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

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Grades and Attendance							

Open an attendance form in WebAdvisor to record class attendance for this course.

COURSE MANAGEMENT

Control Panel Content Collection Course Tools Evaluation

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

Daily Attendance

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 ENG-02	n Name and Ti 23-010 - Intro to	tle o College Composition I					
Meeting	Information 0	7/05/2017-08/10/2017 Lectur 7/05/2017-08/10/2017 Lab M	e Monday, Wednesday, Frid onday, Wednesday, Friday (ay 01:00PM - 02)2:55PM - 04:30	:45PM, Administration, Roo PM, Administration, Room A	m AD121 D234	
Attenda	ance 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 02:45PM LEC	7 01:00PM- C	Wed 07/12/17 01:00PM- 02:45PM LEC		Fri 07/14/17 01:00PM- 02:45PM LEC		
	Mon 07/10/17	7.02:55PM-	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 N	lame and	Title						
ENG-023-	010 - Intr	o to College Composition	1					
Meeting Inf	formation	07/05/2017-08/10/2017	Lecture Mo Lab Monda	nday, We y, Wedne	dnesday, Fr sday, Friday	iday 0 / 02:55	1:00PM - 0 PM - 04:3	02:45PM, Administration, Room AD121 0PM, Administration, Room AD234
		<back attendance="" c<="" td="" to=""><td>Calendar</td><td></td><td></td><td></td><td></td><td></td></back>	Calendar					
Attendance	for meet	ing Mon 08/07/17 01:00	PM-02:45P	M LEC				
Set Attenda	ance Stat	us (or choose below)		٠				
Student	Status	Attendance Status	Last Date Present	Absent	Excused Absent	Late	Cross- listed Section	Internal Comment
factors Safety Control	N		07/10/17	0	0	0		
tine. Sector	N		07/10/17	1	0	0		
in.	N		07/10/17	0	0	1		[
55	N	¥	07/10/17	0	0	0		
25	N		07/10/17	0	1	0		
					SUBMIT	1		

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	o to College Compositi	on 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 attendance="" calendar<="" td="" to=""></back>							
Attendance for meeti	Attendance for meeting Mon 08/07/17 01:00PM-02:45PM LEC						
Set Attendance Statu	us (or choose below)	٣					
Student Status	Attendance Status	Present Absent, no excuse Absent, excused Late	Excused Absent La	Cross- te listed Section	Internal Comment		

- 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.

N	Late •	07/10/17	0	0	1	
N	Present Absent, no excuse Absent, excused Late	07/10/17	0	0	0	

- 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.