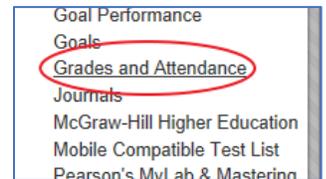# Tracking Student Attendance with the Grades and Attendance Tool
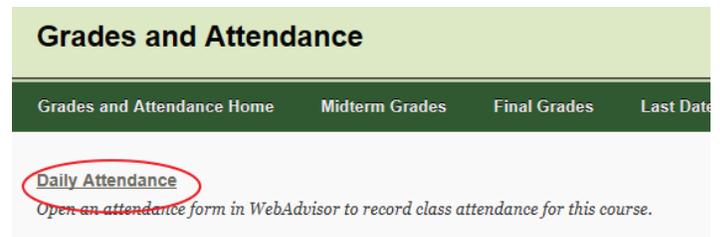
1. In the Blackboard Course Menu, click on "Course Tools" (in the lower portion of the menu) to expand the Tools menu.

2. From the expanded menu, select "Grades and Attendance"

3. From the "Grades and Attendance" page, click on "Daily Attendance".

4. If prompted, enter your MCCC system credentials (the same username and password you use for the portal, Blackboard, e-mail, etc.)

5. Upon logging in, you'll be taken to a WebAdvisor screen displays all the meeting days for the course. Click on the class session for which you wish to record attendance.

6. After selecting a date, you'll be presented with the course roster.

7. First, set the default attendance status for all students, click on the *Attendance Status* dropdown and select "Present".

8. Scroll to the bottom of the page and click the "Submit" button.

9. Go back through the list and mark students Late or Absent as needed.

10. Upon completion, scroll down the page and click "Submit" button again.
11. You'll be returned to the page that lists all class meetings. If you wish to record attendance for additional dates, click on the next date and repeat steps 5-10. Otherwise, click the "Done" button and close the browser tab.