How do I track attendance in Collaborate?

Tell Me

Faculty can track attendance in Collaborate in two ways:

- Reviewing the session report
- Letting Collaborate send student attendance to the Bb Attendance tool.

Attendance reporting is off by default. 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.

Session Reports

The Session attendance report provides an overview of when attendees joined and left sessions. It also gives you an idea of how long attendees were present in the session on average. There is also a session report for the Course Room.

Individual Sessions

1. Go to your course and access Collaborate.
2. Find the session for which you want to see a report.
3. Select the Sessions options (…) menu, which is located on the right of the session.

4. Select View reports.
   - NOTE: If your sessions are used more than once, there is a report for each time it was used. Click the link to the session report if there are multiple reports.

Course Room

1. Go to your course and access Collaborate.
2. Identify the Course Room at the top of the Collaborate page.
3. Select the options (…) menu, which is located on the right of the room.

4. Select View reports.
   - NOTE: If your Course Room is used more than once, there is a report for each time it was used. Click the link to the session report if there are multiple reports.

Downloading Attendance Reports

1. Go to your course and access Collaborate.
2. Identify the Course Room or the individual Session for which you want to review the report.
3. Select the options (…) menu, which is located on the right of the room.
4. You can print or export the attendance report:
   - Select Printable and print the page. The printable version of the report includes all participants for the date range selected. If you filter your report by user and select Printable, the printable version still shows all users.
   - Select Export to CSV to export the report.
Sending Attendance to Blackboard

Attendance synchronization will only work with scheduled sessions. You cannot synchronize attendance for Course Rooms. Attendance reporting is off by default; synchronization between Collaborate and your Blackboard course must be set BEFORE the session begins. You must also turn attendance reporting on for each session you want to track attendance in.

1. Go to your course and access Collaborate.
2. From the sessions list, create a new session or edit a session with an end date and time.

   **Remember:** Attendance reporting is only available in sessions with an end date and time. Although you can't synchronize attendance from your course room, you can view the session reports.

3. Expand Attendance Reporting.
4. Check the box for **Share attendance information with LMS**.

5. The late, absent, and time in session thresholds are set by default, but you can change them.

   - **Late after**: Attendees who join the session after 15 minutes entered are marked late.
   - **Absent after**: Attendees who join the session after 20 minutes entered are marked absent.
   - **Required time in session**: By default, attendees must be in the session for at least half of the session running time to be marked present.

6. 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.

**Feedback:** Correct or Suggest an Article | Request Help