







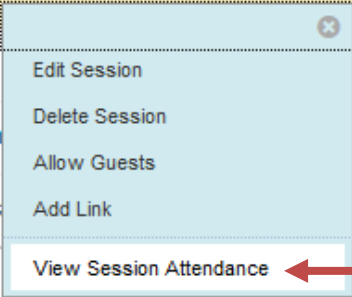
Viewing Collaborate Session Attendance


1. Select the  icon next to the title of the session you wish to view the attendance information for.
2. Now select **View Session Attendance** as show in the image below.

Scheduled Sessions | [Recordings](#)

Search Start Date End Date

<input type="checkbox"/>	Available	Title 	St
<input checked="" type="checkbox"/>		Collaborate Meeting Room 1	W
<input type="checkbox"/>		Collaborate Meeting Room 2	M
<input type="checkbox"/>		Collaborate Training Session	W
<input type="checkbox"/>		MA in Counseling Mini-Orient	M



- Edit Session
- Delete Session
- Allow Guests
- Add Link
- View Session Attendance** 

3. If when you set up the room you selected the option to have a column added to grade center for the attendance of the session, you will be able to post the attendance to grade center using this option.

View Session Attendance

