Blackboard Attendance Tool
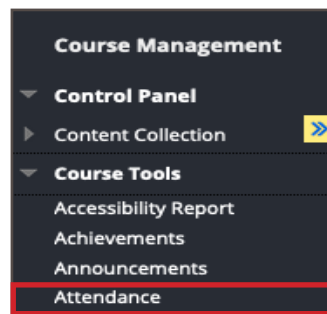
How to Turn On the Attendance Tool in Blackboard
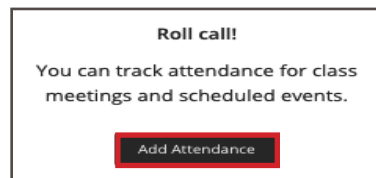
Attendance Reporting

Host a Collaborate session from your Blackboard Learn course and let Collaborate take attendance for you.
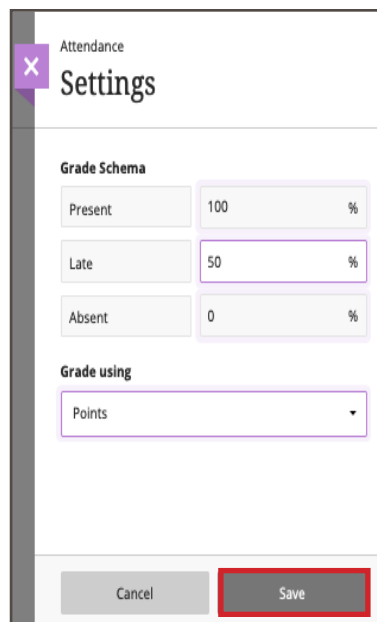
How To Turn on the Attendance Tool:

1. <u>From the Course Management list</u>, expand *Course Tools*
2. Select *Attendance.*

3. Click *Add Attendance.*

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

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**.

How To Get Started:

1. <u>From the sessions list</u>, 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