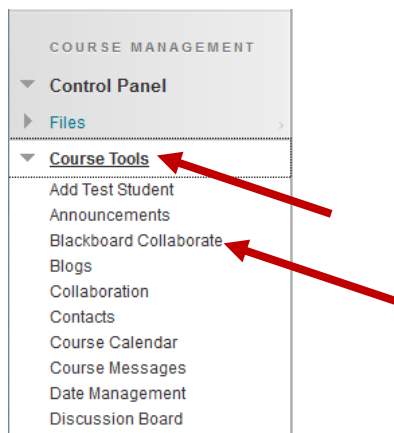


Collaborate - Session Attendance

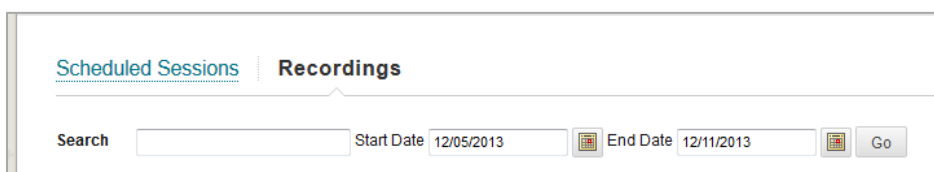
Collaborate Web Conference allows for integration with the Grade Center so that you can capture attendance and assign points to students who attended the web conference session. To give points for attendance the students must be enrolled in your course. Once the session ends, you can pull an Attendance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

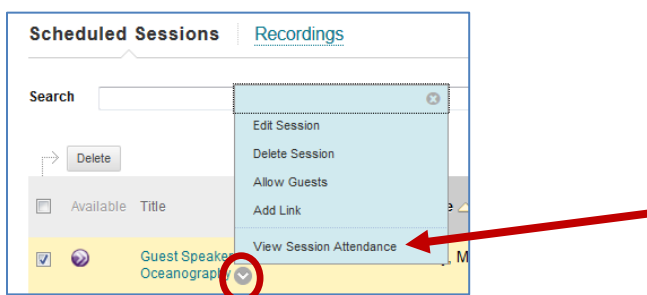
1. Click on **Course Tools** to expand it and then select **Blackboard Collaborate**.



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.



- To award points for attending the session, click on **Post Attendance to Grade Center**.

View Session Attendance

Post Attendance to Grade Center

Attendee Name	Attendee Joined At	Attendee Left At
Janice Florent (jflorent)	Monday, October 21, 2013 12:37:18 PM CDT	Monday, October 21, 2013 2:09:11 PM CDT
Stu-jflorent1 Bb9Sandbox1 (bb9sandbox-jflorent1)	Monday, October 21, 2013 12:40:56 PM CDT	Monday, October 21, 2013 2:08:49 PM CDT
Stu-jflorent2 Bb9Sandbox2 (bb9sandbox-jflorent2)	Monday, October 21, 2013 12:46:05 PM CDT	Monday, October 21, 2013 2:08:39 PM CDT

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

Session Attendance has been successfully posted to the grade center.

Blackboard Collaborate

Blackboard Collaborate offers a robust tool set that allows you to web confer, video, and recording capabilities. You can also use private and public chat, a [Help](#)

- 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

Create Column Create Calculated Column Manage Reports

Grade Information Bar Possible: 5 | BBC | Attendance of GUEST SPEAKER - IMA OCEANOGRAPHER [2013-10-21 12:37:18 -0500 - 2013-10-21 14:11:03 -0500]

Last Name	First Name	Attendance of	Good Study Ski	Total	Ex
Bb9Sandbox1	Stu-jflorent1	5.00		664.00	2.
Bb9Sandbox2	Stu-jflorent2	5.00		645.50	--
Bb9Sandbox3	Stu-jflorent3	--	--	360.00	3.
Bb9Sandbox4	Stu-jflorent4	--	--		