

Quick Guide – MyAberdeen: Recording Attendance in Class Collaborate

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This guide highlights 3 options for recording and tracking attendance in Class Collaborate sessions. Attendance information is logged automatically for any Collaborate session, whether the session took place in the default Course Room or in a scheduled Collaborate session. This information is in the [Collaborate Session Reports](#).

Option 1: Access a report from Collaborate

To access a [Collaborate session report](#):

1. Select the **ellipsis** icon (three little dots) to the right of Blackboard Collaborate and select **View room report** from the menu.

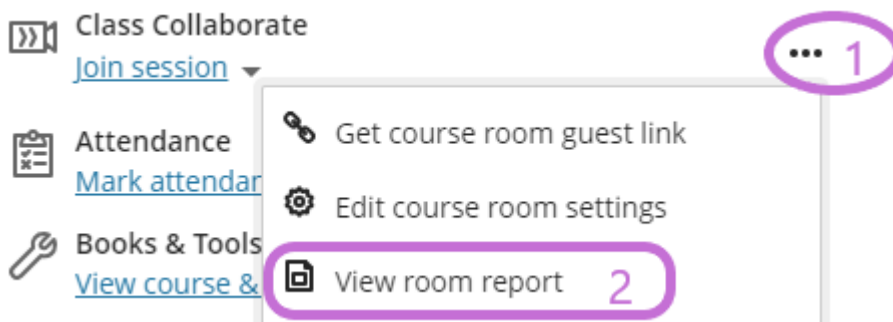


Figure 1 Select view room report

2. Next to the Collaborate Session, select the **ellipsis** icon for the session and select **View reports**.

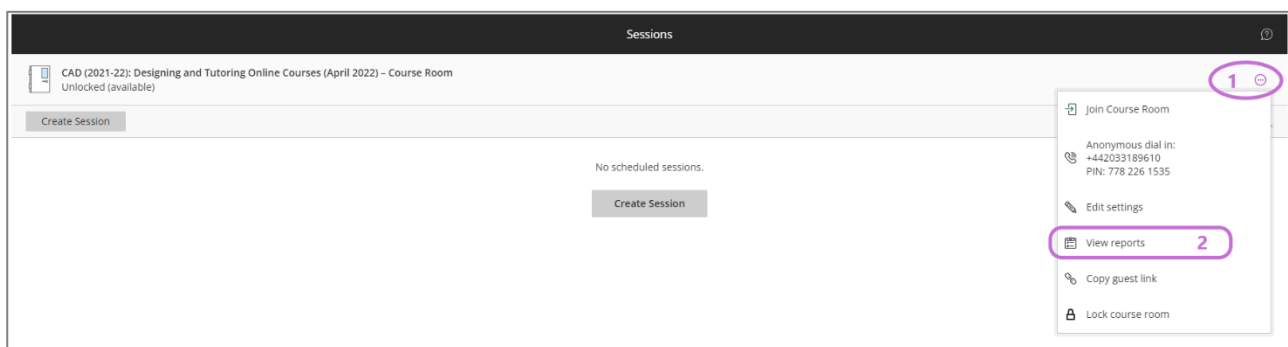


Figure 2 Select view reports

3. If there is more than one session (this typically applies to the Course Room which may be used for several sessions) select **View report** for the date and time required.
4. View the attendees on screen, select a **Printable** version or select **Export to CSV** and open in Excel.

Option 2: Use a slide with a QR code generated by MyTimetable

For this option, you will have to:

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- Generate an attendance QR code from MyTimetable
- [Upload a slide](#) in Collaborate with the appropriate QR code

Generate an Attendance QR code

1. Log into MyTimetable
2. Select My Courses
3. Select View Classes for the relevant course from your My Courses list
4. Select actions for the relevant class and from the dropdown select Attendance Codes

| Type | Group | Title | Room(s) | S | P | H | E (Rs) | Rm | Open | Actions |
|----------|-----------------------|---|---|----|---|-----|--------|----|------|-----------|
| Tutorial | AC1011_TA2 | Monday 11:00:00 Weeks: 11, 13, 15, 17 | Macrobert Lecture Theatre MacRobert Building | 25 | 0 | 27 | 10 (0) | 15 | ✓ | Actions - |
| Tutorial | AC1011_TA5 | Monday 14:00:00 Weeks: 11, 13, 15, 17 | MR613 MacRobert Building | 15 | 0 | 15 | 6 (0) | 9 | ✓ | Actions - |
| Tutorial | AC1011_TA8 | Wednesday 14:00:00 Weeks: 11, 13, 15, 17 | ONLINE | 0 | 0 | 500 | 0 (0) | 0 | ✓ | Actions - |
| Tutorial | AC1011_TA5 AC1011_TA4 | Wednesday 14:00:00 | ONLINE | 57 | 0 | 500 | 48 (0) | 9 | ✓ | Actions - |

Edit Class

View Class Enrolments

Email Class

Close Class

Print Attendance List

Attendance Codes

Figure 3 Select Attendance Codes

5. You will see a new page where you can select which instance of the class you need the QR code for. Select **Show QR Code** to display the QR code and allow you to download it.

Attendance Codes: Choose Event

Events

-- Select an Event --

Mon 12th October 2020 (14:00 - 15:00)

Mon 26th October 2020 (14:00 - 15:00)

Mon 9th November 2020 (14:00 - 15:00)

Mon 23rd November 2020 (14:00 - 15:00)

Show QR Code

Figure 4 Select Show QR Code

6. Click on Download the QR Code to download it as an image and add it to a presentation or to upload it directly as a slide in Collaborate



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Figure 5 Click on Download the QR code

Upload a slide in Collaborate with the appropriate QR code

To [upload a slide](#) in Collaborate:

1. Within a Collaborate Room access the Collaborate Panel on the right hand side
2. Click the **Share Content** option and select **Share Files**. Select **Add Files** or drag a file into the box to upload it.
3. Once your file is uploaded, select the slide with the QR code and select Share. Students will now be able to scan the QR code with their mobile device as normal.



Warning: If using Option 2 please use these for online events that have a location of “ONLINE” in MyTimetable. This enables the online and on campus events to be distinguished in MyTimetable for track and trace purposes, if necessary.

Option 3 – Using Collaborate with the Attendance tool

In courses you have the option to use the [attendance tool](#) in Blackboard for tracking attendance. This tool can be useful in situations where MyTimetable is not used, such as in fully online courses, and where you wish to track attendance in live sessions.

The option for Collaborate attendance data to be sent to the Attendance tool is off by default. You can enable this option when creating a session to run on a specific date and time.

Warning: The option to Share attendance information with LMS is only available in sessions with an end date and time. It is not available for the default course room – only for scheduled sessions.

To share Collaborate attendance data with the Attendance tool:

1. From the sessions list select [Create Session](#)
2. Enter the **Event Details – Step 1**
3. Review **Session Settings – Step 2**
4. Select **Attendance Reporting – Step 3**
5. Select **Share attendance information with LMS – Step 4** (Learning Management System, ie MyAberdeen Course Attendance tool)
6. Review and adjust the late, absent and time in session thresholds
7. Select **Create – Step 5**

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Group 1 Tutorial - 9 AM Tues 6 Oct

1 2 3

Attendance Reporting

☒ Share attendance information with LMS 4

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 running time or they're marked as absent.

Cancel Create 5

Figure 6 Steps to share Collaborate attendance data with the Attendance tool

The attendance records are now automatically available in the Attendance tool.

You can [access the Attendance tool](#) under the **Details & Actions** pane on the left. You can also [access and view attendance](#) from the item list or grid view in the gradebook.

To export the attendance, visit the Attendance tool in the course area, select the **Overall** option on the top right, and select the **Export icon**, also top right.

Warning: If using option 3 in Ultra courses, when setting up the Overall Grade To Date in the Gradebook, remember to ensure you do not include Attendance data in calculations.

Further Resources

1. [Toolkit: Collaborate and Teams](#)
2. [Blackboard: Collaborate Session Reports](#)
3. [Course Design Guidelines](#)
4. www.abdn.ac.uk/elearning