

BLACKBOARD QUICK START: RECORDING ATTENDANCE

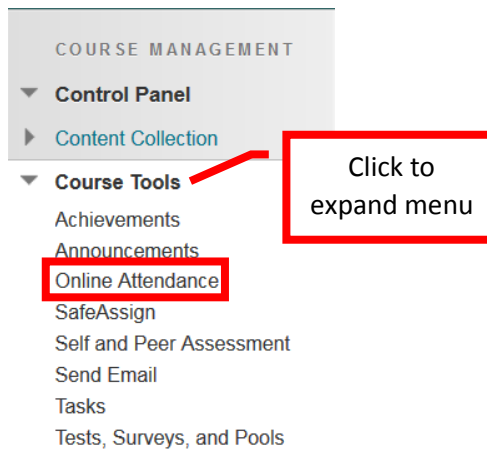
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RECORDING ATTENDANCE IN BLACKBOARD

Attendance can be recorded in Blackboard, and an attendance report can be downloaded to Excel at the end of the semester. The Excel report can be submitted to Admissions & Records as the official attendance record for the course.

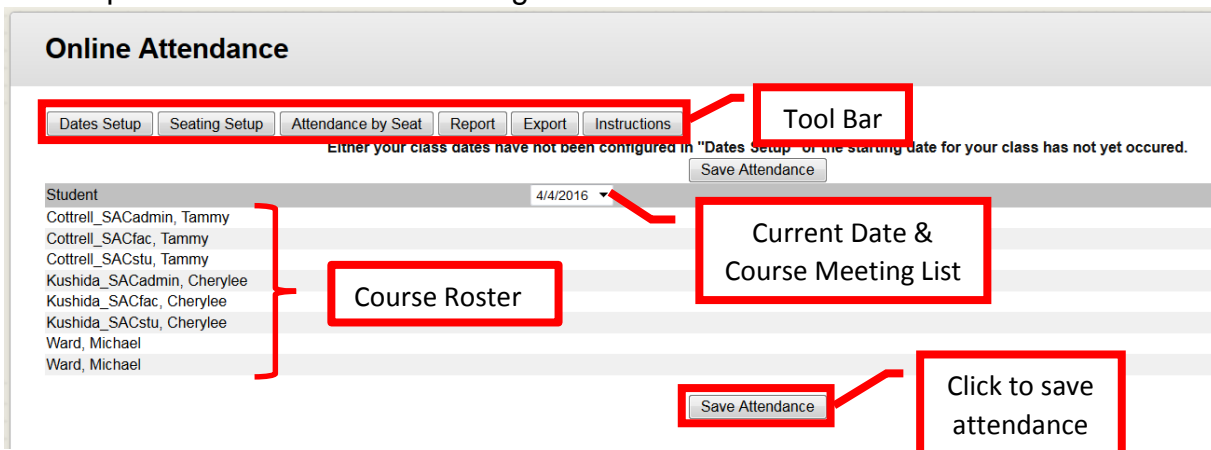
Access the Attendance Tool

To access the attendance tool, open the course in Blackboard. Under the Course Management Menu, click on **Course Tools** to expand the section. Select **Online Attendance** from the menu.



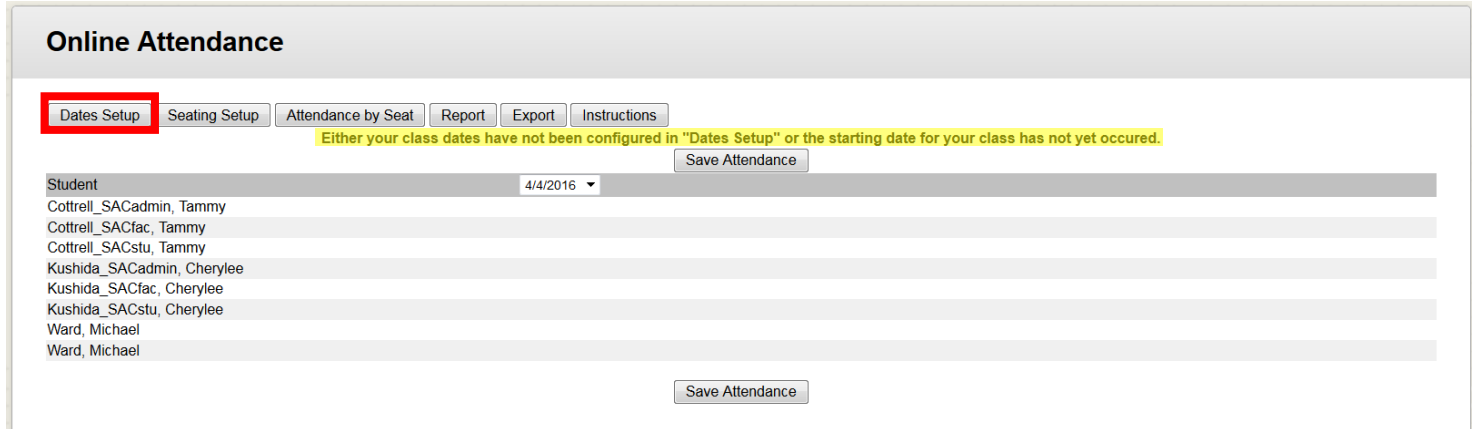
Attendance Home Page

The Attendance Home page will list the class roster and will default to the current date. There are buttons on the top tool bar for **Dates Setup** – allows the instructor to enter the class meeting dates, **Seating Setup** – allows the instructor to configure a seating chart to use when taking attendance, **Attendance by Seat** – to take attendance using the seating chart, **Report** – displays the attendance report on the screen, **Export** – downloads the attendance report for the course to Excel, and **Instructions** – provides instructions on using the Online Attendance tool.



Enter Class Meeting Dates

Each semester, the class meeting dates will need to be entered into Blackboard prior to using the Online Attendance tool. To enter the class meeting dates, click the **Dates Setup** button on the top tool bar.



Online Attendance

Dates Setup Seating Setup Attendance by Seat Report Export Instructions

Either your class dates have not been configured in "Dates Setup" or the starting date for your class has not yet occurred.

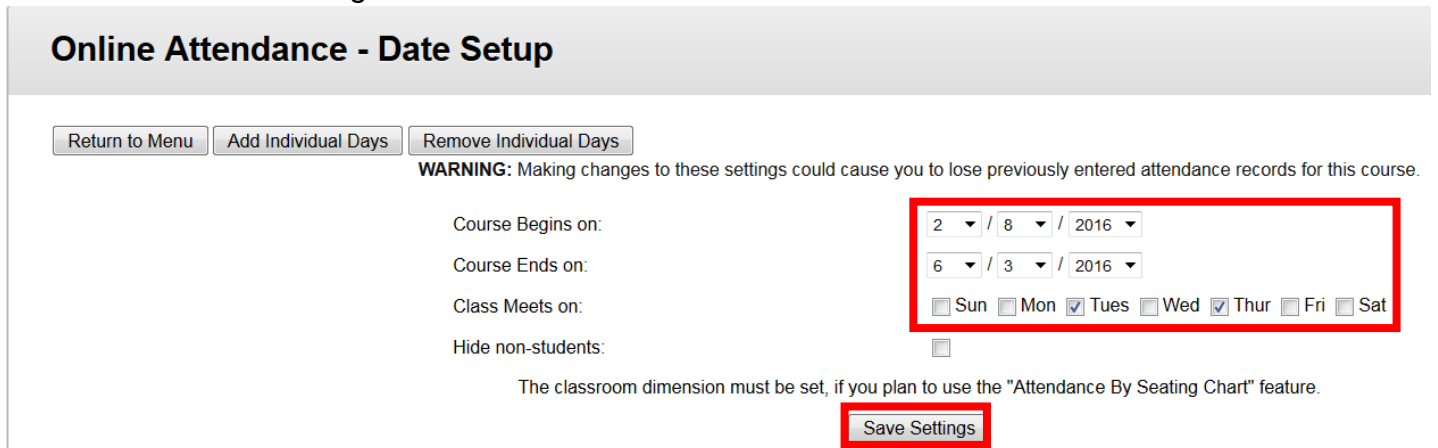
Save Attendance

Student 4/4/2016

Cottrell_SACadmin, Tammy
Cottrell_SACfac, Tammy
Cottrell_SACstu, Tammy
Kushida_SACadmin, Cherylee
Kushida_SACfac, Cherylee
Kushida_SACstu, Cherylee
Ward, Michael
Ward, Michael

Save Attendance

On the **Date Setup** page, use the pull down menus to select the **Start and End Dates for the course**. In the **Class Meets on** section, click the check box next to the day(s) of the week that the class meets to select it. To hide non-students (e.g. Instructional Assistants, Guests, Observers, etc.), click the check box to select it. Once the dates have been entered, click the **Save Settings** button to create the attendance log.



Online Attendance - Date Setup

Return to Menu Add Individual Days Remove Individual Days

WARNING: Making changes to these settings could cause you to lose previously entered attendance records for this course.

Course Begins on: 2 / 8 / 2016

Course Ends on: 6 / 3 / 2016

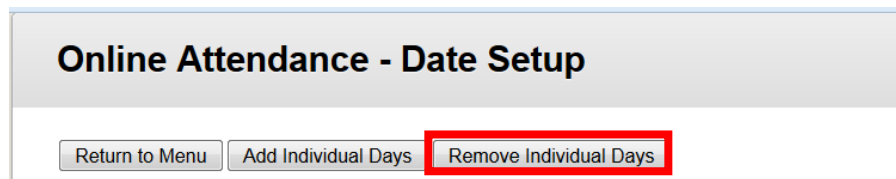
Class Meets on: Sun Mon Tues Wed Thur Fri Sat

Hide non-students:

The classroom dimension must be set, if you plan to use the "Attendance By Seating Chart" feature.

Save Settings

The Online Attendance tool will create an attendance record for every date within the range provided. If there are certain days that class will not be held (e.g. Spring Break, holidays, etc.), those individual dates can be removed from the attendance record by clicking the **Remove Individual Days** button on the top tool bar.



Online Attendance - Date Setup

Return to Menu Add Individual Days Remove Individual Days

A list of all the class meeting dates will be displayed on the screen. Click the check box next to the date(s) that class will not be held, to select it. Once all of the dates have been selected, click the **Remove Selected** button at the bottom of the screen. The selected dates will be removed from the class meeting list.

Please check the dates you want to REMOVE. Please note that removing dates will *irretrievably delete* attendance data (if any) for that date!

2/9/2016
 2/11/2016
 2/16/2016
 2/18/2016
 2/23/2016
 2/25/2016
 3/1/2016
 3/3/2016
 5/17/2016
 5/19/2016
 5/24/2016
 5/26/2016
 5/31/2016
 6/2/2016

Click check box to select date(s) to be removed

Class meeting days can also be added individually to the attendance record (e.g. field trip or special class meeting, etc.) by clicking the **Add Individual Days** button on the top tool bar. Use the pull down menus to complete the **Date to be Added** field. Once the date is selected, click the **Add Selected** button at the bottom of the screen. The selected date will be added to the attendance schedule. Repeat the process for any additional class meeting dates.

Online Attendance - Date Setup

Date to be added: 1 / 1 / 2016

Select date to be added to attendance record

To Record Attendance

Access the Attendance Tools. The date will automatically default to the current date. If attendance is being taken for a previous date, select that date from the pull down menu. The default selection is **P** (present) for all students. To mark a student absent, find the student in the roster, and click the check box next to **A** (Absent) to select it. Other attendance choices are **L** (Late), **E** (Excused Absence), and **U** (Unexcused Absence). Repeat the process for all absent students. When the attendance has been completed, click the **Save Attendance** button to record the attendance. If no students were absent, simply click the Save Attendance button. If attendance is being taken by a seating chart, click Attendance by Seat.

Online Attendance

Dates Setup Seating Setup Attendance by Seat Report Export Instructions Save Attendance

Student	3/31/2016	3/29	3/24	3/22	3/17	3/15
Cottrell_SACadmin, Tammy	P A L E U	-	-	-	-	-
Cottrell_SACfac, Tammy	P A L E U	-	-	-	-	-
Cottrell_SACstu, Tammy	P A L E U	-	-	-	-	-
Kushida_SACadmin, Cherylee	P A L E U	-	-	-	-	-
Kushida_SACfac, Cherylee	P A L E U	-	-	-	-	-
Kushida_SACstu, Cherylee	P A L E U	-	-	-	-	-
Ward, Michael	P A L E U	-	-	-	-	-
Ward, Michael	P A L E U	-	-	-	-	-

Select Date

Click appropriate check box for each student

Save Attendance

Add an Attendance Link on the Course Menu

A direct link to the Attendance Tool can be added to the Course Menu in Blackboard. Adding a direct link can provide faster access to the tool for instructors. Click the + icon located at the top left of the course menu. Select **Tool Link** from the menu. Complete the **Name** field, and select **Online Attendance** from the pulldown menu. If students should be able to view their attendance record, click the check box next to **Available to Users** to allow student access. Then click the **Submit** button to create the tool link on the course menu.

The image shows two screenshots from Blackboard. The left screenshot shows a course menu with a '+' icon at the top left. A red box highlights the '+' icon, and a red arrow points to the 'Tool Link' option in the menu. A red box around 'Tool Link' has an arrow pointing to the right. The right screenshot shows the 'Add Tool Link' dialog box. A red box highlights the 'Name' field with the text 'Class Attendance'. Another red box highlights the 'Type' dropdown menu with 'Online Attendance' selected. A third red box highlights the 'Available to Users' checkbox, which is checked. A final red box highlights the 'Submit' button at the bottom right.

Select to display to students

The new tool link will be added to the bottom of the course menu and may need to be reordered.

The image shows a screenshot of a Blackboard course menu for 'CMPR104 #12960 (Spring 2016)'. The menu items are: Announcements, Calendar, Course Information, and Class Attendance. The 'Class Attendance' item is highlighted with a green box.

Run an Attendance Report

While the Attendance Home Page will show the attendance for the previous five class meetings, Instructors can also run an attendance report for the course. To run an attendance report, click the **Report** button on the top tool bar. The Attendance report will display on the screen.

Online Attendance

Student	3/31/2016	3/29	3/24	3/22	3/17	3/15
Cottrell_SACadmin, Tammy	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	P	P	P	P	P
Cottrell_SACfac, Tammy	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	A	P	P	P	P
Cottrell_SACstu, Tammy	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> L <input type="radio"/> E <input type="radio"/> U	P	P	P	P	P

The attendance report will show the student names, and the total recorded attendance for each category (P, A, L, E, U). To see the specific attendance record for a particular student, click on the student's name in the report. A detailed attendance record will be displayed for the selected student. If a dash (-) is displayed for any date, it indicates that no attendance was recorded for that student on that date.

Online Attendance - Report

Student	P	A	L	E	U
Cottrell_SACadmin, Tammy	12	1	1	0	0
Cottrell_SACfac, Tammy	12	2	0	0	0
Cottrell_SACstu, Tammy	12	1	1	0	0
Support Admin, Ellucian ILP	11	2	1	0	0
Vanch_admin, Asha	0	0	0	0	0
Ward, Michael	11	1	2	0	0
Ward, Michael	13	0	1	0	0

Click on the student's name to see attendance details.

Cottrell_SACfac, Tammy

P A L E U
12 2 0 0 0

2/9	A
2/11	-
2/16	P
2/18	P
2/23	P
2/25	P
3/1	P
3/3	P
3/8	P
3/10	P
3/15	P
3/17	P
3/22	P
3/24	P
3/29	A
3/31	-

A dash (-) means no attendance was entered

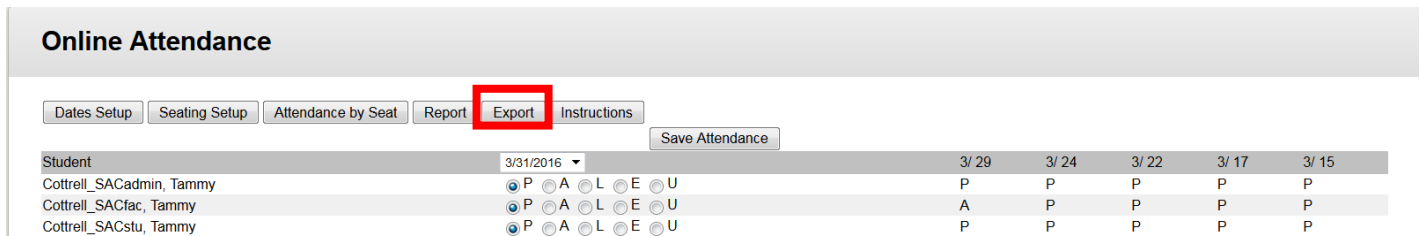
Student Attendance View

Students can also view their own attendance record in the course, if the Attendance Tool link was made available to users on the course menu. Students will only be able to view their own attendance record, which will include the detailed attendance by class meeting.

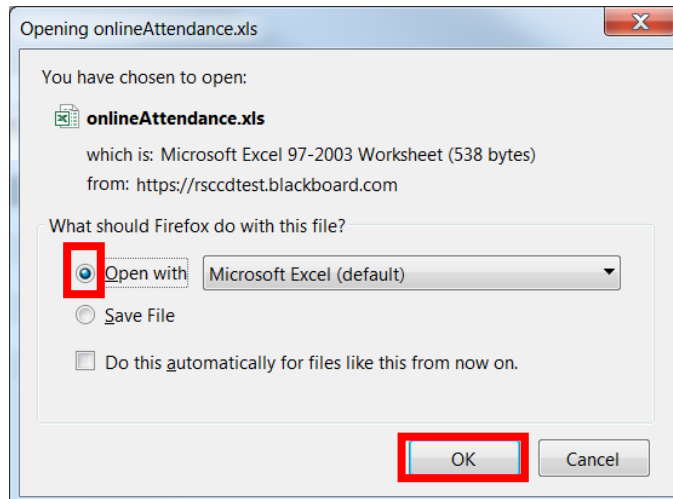


Export Attendance to Excel

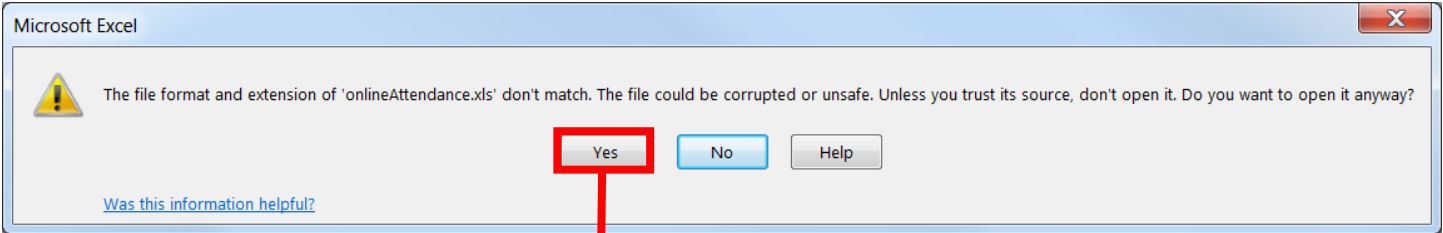
Instructors can export the class attendance record to Excel. Click the **Export** button on the top tool bar.



A dialog box will ask the instructor to select an action. Click the check box next to **Open with Microsoft Excel** to select it, then click **OK** to continue. The file can also be saved directly to the computer.



If any system message boxes appear while the report is opening in Excel, click **Yes** to continue through the process. The report will open in Excel and will contain the student names, the class meeting dates, and the attendance record for each student. It may require some formatting, to achieve the desired appearance. Any cell with "Null" indicates that no attendance was recorded for the student on that date. **Admissions & Records requests that the instructor's name, course name and section number be added to the Excel report, as well as the attendance code key.** The file can be saved and submitted to Admissions & Records as the official attendance record, once the course has ended.



onlineAttendance.xls [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Clipboard Font Alignment Number Styles

1	Course:	Music 101	Recommended Add'l Information														
2	Section:	92503															
3	Instructor:	Tammy Cottrell															
4																	
5	Student	31-Mar	29-Mar	24-Mar	22-Mar	17-Mar	15-Mar	10-Mar	8-Mar	3-Mar	1-Mar	25-Feb	23-Feb	18-Feb	16-Feb	11-Feb	9-Feb
6	Cottrell_SACad	null	P	P	P	P	P	P	L	A	P	P	P	P	P	null	P
7	Cottrell_SACfa	null	A	P	P	P	P	P	P	P	P	P	P	P	P	null	A
8	Cottrell_SACstu	null	P	P	P	P	P	L	P	P	P	A	P	P	P	null	P
9	Support Admin,	null	P	P	P	P	P	L	P	P	P	P	A	P	P	null	A
10	Vanch_admin,	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null
11	Ward, Michael	null	P	P	P	P	P	P	P	P	P	L	A	P	null	L	
12	Ward, Michael	null	P	P	P	L	P	P	P	P	P	P	P	P	null	P	
13																	
14	Attendance Key:																
15		P	Present	Recommended Add'l Information													
16		A	Absent														
17		L	Late														
18		E	Excused Absence														
19		U	Unexcused Absence														