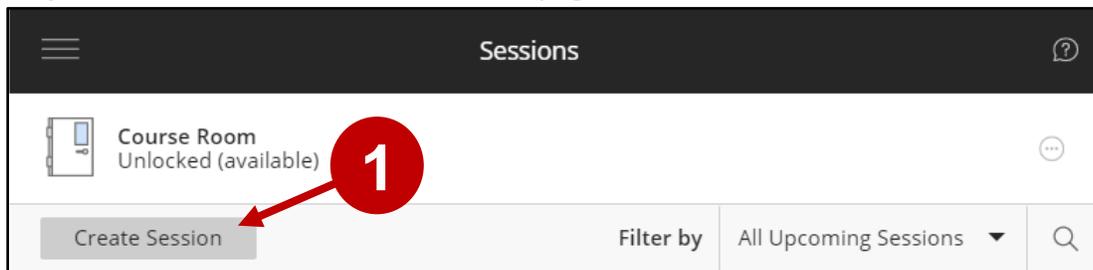


# How the Attendance Tool Synchs with Blackboard Collaborate

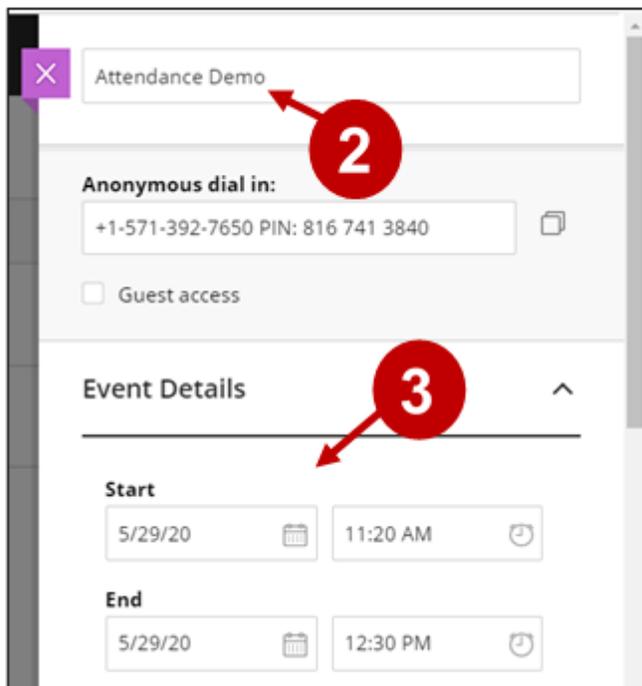
Blackboard Collaborate can now track and report student attendance in a live Collaborate session. If this option is selected, students are automatically marked as present, late or absent. Please note that this tool differs from view reports as collaborate attendance does not record the time students spend in a session.

## Create a Session

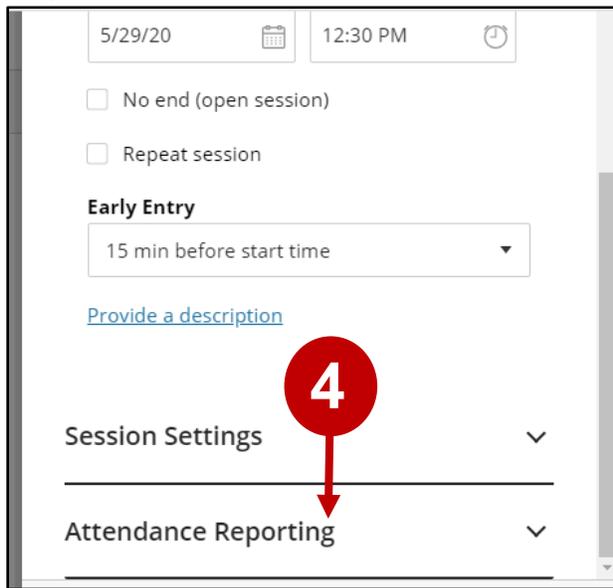
**Step 1:** From the Blackboard Collaborate page, select Create Session.



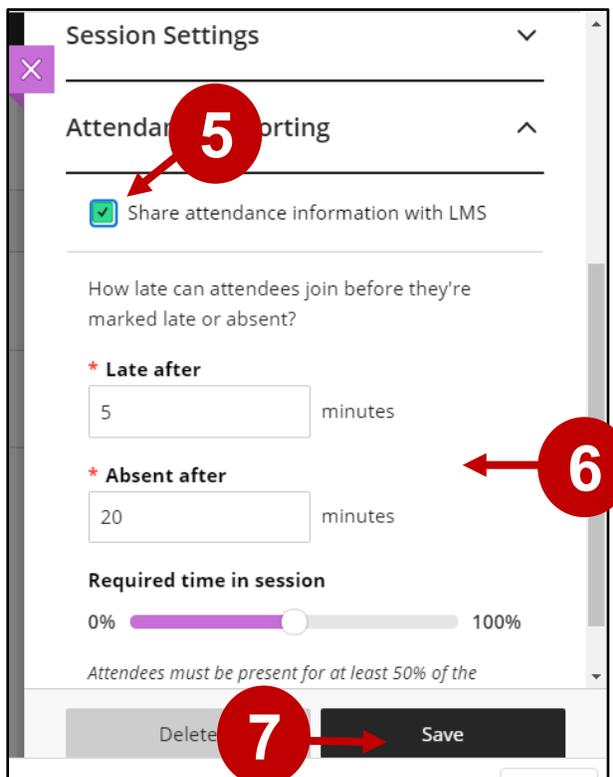
**Steps 2 and 3:** Add a name and time for the session.



**Step 4:** Scroll down and select Attendance Reporting.



**Steps 5-8** Select **Share attendance information with LMS**. Adjust the time a student is marked late or absent, as well as determine how much does the students need to attend a session to be marked as present. Select Save to create the session.



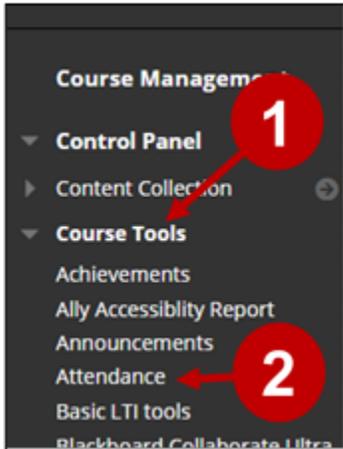
Please note that the time range is only based on when the session starts and ends.

## Marking Attendance

### Attendance Roster

Once the Collaborate session ends and everyone leaves, an attendance roster appears in the Attendance tools link. To review this report, do the following:

**Steps 1 and 2:** From Course Management, select **Course Tools** and then **Attendance**.



If you review attendance on the same day as the Collaborate session, the report shows how students were recorded, and their attendance points allocated. To change a student status, just click on a different option for the student.

For each class meeting, you can record whether a student is present, late, absent, or excused. You can apply formulas and use attendance as part of students' overall grades just as you can for an assignment grade column. [More Help](#)

bbtraining04 - Special Training

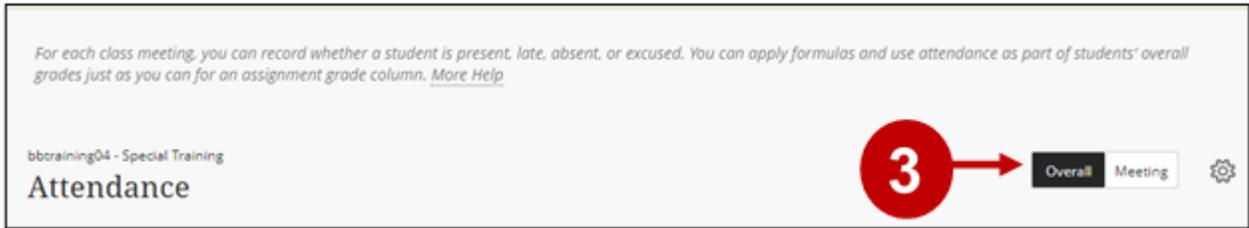
Attendance Overall Meeting 

### Attendance Demo

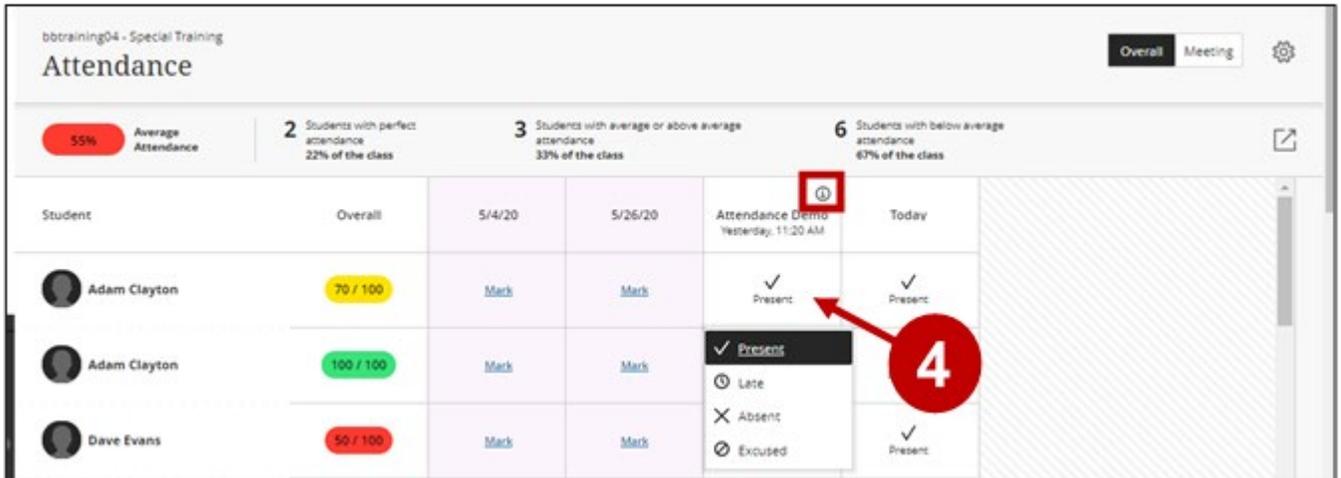
Today - Posted

Student	Attendance Demo Today, 11:20 AM	Present	Late	Absent	Excused
 Adam Clayton	0%	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Absent	
 Adam Clayton	0%	<input type="checkbox"/>		<input checked="" type="checkbox"/> Absent	

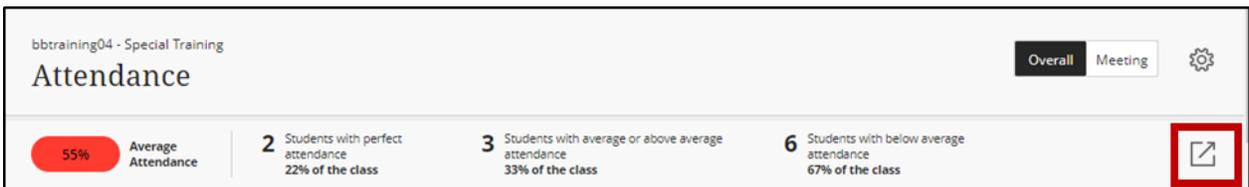
**Step 3:** If you review attendance after 24 hours, then select the option to view **Overall**.



**Step 4:** All columns tracking Collaborate attendance have the icon with an “i.” To change a student’s status, select the mark to see the options **Present**, **Late**, **Absent**, and **Excused**.



Once attendance reports appear, the option Export appears as a link in the Attendance overview.



The exported report then downloads as a CSV file, a spreadsheet format.

## Attendance Grade

Attendance points are automatically tallied and posted into the Grade Center with the Attendance column. At any time, the instructor can change the attendance points by selecting the grade cell and entering a new score.

Grade Center : Full Grade Center 

*The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)*

Create Column   Create Calculated Column    Manage    Reports    Filter   Discover Content   Work Offline 

Grade Information Bar   Grade Type: **Grade** | Points Possible: **100** | Displayed As: **Score** | Visible to Users: **Yes**   Last Saved: May 29, 2020 12:03 PM

Sort Columns By: Layout Position    Order: ▲ Ascending    Hide Color Coding

<input type="checkbox"/>	LAST NAME 	FIRST NAME 	MANUAL GRADES 	RESPONDUS 	DEMO 4-9-20 RESPONDUS 	ATTENDANCE 	TEST 	TEST SCORE 
<input type="checkbox"/>	Adams	Katrina	--	--	--	--	--	--
<input type="checkbox"/>	Clayton	Adam	--	--	--	70.00	A(91.50)	A(100.0008)
<input type="checkbox"/>	Clayton	Adam	--	--	--	100.00	A(87.00)	A(95.60)
<input type="checkbox"/>	Evans	Dave	--	--	--	<input type="text" value="50.00"/> 	B(4.25)	F(56.50)