

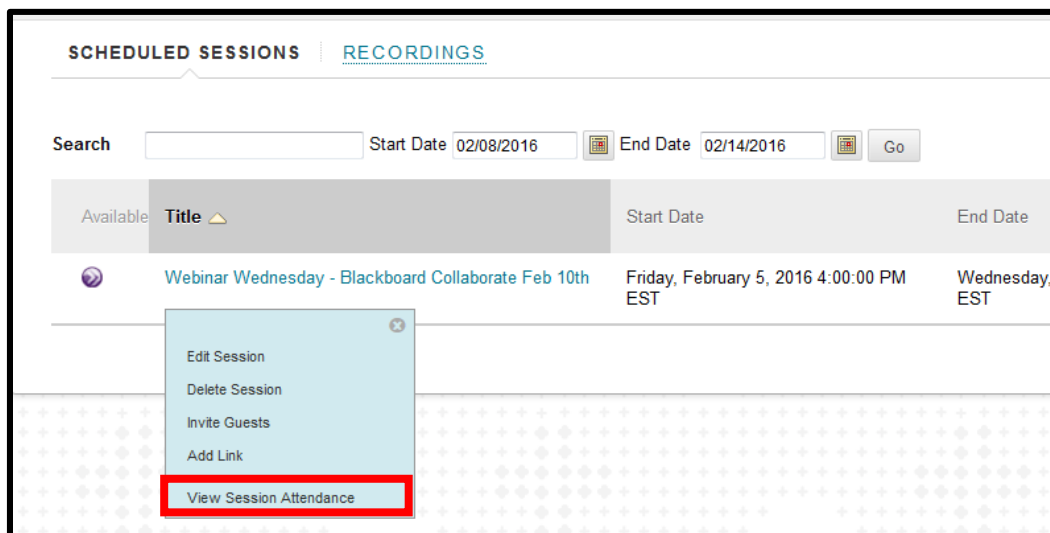
TUTORIAL

TRACKING ATTENDANCE IN
BLACKBOARD COLLABORATE

Learn how to view a list of attendees in a Blackboard Collaborate session

<http://help.pace.edu/> PLV: 914 773 3338 NYC: 212 346 1583

1. To track attendance, the session must have a **defined start and end time**. This is defined when you create and schedule a new session.
2. After the session has been closed, go to **Course Tools** and select **Blackboard Collaborate**. You will see a list of your scheduled sessions.



3. Click on the **grey arrow** next to the session and select **View Attendance**. A list of attendees will appear.

My Notes: