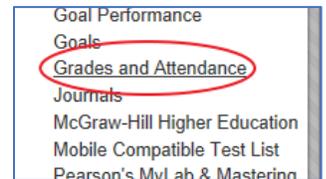


Tracking Student Attendance with the Grades and Attendance Tool

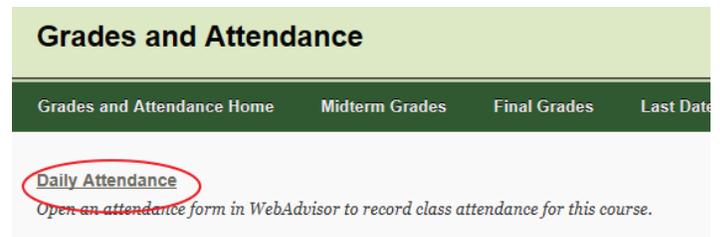
1. In the Blackboard Course Menu, click on “Course Tools” (in the lower portion of the menu) to expand the Tools menu.



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.

Section Name and Title							
ENG-023-010 - Intro to College Composition I							
Meeting Information							
07/05/2017-08/10/2017 Lecture Monday, Wednesday, Friday 01:00PM - 02:45PM, Administration, Room AD121							
07/05/2017-08/10/2017 Lab Monday, Wednesday, Friday 02:55PM - 04:30PM, Administration, Room AD234							
Attendance Report							
Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
July							
			Wed 07/05/17 01:00PM-02:45PM LEC		Fri 07/07/17 01:00PM-02:45PM LEC		
			Wed 07/05/17 02:55PM-04:30PM LAB		Fri 07/07/17 02:55PM-04:30PM LAB		
	Mon 07/10/17 01:00PM-02:45PM LEC		Wed 07/12/17 01:00PM-02:45PM LEC		Fri 07/14/17 01:00PM-02:45PM LEC		
	Mon 07/10/17 02:55PM-		Wed 07/12/17 02:55PM-		Fri 07/14/17 02:55PM-		

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

Section Name and Title
ENG-023-010 - Intro to College Composition I

Meeting Information 07/05/2017-08/10/2017 Lecture Monday, Wednesday, Friday 01:00PM - 02:45PM, Administration, Room AD121
07/05/2017-08/10/2017 Lab Monday, Wednesday, Friday 02:55PM - 04:30PM, Administration, Room AD234

[←-Back to Attendance Calendar](#)

Attendance for meeting **Mon 08/07/17 01:00PM-02:45PM LEC**

Set Attendance Status (or choose below)

Student	Status	Attendance Status	Last Date Present	Absent	Excused Absent	Late	Cross-listed Section	Internal Comment
[Redacted]	N	<input type="text"/>	07/10/17	0	0	0		<input type="text"/>
[Redacted]	N	<input type="text"/>	07/10/17	1	0	0		<input type="text"/>
[Redacted]	N	<input type="text"/>	07/10/17	0	0	1		<input type="text"/>
[Redacted]	N	<input type="text"/>	07/10/17	0	0	0		<input type="text"/>
[Redacted]	N	<input type="text"/>	07/10/17	0	1	0		<input type="text"/>

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

Section Name and Title
ENG-023-010 - Intro to College Composition I

Meeting Information 07/05/2017-08/10/2017 Lecture Monday, Wednesday, Friday 01:00PM - 02:45PM, Administration, Room AD121
07/05/2017-08/10/2017 Lab Monday, Wednesday, Friday 02:55PM - 04:30PM, Administration, Room AD234

[←-Back to Attendance Calendar](#)

Attendance for meeting **Mon 08/07/17 01:00PM-02:45PM LEC**

Set Attendance Status (or choose below)

Student	Status	Attendance Status	Last Date Present	Absent	Excused Absent	Late	Cross-listed Section	Internal Comment
[Redacted]	N	<input type="text"/>	07/10/17	0	0	0		<input type="text"/>
[Redacted]	N	<input type="text"/>	07/10/17	1	0	0		<input type="text"/>
[Redacted]	N	<input type="text"/>	07/10/17	0	0	1		<input type="text"/>
[Redacted]	N	<input type="text"/>	07/10/17	0	0	0		<input type="text"/>
[Redacted]	N	<input type="text"/>	07/10/17	0	1	0		<input type="text"/>

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.

[Redacted]	N	<input type="text"/>	07/10/17	0	0	1		<input type="text"/>
[Redacted]	N	<input type="text"/>	07/10/17	0	0	0		<input type="text"/>

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.