View Blackboard Collaborate Ultra Attendance Reports

Session reports provide an overview of when participants joined and left a session as well as how long they were present in the session on average.

1. After your session, go to the Control Panel in your Blackboard course.

2. Select Course Tools and select Blackboard Collaborate Ultra.

   Note: You can also access Blackboard Collaborate Ultra from the Tools area on the Course Menu.

3. Click Show All Upcoming Sessions and choose Show All Previous Sessions.

   Note: You can also search for sessions using a specific date range.

4. Click the Sessions options menu next to the report you’d like to view and choose View reports.

5. Click the View report icon next to the report to view it.

   Note: If you used the session more than once, Blackboard creates a separate report for each one.

<table>
<thead>
<tr>
<th>Date</th>
<th>Participants joined</th>
<th>Start time</th>
<th>End time</th>
<th>Session duration</th>
<th>Average time in session</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/16</td>
<td>2</td>
<td>1:16:29 PM</td>
<td>1:28:05 PM</td>
<td>00:11:35</td>
<td>00:04:35</td>
</tr>
</tbody>
</table>