students. Clicking the add attendance button causes an attendance column to be automatically generated. While faculty can hide the attendance column in the Grade Center, it is generally best to avoid generating the column if you are not planning to use the attendance feature.** [If you have enabled the attendance column, follow these directions to hide the column](#)

Your students are automatically added to your live Blackboard Course (the course with the 5 digit CRN), 4 weeks before the semester begins. So, all you need to do is follow the directions below to begin grading your students.



**1. Accessing Attendance - [Watch the Video](#)**

Note Transcript appears below

<ol style="list-style-type: none"> <li>1. To record attendance, click <b>course</b> tools to Expand the <b>Course Tools</b> Area</li> <li>2. On the list of tools that appears, select <b>Attendance</b></li> </ol>	
<ol style="list-style-type: none"> <li>3. The <b>Attendance</b> page Opens.</li> </ol>	

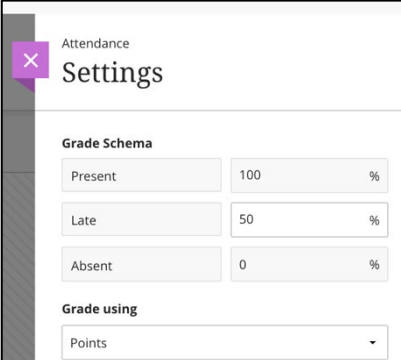


***Blackboard error in adjusting Attendance Settings***

[Watch the Video](#)

Blackboard has a bug when it comes to adjusting attendance settings. **Faculty only have the option to change the percentage awarded for students who are Present (100%) Late (50%), and Absent (0%), once.**

**This setting can be changed only the first time the attendance page is accessed.** After the attendance page is accessed for the first time, a Grade Center column is created, and changes to the percentages allotted to attendance will not be reflected in the grade center. This is a bug, and Blackboard is currently working on a patch to fix the issue. Faculty will be updated



Attendance Settings

**Grade Schema**

Present	100	%
Late	50	%
Absent	0	%

**Grade using**

Points

when the patch is created. **In the meantime be certain of the values that are attendance area the first time this page is presented. You must change the values at this point if you want to make any changes. You will not have an opportunity to change these values later.**

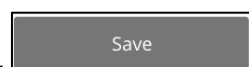
**Please note that this only applies to the range of percentages that a student is awarded for being late, absent, or present. Any changes to the status of a student, late, present, or absent will be accurately reflected in the Grade Center when the changes are made on the attendance page.**

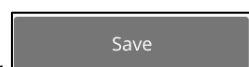
### Changing the Attendance Settings



You can change the settings for attendance for the percentages allocated for being present, late, or absent, or they can grade students using points, or letters instead of percentages. **Because of a bug, you can only change the settings for the percentages awarded for attendance the first time that the attendance page is accessed.**

Changing the settings for attendance is accessed by clicking the settings wheel in the upper right-hand corner of the attendance page.



Once you have made the appropriate changes to the attendance settings click  at the bottom of the screen.










## 2. The Attendance Page [Watch the Video](#)

Note Transcript appears below

The attendance Page will open by default to the Today screen, allowing you to take attendance for the current day.

Click in the columns to mark students **Present, Late, Absent, or Excused**. The changes you make to each student's attendance status are automatically recorded as you click the appropriate field.

← Today					
Student	Today	Present	Late	Absent	Excused
 Florence Ballard	--	✓	🕒	✗	🕒
 Phong Banh	--	✓	🕒	✗	🕒
 Michele Knight_Previe...	--	✓	🕒	✗	🕒

Michele Knight 3		Overall Meeting 			
Attendance					
← Today Posted					
Student	Today	Present	Late	Absent	Excused
 Florence Ballard	100%	✓ Present			
 Phong Banh	50%		🕒 Late		
 Michele Knight_Previe...	0%			✗ Absent	
					⊘ Excused

In the example above, Florence Ballard is marked as **present**, Phong Banh is marked as **late**, Michele Knight User 1 is marked as **absent**, Michele Knight User 2 is marked as **excused**.

The area to the right of the student's name indicates the percentage points that they are being awarded for their attendance. The default awards 100% for being present, 50% if the student is late, and 0% for an absence.



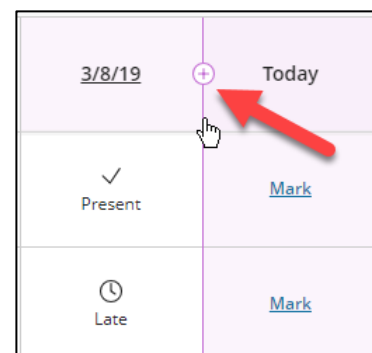
### 3. The Overall Page - [Watch the Video](#)

[Note Transcript appears below](#)

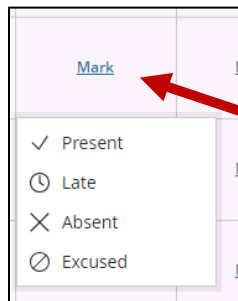
To access the Overall Page, click the Overall Button in the upper right-hand corner of the page.



This opens up to a page where you can see average attendance, including highlights for perfect attendance, average or above average attendance, and below average attendance.



In addition to that, faculty have the opportunity to add attendance for other dates. To add the attendance for an additional date, simply move your mouse over the border between two cells. A plus sign will appear.



Clicking in the area where the plus sign appears will create a new column.

Once the new column is created, you can add attendance for students by clicking the Mark link and selecting the appropriate choice in the menu that appears (Present, Late, Absent, Excused).

### Bulk Marking Attendance Using Mark All Present

Another critical feature of the overall page is that it allows you to mark all students present or absent at one time.

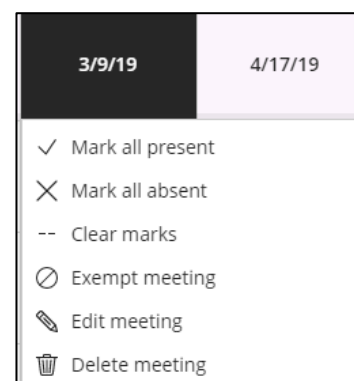
To mark all attendance at once:

Click the date heading for any attendance date on the Overall Screen.

On the menu that appears, choose the option to **Mark all present, Mark all absent.**

**This will mark all of your students present, or absent at the same time.**

There are other options on this screen



### Clear marks

Use this feature to clear the marks for present, absent, and late. This should be used if you made a mistake taking attendance for the entire class, etc.

### Exempt Meeting

This feature could be used if you wanted to exempt that meeting from being counted in attendance, such as a snow day. (You do not have to use exempt meeting. You could simply elect not to take attendance for that day).

### Edit Meeting

Use this to change the date the class meeting was held.

### Delete Meeting

This can be used to delete the attendance meeting.



#### 4. Adjusting Attendance Settings- [Watch the Video](#)

Note Transcript appears below


**At this time, due to a blackboard bug, faculty can only adjust attendance settings the first time the page is presented. Please see Blackboard Error in Adjusting Attendance Settings for more information on this error.**

Attendance settings can be adjusted by clicking the settings icon on the upper right hand corner of the attendance page. There, faculty can adjust the percentage allotted to

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 grades just as you can for an assignment grade column. [More Help](#)

Michele Knight 3

### Attendance

Overall Meeting 

**91.67%** Average Attendance

<b>7</b> Students with perfect attendance 70% of the class	<b>7</b> Students with average or above average attendance 70% of the class	<b>3</b> Students with below average attendance 30% of the class
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### Attendance Settings

**Grade Schema**

Present	100	%
Late	50	%
Absent	0	%

**Grade using**

Points

Cancel Save

present, late, and absent, and decide whether to grade using points, percentages, or a letter grade.



### 5. Downloading Excel Records of attendance- [Watch the Video](#)

Note Transcript appears below

Faculty can download Excel Records of attendance by clicking the download button located in the upper right hand corner of the overall attendance page.



Michele Knight 3
Attendance

Overall Meeting

91.25% Average Attendance

7 Students with perfect attendance 70% of the class

7 Students with average or above average attendance 70% of the class

3 Students with below average attendance 30% of the class



### 6. Attendance in the Grade Center- [Watch the Video](#)

Note Transcript appears below

ATTENDANCE
75.00
62.50
100.00

Attendance scores are **automatically averaged into a grade center column** that that is **automatically created called attendance**. **Please note that changes to attendance need to be made on the attendance page**, and not in the grade center.



### 7. Hiding the Attendance Column- [Watch the Video](#)

Note Transcript appears below

If you begin experimenting with the attendance column and have decided you are not yet ready to use it with your students, you can hide the attendance column. To hide the column:

- Click the arrow to the right of the Attendance Column Header
- On the Menu that appears, select the option **Hide from Students (on/off)**
- A circle with a red line in the column header indicates that the column is hidden from student view.



Hide from students (on/off)





## 8. Where do my students see their attendance Records? [-Watch the Video](#)

Note Transcript appears below

Since attendance is scored as a column in the grades area, students should visit the My Grades area to view their attendance score. Attendance will automatically be updated throughout the semester as you mark attendance in the attendance area.





My Grades		
All	Graded	Upcoming Submitted
Order by: Course Order		
ITEM	LAST ACTIVITY	GRADE
<b>Bread Statistics</b> Assignment	May 19, 2017 4:00 PM GRADED	<b>4.00</b> /5
<b>test</b> Test	May 19, 2017 9:01 PM GRADED	<b>10.00</b> /10
<b>Survey Test</b> Survey	Oct 4, 2016 9:42 AM GRADED	<b>✓</b>
<b>In Class Quiz Completion</b>	Feb 17, 2017 2:10 PM GRADED	<b>5.00</b> /5
<b>Unit 1 Grade</b>	Jan 12, 2018 12:51 PM GRADED	<b>98.00</b> /100
<b>Academic Integrity Quiz- No Fill in the blank question</b> Test	May 30, 2017 11:27 AM GRADED	<b>0.00</b> /9
<b>Assignment Receipts</b> Assignment	May 2, 2019 12:51 PM GRADED	<b>100.00</b> /100
<b>Attendance</b> Attendance	Jan 23, 2019 4:32 PM GRADED	<b>100.00</b> /100

If the student clicks the attendance link, they will actually see a drill-down of the attendance dates, and the scores they received for each date.

Attendance		
Michele Knight_Previe...		
Overall Score		
100 / 100		
5 Present   0 Late   0 Absent   0 Excused		
Status	Date	Grade
Present Signed in by instructor	8/7/19	100%
Present Signed in by instructor	8/12/19	100%
Present Signed in by instructor	8/7/19	100%
Present Signed in by instructor	7/31/19	100%
Present Signed in by instructor	7/29/19	100%

## Who to Contact with Questions?

The ELITE instructional designers below provide support for faculty using Blackboard during regular MC business hours 8:30 to 5:00 PM. There is also a book it now feature for faculty to schedule an appointment to receive customized support.

<p><b>Germantown</b></p> 	<p>Tom Cantu Instructional Designer <b>Phone:</b> 240.567.6006 <b>Email:</b> <a href="mailto:Tom.Cantu@montgomerycollege.edu">Tom.Cantu@montgomerycollege.edu</a></p>
<p><b>Rockville</b></p> 	<p>Michele Knight Instructional Designer <b>Phone:</b> 240.567.1733 <b>Email:</b> <a href="mailto:Michele.Knight@montgomerycollege.edu">Michele.Knight@montgomerycollege.edu</a></p>
<p><b>Takoma Park</b></p> 	<p>Alison Yu Instructional Designer <b>Phone:</b> 240.567.1392 <b>Email:</b> <a href="mailto:alison.yu@montgomerycollege.edu">alison.yu@montgomerycollege.edu</a></p>
<p><b>Book Now</b></p> 	<p><b>Use the Book now button to access a calendar for personal Blackboard help and assistance.</b></p> <ul style="list-style-type: none"> <li>• Hours are: Monday – Friday between 8:30 AM to 4 PM.</li> <li>• Get help with tricky tech support issues.</li> <li>• Receive customized support learning to use Blackboard tools</li> <li>• Ramp up and quickly learn to create tests, use the Grade Center, etc.</li> </ul> <p><b>To book now, use the Book now button on the portal page. The url is:</b> <a href="https://facultybbsupport.youcanbook.me/">https://facultybbsupport.youcanbook.me/</a></p>

Support for MC Students Using Blackboard / Support for Faculty after Regular Business Hours  
Students needing support with Blackboard can call the Blackboard helpdesk at 240-567-7222. After calling the main switchboard, they should select the option for assistance with Blackboard.

Faculty needing support with Blackboard after regular business hours can also call the 24 / 7 helpdesk at 240-567-7222.

## Blackboard Trainings that ELITE Offers

1. **Blackboard Essentials:** This is the prerequisite course for every Blackboard course that is offered for faculty taking Blackboard Training at Montgomery College. This course will teach you how to navigate Blackboard, how to organize a site, post files for your students, create links and announcements. You must complete this course before taking any of the other Blackboard courses.

*The courses below are optional. Feel free to take any or all of these courses as you are ready to expand what you are doing with your students in Blackboard.*

2. **Blackboard Assessments:** This course will teach you how to create online tests for your students that are automatically scored by Blackboard. Some instructors give their students weekly quizzes as a way of ensuring that they do weekly readings before they come to class.
3. **Blackboard Communication tools:** This course will teach you how to create and manage an Online Discussion board for your students. If you find that there are topics that you talked about in class that students want to explore further, you might set up discussions on these topics to further engage students.
4. **Blackboard Grade Center:** This course will teach you how to set up an Online Gradebook for your students that can be automatically updated throughout the semester as you enter grades. This can help keep students on track with their grades throughout the semester and allows them to monitor their own progress and improve performance as the semester progresses.
5. **Blackboard Text Editor:** Learn how to create pages in Blackboard with text, links, images and embedded videos. The text editor can be used to create more interactive lessons for your students. For example, you can embed a video on a webpage, include student learning outcomes and ask your students a few questions to guide their thinking as they watch the video.



# Download this Handout about Attendance

<http://bit.ly/BbAttendWk>

