Collaborate Web Conference allows for integration with the Grade Center so that you can capture attendance and assign points to students who attended the web conference session. To give points for attendance the students must be enrolled in your course. Once the session ends, you can pull an Attendance Report which will allow you to push the points to the Grade Center.

Note: These instructions assume you enabled Grade Center Integration and assigned a point value for attendance when you created your Collaborate Web Conference session.

1. Click on Course Tools to expand it and then select Blackboard Collaborate.

2. Locate the session by typing a keyword or phrase in the Search box to locate a specific session or recording. You can search by date range.

3. Once you’ve located the session, roll your mouse over the session title, click on the arrow on the right of the session title and then click on View Session Attendance in the shortcut menu.
4. To award points for attending the session, click on **Post Attendance to Grade Center**.

![View Session Attendance](image)

5. You should receive confirmation that attendance was successfully posted to the Grade Center.

![Session Attendance has been successfully posted to the grade center.](image)

6. In the Grade Center, roll your mouse over the column heading to view more information about the column on the grade information bar.

![Grade Center : Full Grade Center](image)