

Access students' attendance  
on Blackboard

# Session attendance reports

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a dark green sidebar with navigation links in Arabic. The main content area is titled 'Blackboard Collaborate Ultra' and 'Sessions'. It includes a 'Create Session' button, a 'Filter by' dropdown set to 'All Upcoming Sessions', and a search icon. A session entry is listed with a calendar icon, the title 'الجلسة الافتراضية - مصطلحات قانونية باللغة الانجليزية - شعبة 28', and the recurrence 'Recurring: 6/16/20, 12:00 PM - 7/30/20, 2:00 PM'. A context menu is open for this session, showing three options: 'Edit recurring session', 'View reports' (which is circled in red and labeled with a red '2'), and 'Delete session'. A red arrow points to the 'الفصول الافتراضية' link in the sidebar, labeled with a red '1'.

1- Click on blackboard collaborate ultra

2

View reports



## Blackboard Collaborate Ultra



Reports: 28 شعبة - الإنجليزية بالغة مصطلحات قانونية بالغة الإنجليزية - شعبة 28

Filter by

All Reports ▼

## 3- Select the date of your session

Start time	End time	Attendees	Duration	Polls	Attendance
6/11/20, 11:45 AM	6/11/20, 3:51 PM	91	04:05:26	4	<a href="#">View report</a>
6/9/20, 11:45 AM	6/9/20, 5:46 PM	81	06:01:12		<a href="#">View report</a>
6/7/20, 11:45 AM	6/7/20, 4:16 PM	86	04:30:37		<a href="#">View report</a>
6/4/20, 11:45 AM	6/4/20, 7:01 PM	85	07:15:41		<a href="#">View report</a>
6/2/20, 11:45 AM	6/2/20, 5:09 PM	86	05:23:35		<a href="#">View report</a>
5/31/20, 11:45 AM	5/31/20, 4:02 PM	87	04:16:21		<a href="#">View report</a>

مصطلحات قانونية بالغة

الإنجليزية 232

LAW\_شعبة(28)نظري\_ONLI  
NE

الصفحة الرئيسية

إبدأ هنا

وصف المقرر

أستاذ المقرر

إعلانات المقرر

المحتوى الدراسي

الفصول الافتراضية

لوحة النقاش

الواجبات

الإختبارات

الدرجات

رسائل المقرر الدراسي

إرسال بريد إلكتروني



## Session details

Sunday, June 14, 2020

7:50 AM — 11:20 AM

## Attendees

27

Average time in session

00:46:13

## Tools



Export Report

Printable

Export to CSV

## Support

## Session ID

id:b892fa031a394492839d29df769dbc



Name	Role	Attendee Type	First join	Last leave	Total time	Joins
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وجدان محمد عبدالله العنزي - 3810 14604	Participant	Integration	7:50 AM	10:40 AM	02:39:09	5
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ندا عقلى عايد الفحيماني الحويطي - 361012394	Participant	Integration	7:53 AM	10:39 AM	02:46:01	1
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مريم جرهوم - 411010401	Participant	Integration	7:54 AM	10:40 AM	02:40:16	4
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سلوى بنت سعيد ساعد آل حمد الغامد ي - 391006675	Participant	Integration	7:55 AM	10:38 AM	02:43:35	1
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خلود باشعيب - 411010399	Participant	Integration	7:57 AM	10:46 AM	02:49:26	2
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لمى عبد اللطيف المدمي العطوي - 4 11005146	Participant	Integration	7:58 AM	8:35 AM	00:37:14	2
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ساره بنت صالح بن الشمري - 391 005093	Participant	Integration	8:01 AM	11:07 AM	03:06:00	1
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5- You can get the attendance report as printable copy or export it as excel sheet by clicking on export to csv

# Access previous session report

The screenshot shows the Blackboard Collaborate Ultra interface. On the left is a green sidebar with navigation links in Arabic. The main content area is titled 'Blackboard Collaborate Ultra' and 'Sessions'. Below the title bar is a 'Create Session' button. To the right of the button is a 'Filter by' dropdown menu. The dropdown menu is open, showing three options: 'All Upcoming Sessions' (selected), 'All Previous Sessions', and 'Sessions In Range'. A red arrow labeled '1' points to the 'Filter by' dropdown, and another red arrow labeled '2' points to the 'Sessions In Range' option. Below the dropdown menu, there is a list of sessions. The first session is titled 'الجلسة الافتراضية - مصطلحات قانونية باللغة الانجليزية - شعبة 28' and has a recurring schedule of '6/16/20, 12:00 PM - 7/30/20, 2:00 PM'.

Blackboard Collaborate Ultra

Sessions


Create Session

Filter by All Upcoming Sessions


- ✓ All Upcoming Sessions
- All Previous Sessions
- Sessions In Range

الجلسة الافتراضية - مصطلحات قانونية باللغة الانجليزية - شعبة 28  
Recurring: 6/16/20, 12:00 PM - 7/30/20, 2:00 PM

## Blackboard Collaborate Ultra



Sessions



Create Session

3- Select the session date

Filter by

Sessions In Range ▼



6/14/20 

to


6/14/20 

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11


الجلسة الافتراضية - مصطلحات  
2:00 PM



## Blackboard Collaborate Ultra



Sessions



Create Session

Filter by

Sessions In Range ▼



6/2/20



to

6/14/20




الجلسة الافتراضية - مصطلحات قانونية باللغة الانجليزية - شعبة 28

Last occurrence: 6/14/20, 2:00 PM



↺ Edit recurring session

4  View reports

 Delete session

# Access students' attendance via attendance tool

رسائل المقرر الدراسي

إرسال بريد إلكتروني

الأدلة الإرشادية والتعليمات

سياسات الجامعة ومصادرها

الدعم والمساندة

## Course Management

### ▼ Control Panel

► Files

### ▼ Course Tools

Achievements

Announcements

Attendance

Blackboard Collaborate

Blackboard Collaborate

Ultra

Blogs

Bookshelf

1



For each class meeting, you can record whether a student is present, late, absent, or excused. You can apply formulas and use attendance as part of students' overall grades just as you can for an assignment grade column. [More Help](#)

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## Attendance



2/20/18	+	2/20/18
Present	Present	Excused
Present	Present	Mark
Present	Present	Present

Roll call!

You can track attendance for class meetings and scheduled events.

2

Add Attendance