

HOW TO: Attendance in BBUltra



1. Access attendance: On the Course Content page, select Mark attendance in the Details & Actions panel.

A screenshot of the BBUltra interface. The 'Details & Actions' panel is open, showing a list of options: Roster, Course Description, Course Groups, Course is open, Blackboard Collaborate, and Attendance. The 'Attendance' option is highlighted with a purple box. The main content area shows the 'Attendance' page for 'Introduction to Sociology', featuring a roll call grid and an 'Add Attendance' button. A purple arrow points to the 'Add Attendance' button.

Details & Actions

Introduction to Sociology

Attendance

Roster
[View everyone in your course](#)

Course Description
[View the course description](#)

Course Groups
[View sets & groups](#)

Course is open
[Students can access this course](#)

Blackboard Collaborate
[Join session](#)

Attendance
[Mark attendance](#)

2/20/18 2/2.

Present	Present	Excused
Present	Present	Mark
Present	Present	

Roll call!

You can track attendance for class meetings and scheduled events.

Add Attendance

Settings

Attendance Values

Present	100
Late	0
Absent	0
Excused	

Include Excused in calculations

Grading

Use attendance as a grade

Grade using

Points

Remove attendance

Cancel Save

2. Set the % of the different options.

*Since Late shouldn't be an option give it 0%.

In case you have excused student set the "Include Excused in calculations" option to ON

3. You can add a column to the gradebook and use it for calculations.

*Not necessary for the Grade Export of the University

4. Remember that you need to Mark the attendance. You can do it for today's session individually or for all users

Introduction to Sociology

Attendance Overall Meeting

Today
Posted

Student	Today	Present	Late	Absent	Excused
Mina Akbar	<input checked="" type="checkbox"/> Mark all present	<input checked="" type="checkbox"/> Present			
Oliver Albe	<input type="checkbox"/> Mark all absent		Late		
Hunter Brown	<input type="checkbox"/> Clear marks	0%		<input type="checkbox"/> Absent	
Duncan Carroll	<input type="checkbox"/> Exempt meeting	<input checked="" type="checkbox"/> Present			
Chris Casper	<input type="checkbox"/> Edit meeting	<input checked="" type="checkbox"/> Present			
Emily Churchill	<input type="checkbox"/> Delete meeting	<input checked="" type="checkbox"/> Present			

Introduction to Sociology

Attendance






Overall Meeting

88.75% Average Attendance

10 Students with perfect attendance 48% of the class

15 Students with average or above average attendance 71% of the class

6 Students with below average attendance 29% of the class

Student	Overall	8/10/19	8/11/19	Yesterday	Today
 Duncan Carroll	95 / 100	✓ Present	✓ Present	✓ Present	Mark
 Chris Casper	70 / 100	🕒 Late	✓ Present	✓ Present	Mark
 Emily Churchill	80 / 100	✗ Absent	✓ Present	✓ Present	Mark
 Ashby Cooper	93.75 / 100	✓ Present	⊘ Excused	🕒 Late	Mark
 Michael Donovan	100 / 100	✓ Present	✓ Present	✓ Present	Mark

- ✓ [Mark all present](#)
- ✗ [Mark all absent](#)
- [Clear marks](#)
- ⊘ [Exempt meeting](#)
- ✎ [Edit meeting](#)
- 🗑️ [Delete meeting](#)

- ✓ [Present](#)
- 🕒 [Late](#)
- ✗ [Absent](#)
- ⊘ [Excused](#)

5. The Overall option shows a table with all the attendance taken
6. Mark the attendance for any of the sessions or change the data if needed

Attendance

Overall Meeting



98.41% Average Attendance

19 Students with perfect attendance 90% of the class

19 Students with average or above average attendance 90% of the class

2 Students with below average attendance 10% of the class



Student	Overall	3/4/20	+	3/5/20	3/6/20	3/9/20
Mina Akbar	100%	✓ Present		✓ Present	✓ Present	✓ Present
Oliver Albe	88.89%	✓ Present		🕒 Late	🕒 Late	✓ Present
Hunter Brown	77.78%	✗ Absent		✗ Absent	✓ Present	✓ Present
Duncan Carroll	100%	✓ Present		✓ Present	✓ Present	✓ Present
Chris Casper	100%	✓ Present		✓ Present	✓ Present	✓ Present




- 7. Create a new column using the + symbol between the existing columns
- 6. You can create as many columns as you need

8. Edit a column to change the date

Introduction to Sociology

Attendance

←

Student	Today	Present
 Andy Farrell	✓ sent	✓
 Anthony Perez	✓ sent	✓
	✓	✓

- ✓ Mark all present
- ✗ Mark all absent
- Clear marks
- ⊘ Exempt meeting
- ✎ Edit meeting**
- 🗑 Delete meeting

2020
April

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Go to today

