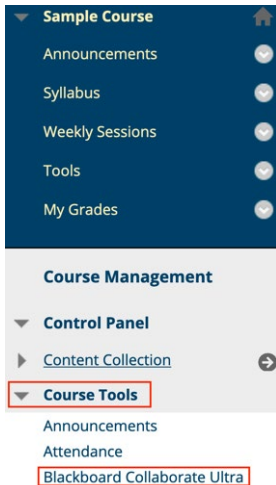


## Blackboard: View Collaborate Ultra Attendance Reports

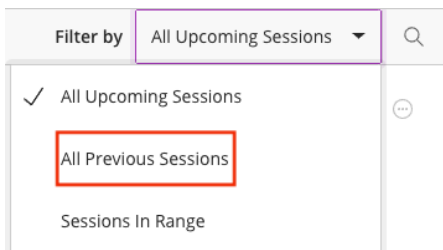
Session attendance reports provide an overview of when attendees joined and left a session as well as how long they were present in the session on average. You can also save and print reports.



1. After a Collaborate session, open your Blackboard course, go to the **Control Panel**, select **Course Tools**, and click **Blackboard Collaborate Ultra**.

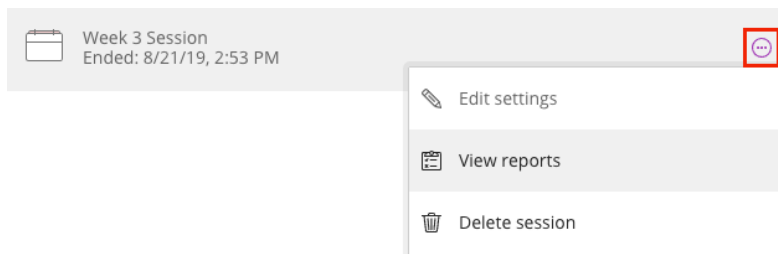
*Note: You may also be able to access Blackboard Collaborate Ultra from a Tool link on the course menu.*

2. Filter by All Upcoming Sessions and choose **All Previous Sessions**.



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

3. Click the **Sessions options** menu icon next to the report you'd like to view and choose **View reports**.



4. Click **View report** next to the report to view it. The Session Report displays the name of each attendee, when they joined and exited the session, and the average time they spent in the session.

Start time	End time	Attendees	Duration	Attendance
8/21/19, 2:00 PM	8/21/19, 2:11 PM	2	00:10:58	<a href="#">View report</a>