

## Blackboard – Webex – Grading for a Meeting

When grading is enabled, an assignment column appears in the grade book called Webex Meetings Attendance Assignment. This column shows the attendance grade for students based on the grade settings. **NOTE: Students' attendance can only be recorded by joining the meeting from the Virtual Meetings tab in Blackboard.**

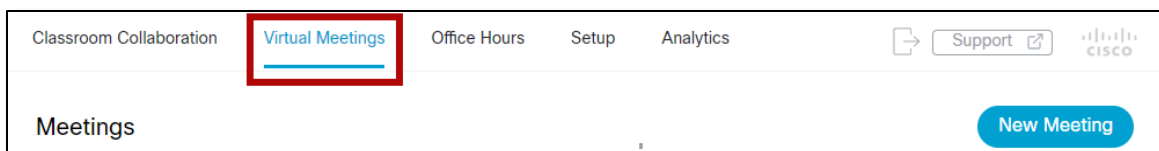
### Turn on Grading

Before grading can be enabled for a meeting, grading must be turned on in the Webex Settings. For instructions on how to turn on grading, view the handout "[Blackboard – Webex – Setting up Webex in Blackboard](#)".

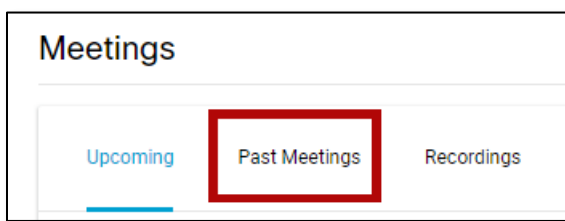
### Enable Grading for Meeting

Grading must be enabled for each meeting where the instructors want to grade attendance.

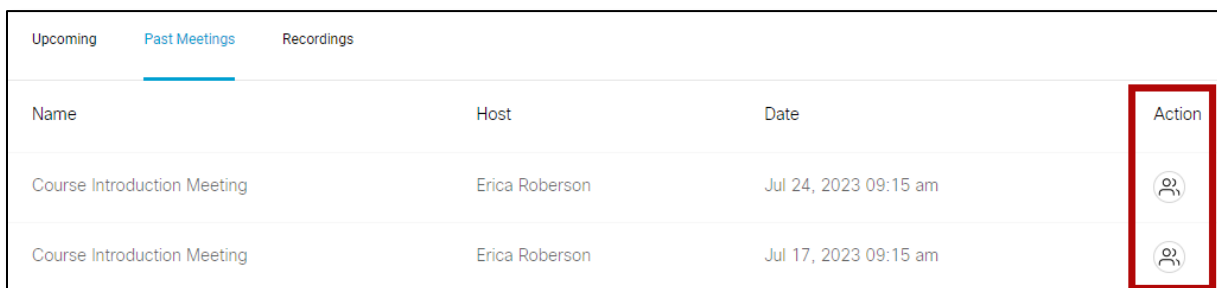
1. Select the **Virtual Meetings** tab at the top of the page.



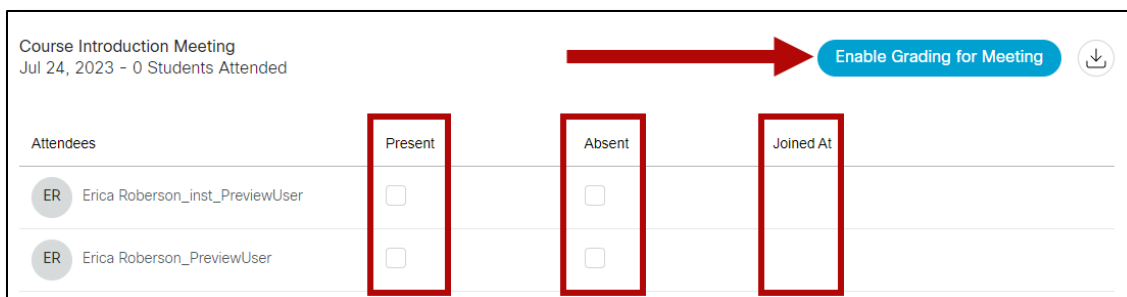
2. Select **Past Meetings**.



3. Select the **Action** icon.



4. Select the **Enable Grading for Meeting** button. At this point, students who attended the meeting by joining via Webex in the Blackboard course, will be marked as *present*. Those who did not attend are marked as *absent*.



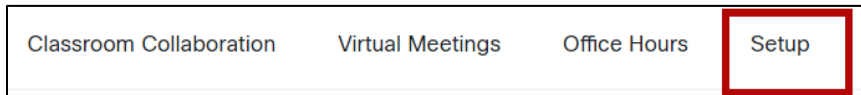
**NOTE:** If a student's name doesn't appear on the attendance list, the instructor will need to either manually sync the student or have the student launch Webex via the course in Blackboard.

## Calculating Grades

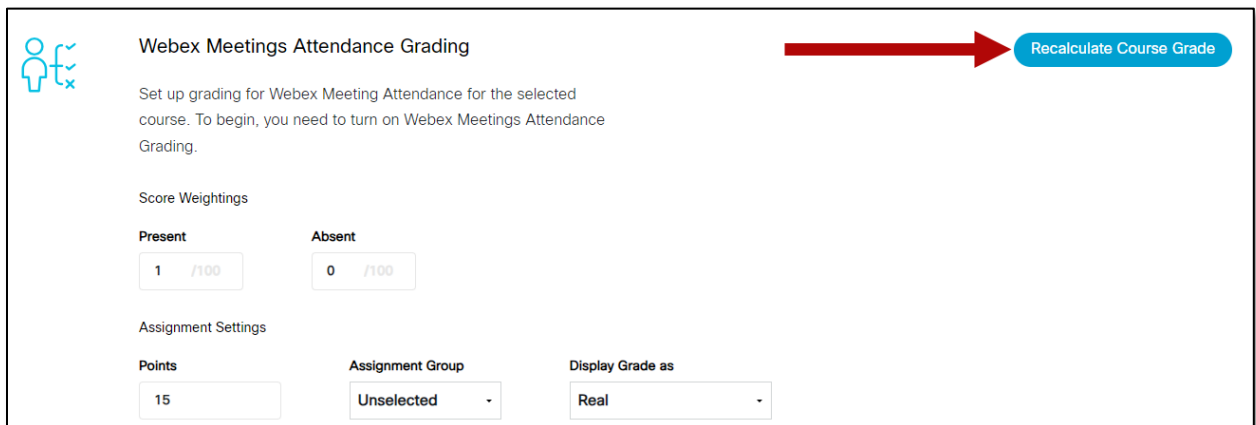
Since grading must be enabled for each individual meeting, the instructor must also recalculate grades after each meeting to count toward the assignment score. The grade for each student is calculated as shown below:

**$$(\text{Present Score}) * (\text{Total number of times student was present}) + (\text{Absent Score}) * (\text{Total number of times student was absent}) / (\text{Total Number of Meetings Held} * \text{Present Score})$$**

1. Go to the **Setup** tab at the top of the page.



2. Locate the *Webex Meetings Attendance Grading* section.
3. Select the **Recalculate Course Grades** button.



4. Check the gradebook to verify the recalculation was successful.

**NOTE:** *If there are any changes made to attendance for a meeting such as enabling grading for a meeting disabling grading, or changing attendance for a student, the grades must be recalculated for the changes to go into effect. See steps 1 – 4 to recalculate grades).*