

Blackboard Tips:

Take Attendance in Blackboard Collaborate Ultra

Blackboard (<http://blackboard.uscupstate.edu>) can be configured to take attendance and provide participation reports for your Collaborate Ultra sessions.

Purpose and Applications

You can use Blackboard Collaborate Ultra attendance reports to

- Send attendance records of Collaborate Ultra session attendees to the Blackboard learning management system (LMS).
- Maintain records of student session attendance and participation.

How to Turn Attendance Tracking On

- The attendance tracking function is off by default. You must turn attendance reporting on for *each* session you want to track attendance in.
- Click on a Collaborate Ultra session or add options when creating a new session. Most commonly, users simply click **Join session** and go directly into the Collaborate session. Scroll down to view the options to customize your session.
 - **Event Details:** Start and End dates and times, and options for early access
NOTE: An End Date must be provided in order to turn on Attendance Reporting.
 - **Session Settings:** Downloading recording, chat, share screen, and other options.
 - **Attendance Reporting**

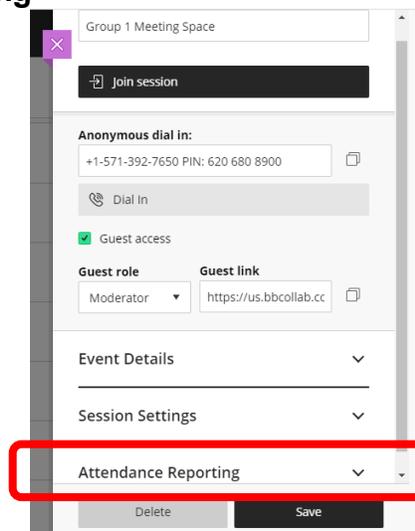


Figure 1. Collaborate Ultra Session Details

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- Attendance Reporting options are not available until you click on the **Share attendance information with LMS** option. A black checkmark on a green field will appear.

The screenshot shows the 'Attendance Reporting' section of the Blackboard Collaborate Ultra interface. At the top, there are three expandable sections: 'Event Details', 'Session Settings', and 'Attendance Reporting'. The 'Attendance Reporting' section is expanded, and the checkbox 'Share attendance information with LMS' is checked, with a green checkmark and a red rectangular highlight around it. Below this checkbox, there is a question: 'How late can attendees join before they're marked late or absent?'. There are two input fields: '* Late after' with a value of '5' and '* Absent after' with a value of '20', both followed by 'minutes'. Below these is a 'Required time in session' slider, which is currently set to 50% (between 0% and 100%). A note below the slider states: 'Attendees must be present for at least 50% of the session running time or they're marked as absent.' At the bottom of the form are two buttons: 'Delete' and 'Save'.

Figure 2. Blackboard Collaborate Ultra Attendance Reporting Enabled

- The remaining options available within Blackboard Collaborate Ultra's Attendance Reporting feature are at the discretion of each faculty member. The times shown in Figure 2 are the default settings within Blackboard.
 - Late after (5 minutes is probably not enough time until students are familiar with your Collaborate sessions)
 - Absent after
 - Required time in session

NOTE: Required time in session is not recommended. Technology and internet connections can often be fickle, causing disruptions in attendance during a Collaborate session. Time in session is not cumulatively compiled throughout a session.
- 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 tool in your Blackboard Learn course **only if you have first selected and set up the Attendance tool from the Course Tools in your course.**

How to Access the Session Attendance Report

- Attendance from the Collaborate session is counted in each student's average attendance in the course. You can view a copy of an individual Collaborate session attendance report by going into Collaborate and clicking on Sessions and then displaying the sessions.
- Click the Session Options icon at the far right of the session name to View Reports.

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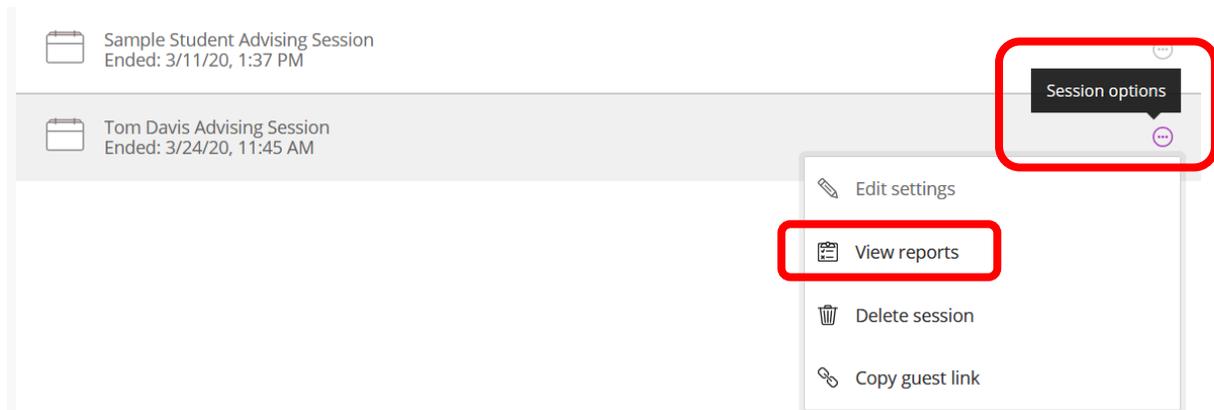


Figure 3. Session Options and View Reports Selection

- 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.
- If your sessions are used more than once, there is a report for each time it was used.

Date	Participants joined	Start time	End time	Session duration	Average time in session
6/1/16	3	2:50:06 PM	2:53:06 PM	00:02:59	00:00:41

Figure 4. Session Details and Average Time in Session

- Select View Report to see the Full Report. See when each participant joined and left the session. *With this knowledge, check in with individual participants to see if they were having any technical issues or need a quick review of what was presented and discussed.*

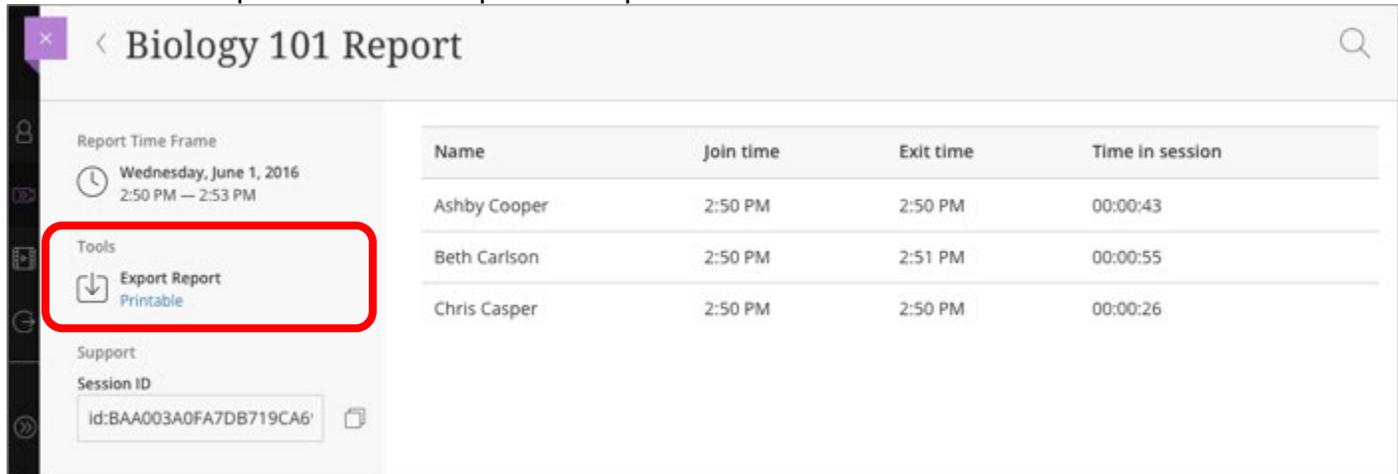
Name	Join time	Exit time	Time in session
Ashby Cooper	2:50 PM	2:50 PM	00:00:43
Beth Carlson	2:50 PM	2:51 PM	00:00:55
Chris Casper	2:50 PM	2:50 PM	00:00:26

Figure 5. Detailed Session Attendance Report and Download Options

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Export and print reports

- 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.



The screenshot shows the 'Biology 101 Report' interface. On the left, the 'Tools' section is highlighted with a red box, containing 'Export Report Printable' and 'Export Report CSV'. The main area displays a table of participant data for Wednesday, June 1, 2016, from 2:50 PM to 2:53 PM.

Name	Join time	Exit time	Time in session
Ashby Cooper	2:50 PM	2:50 PM	00:00:43
Beth Carlson	2:50 PM	2:51 PM	00:00:55
Chris Casper	2:50 PM	2:50 PM	00:00:26

Figure 6. Export Report Option

Quick Tips for Use

- Let Collaborate take attendance for you so that you may focus on interacting with your students. The key is that the attendance option must be turned on for every session to ensure that it will work.
- Even in the best of circumstances, technology can have problems. Keep this in mind if your students have challenges.
- The first time participants access Collaborate on a new device, they will be prompted to set up audio and video. They may take them several minutes, or they may find they need to attend via dial-in connection only. Allowing grace for some late attendance early in the term is recommended.
- Review the report to ensure accuracy.
- Dial-in participants will not automatically appear in the Blackboard course attendance. Be sure to adjust attendance in Blackboard for dial-in students or students with poor or interrupted connections.
- Recording your Collaborate sessions is another way to cross-check your attendance report for accuracy as user presence and activity is captured.

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