

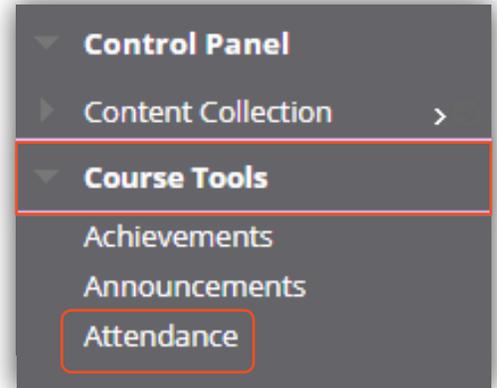
ATTENDANCE TRACKING

Tracking attendance in Blackboard for each class meeting, you can record whether a student is present, late, absent, or excused.

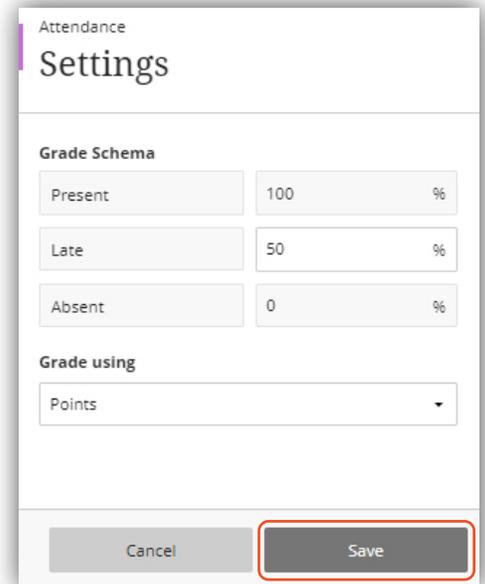


CAUTION! The first time you open the Attendance tool, it will add a column to your gradebook for 100 points, even if you never use it for attendance.

1. Under your Control Panel, In Course Tools, click **Attendance**



2. The settings panel opens, modify the attendance settings as necessary. If you make changes, click Save. If left alone click cancel.



3. To track attendance, click Meeting and then click the appropriate column.

4. To take attendance click on the column date you are wanting to take attendance, select students that are present, late, absent and excused.

Attendance						Overall Meeting
← Today						
Student	Today	Present	Late	Absent	Excused	
Raymundo Garza	100%	✓ Present				
Hector Lopez	0%			✗ Absent		

Points will be given to the students in the gradebook based on their attendance.

5. To see multiple days click **Overall** view, once selected hover your mouse on the divider located next to the column you would like to expand. A plus sign will appear, click the plus sign and the additional column will be added. For additional columns, continues the steps above.

Student	Overall	11/25/18	11/26/18	11/27/18	Today
Rg Raymundo Garza	75 / 100	✗ Absent	✓ Present	✓ Present	✓ Present
Hl Hector Lopez	62.5 / 100	✓ Present	🕒 Late	✓ Present	✗ Absent

Student	Overall	11/25/18	11/26/18	11/27/18	Today
Rg Raymundo Garza	75 / 100	✗ Absent	✓ Present	✓ Present	✓ Present
Hl <u>Hector Lopez</u>	33.33 / 100	✓ Present	✗ Absent	Mark	✗ Absent

- ✓ Present
- 🕒 Late
- ✗ Absent
- 🕒 Excused

6. To export the attendance report, click export button located under the settings function.

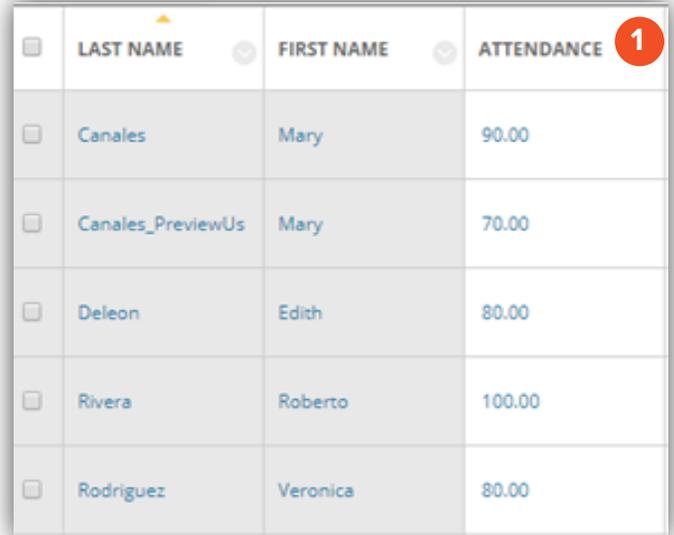


Settings button

Export button

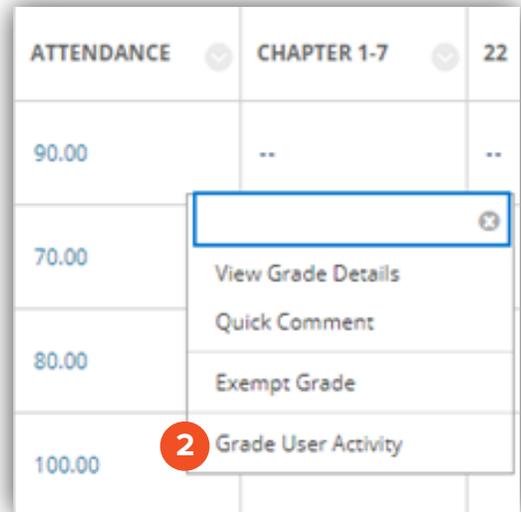
ACCESS CLOUD STORAGE IN YOUR COURSE

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.



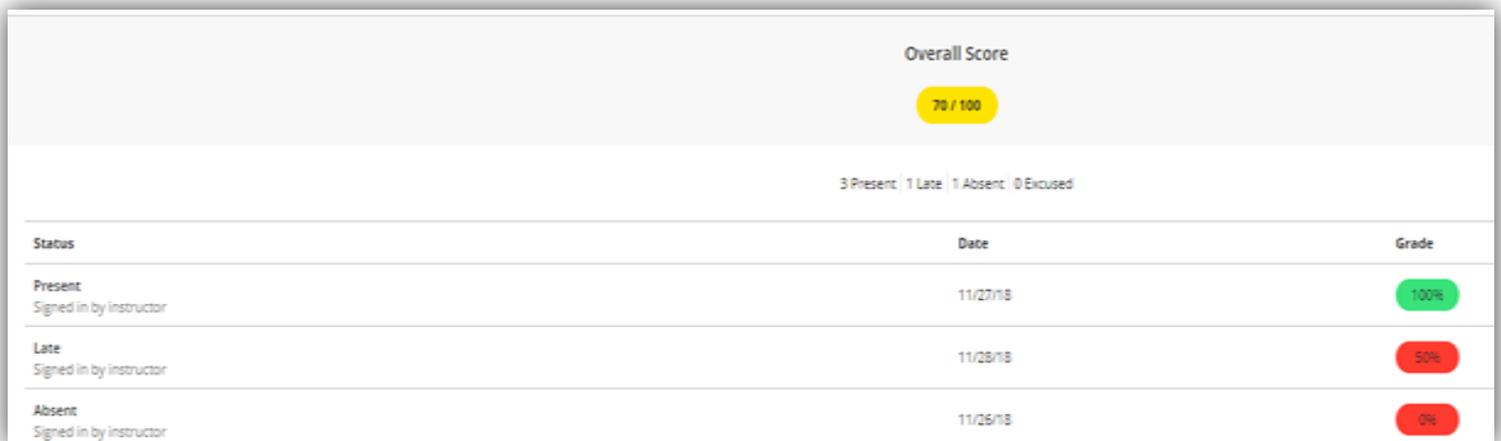
	LAST NAME	FIRST NAME	ATTENDANCE 1
<input type="checkbox"/>	Canales	Mary	90.00
<input type="checkbox"/>	Canales_PreviewUs	Mary	70.00
<input type="checkbox"/>	Deleon	Edith	80.00
<input type="checkbox"/>	Rivera	Roberto	100.00
<input type="checkbox"/>	Rodriguez	Veronica	80.00

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



ATTENDANCE	CHAPTER 1-7	22
90.00	--	--
70.00		
80.00		
100.00		

- View Grade Details
- Quick Comment
- Exempt Grade
- Grade User Activity** 2



Overall Score

70 / 100

3 Present | 1 Late | 1 Absent | 0 Excused

Status	Date	Grade
Present Signed in by instructor	11/27/18	100%
Late Signed in by instructor	11/28/18	50%
Absent Signed in by instructor	11/26/18	0%

Note: The Grade User Activity view it's read-only. You cannot edit any information.

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Edinburg Campus

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