



How to activate Attendance Tool for a session created in Ultra

Blackboard

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Step1: when creating a new session, activate Attending Reporting Option.



must, modify
The time for
(late/Absent) and
required time for
session to be able to
mark students as
Present.

A name for the session is required.

Event Details

Session Settings

Attendance Reporting

☒ Share attendance information with LMS

How late can attendees join before they're marked late or absent?

* Late after
5 minutes

* Absent after
20 minutes

Required time in session
0% 100%

Attendees must be present for at least 50% of the session, or else they will be marked as absent.

Step2: when session is up, select Attendance tool. (That is found under Control Panel)

Course Management

Control Panel

Content Collection

Course Tools

Accessibility Report

Achievements

Announcements

Attendance

Blackboard Collaborate

Blackboard Collaborate Ultra

Blogs

Contacts

Step3: Attendance sheet will show status for each student.

Note: (ability to change status manually)



Attendance

Digital Text

Student	Digital Text	Present	Late	Absent	Excused
قاسم احمد سيف	100%	✓ Present			
ميناة المصري PreviewUser	--	✓	⌚	✗	⊗
اصيل بن علي القنصري	100%	✓ Present			
ساره جواد العربي	100%	✓ Present			
رنا راجح الاعدوي	--	✓	⌚	✗	⊗