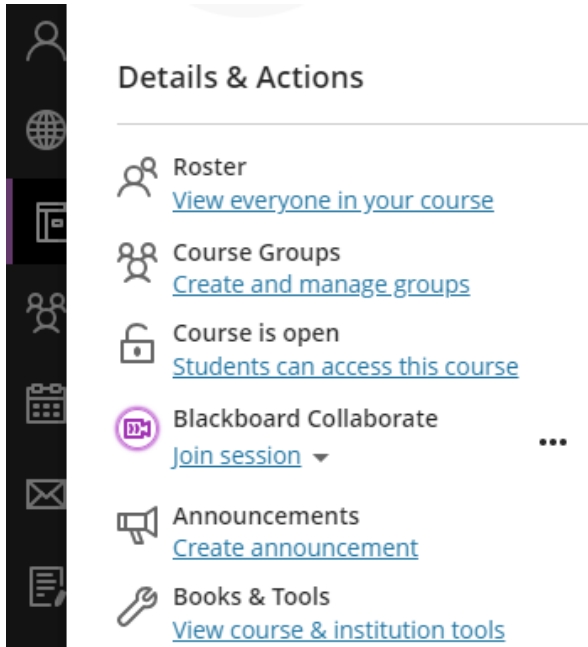


Student Attendance Instructions for Collaborate Sessions

New Student Attendance Tracking process: We have simplified the student attendance tracking process. Faculty no longer need to take screenshots and send in the attendance email template. Instead, attendance reports will be pulled from the Collaborate sessions.

Attendance for Collaborate Sessions will now be recorded based on students accessing the Blackboard Collaborate Course Room during their assigned course meeting time. Students will no longer be required to “raise their hands”.

To be counted for attendance, students must click on the “join session” button under the Blackboard Collaborate option in *Details & Actions* toolbar during their assigned class meeting time. **Students should also ensure that their name is updated to their legal name (name as it appears on the course roster) and not using a pseudonym while in the Blackboard Collaborate environment for attendance purposes**



Class duration note: This new process allows the University to see *when* users were logged in, and *how long* faculty and students were engaged in their class session. Please make sure to participate in the Collaborate session for the full normally scheduled course hours to comply with classroom learning requirements.

As with all emergency scenarios, if this prescribed process is not successful due to technical challenges in a session, we will honor an alternative method for recording attendance, via a manual roster or email from the faculty member.