

Blackboard Attendance Tool

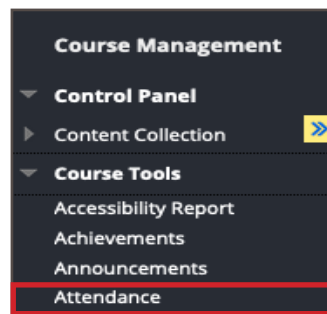
How to Turn On the Attendance Tool in Blackboard

Attendance Reporting

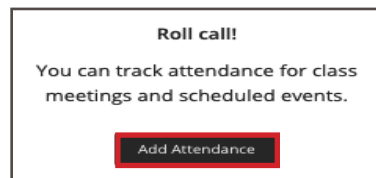
Host a Collaborate session from your Blackboard Learn course and let Collaborate take attendance for you.

How To Turn on the Attendance Tool:

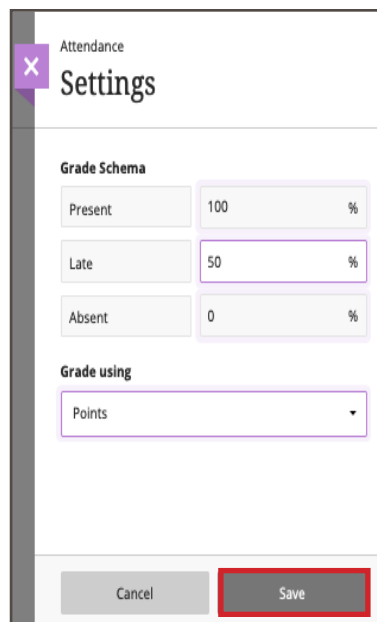
1. From the Course Management list, expand *Course Tools*
2. Select *Attendance*.



3. Click *Add Attendance*.



4. Setup your attendance *Settings*.
5. Click *Save*.



Blackboard Collaborate Attendance & Reporting

How to Access and Take Attendance in Blackboard Collaborate

Attendance Reporting

Host a Collaborate session from your Blackboard Learn course and let Collaborate take attendance for you.

You must turn attendance reporting on for each session you want to track attendance in. Attendance reporting is only available in sessions **with an end date and time**.

The screenshot shows the 'Attendance Reporting' settings panel. It includes a checkbox for 'Share attendance information with LMS' which is checked. Below this, there are two sections: 'How late can attendees join before they're marked late or absent?' and 'Required time in session'. The 'Late after' section has a text input field with '5' and 'minutes' next to it. The 'Absent after' section has a text input field with '20' and 'minutes' next to it. The 'Required time in session' section features a horizontal slider from 0% to 100%, with a white marker at the 50% position. Below the slider, a note reads: 'Attendees must be present for at least 50% of the session running time or they're marked as absent.' At the bottom of the panel are 'Delete' and 'Save' buttons.

How To Get Started:

1. From the sessions list, create a new session or edit a session with an end date and time.
2. Expand *Attendance Reporting*.
3. Select *Share attendance information with LMS*.
4. You can modify the session thresholds:
 - a. **Late after:** Attendees who join the session after the number of minutes entered are marked late. By default, attendees are late if they join 6-20 minutes after the scheduled start time.
 - b. **Absent after:** Attendees who join the session after the number of minutes entered are marked “absent.” By default, attendees are absent if they join the session more than 21 minutes after the scheduled start time.
 - c. **Required time in session:** Attendees must be in the session for the percentage of time selected, or longer, to be marked present. By default, attendees must be in the session for at least half of the session running time to be marked present.
5. Select *Save*.

Based on the criteria you set, Collaborate tracks if a student is present, late, or absent from a session. Collaborate then sends that information directly to the Attendance page in your Blackboard Learn course.

Attendance from the Collaborate session is counted in each student’s average attendance in the course, which can also be used in calculating student grades.

[Click here to learn more about the Attendance Tool](#)

The screenshot shows the 'Attendance' page for a session titled 'Environmental Change'. The table has columns for 'Student', 'Attendance', 'Present', 'Late', 'Absent', and 'Excused'. The 'Attendance' column shows percentages for each student: 100%, 100%, 100%, 100%, 50%, and 0%. The 'Present' column has green checkmarks for the first four students. The 'Late' column has a yellow box with 'Late' for the fifth student. The 'Absent' column has a red box with 'Absent' for the sixth student. The 'Excused' column is empty for all students.

Student	Attendance	Present	Late	Absent	Excused
Wade DeWane	100%	✓ Present			
Brian DeWane	100%	✓ Present			
Eric DeWane	100%	✓ Present			
Brian DeWane	100%	✓ Present			
Wade DeWane	50%		⚠ Late		
Adam Torres	0%			✗ Absent	