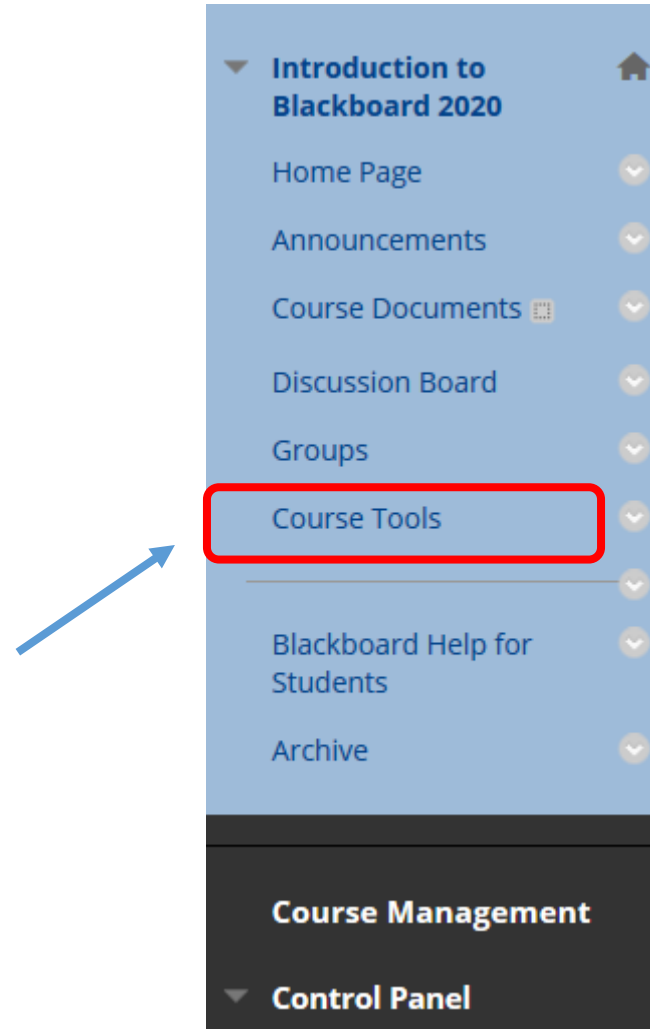




**How to View Attendance  
Reports for Blackboard  
Collaborate Ultra Sessions**

1. Log in to the Course on Blackboard. Click the **Course Tools** link from the *Course Menu*.



## 2. Click **Blackboard Collaborate Ultra**.

The screenshot shows the Blackboard interface with a left-hand navigation menu and a main 'Tools' section. The navigation menu includes 'Introduction to Blackboard 2020', 'Home Page', 'Announcements', 'Course Documents', 'Discussion Board', 'Groups', 'Course Tools', 'Blackboard Help for Students', 'Archive', and 'Course Module'. The 'Tools' section contains several tool cards, each with an icon, a title, a description, and a 'Hide Link' button. A red rectangle highlights the 'Blackboard Collaborate Ultra' card, and a blue arrow points to it from the top right.

**Tools**

- Achievements** Hide Link  
Achievements
- Announcements** Hide Link  
Create and view Course Announcements.
- Baruch Libguides Automatic** Hide Link
- Blackboard Collaborate Ultra** Hide Link  
Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives.
- Blackboard Help for Students** Hide Link  
Open Blackboard Help in a separate window.
- Journals** Hide Link  
Create and manage journals that can be assigned to communication with the instructor.
- Lehman Libguides Automatic** Hide Link
- McGraw-Hill Higher Education** Hide Link  
Access and Manage McGraw-Hill products for this co
- Microsoft Teams** Hide Link
- My Grades** Hide Link  
Displays detailed information about your grades.

3. This is the **Main Menu** of Blackboard Collaborate Ultra. To view the Attendance Report of a session, please click the circle with the three dots in the middle, circled in red, to the right of the session whose attendance report you want to review. A small menu will appear.

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a blue sidebar with navigation options: Introduction to Blackboard 2020, Home Page, Announcements, Course Documents, Discussion Board, Groups, Course Tools, Blackboard Help for Students, Archive, and Course Module. The main content area is titled 'Blackboard Collaborate Ultra' and 'Sessions'. It features a 'Course Room' section with a 'Create Session' button and a 'Filter by' dropdown set to 'All Upcoming Sessions'. Below this, a session for 'Week 1' is listed with the time '7/28/20, 8:24 AM - 7/28/20, 9:24 AM (in progress)'. Two red circles highlight the three-dot menu icons next to the 'Course Room' and the 'Week 1' session, with blue arrows pointing to them.

#### 4. Click **View reports**.

The screenshot displays the Blackboard Collaborate Ultra interface. At the top, the title "Blackboard Collaborate Ultra" is visible. Below it is a dark navigation bar with a hamburger menu icon on the left, the word "Sessions" in the center, and a help icon on the right. The main content area shows a "Course Room" section with a folder icon, the text "Course Room Unlocked (available)", and a "Create Session" button. Below this is a "Week 1" section with a calendar icon and the text "7/28/20, 8:24 AM - 7/28/20, 9:24 AM (in progress)". A dropdown menu is open on the right side of the "Course Room" section, listing several options: "Join Course Room", "Anonymous dial in: +1-571-392-7650 PIN: 747 914 5406", "Edit settings", "View reports", "Copy guest link", and "Lock course room". The "View reports" option is highlighted with a red rectangular box, and a blue arrow points to it from the bottom left.


5. Click **View report** to review the attendance for a session.

Blackboard Collaborate Ultra

× Reports: Course Room - Course Room

Filter by All Reports ▾

Start time	End time	Attendees	Duration	Polls	Attendance
7/23/20, 12:50 PM	7/23/20, 1:00 PM	1	00:09:21		<a href="#">View report</a>
7/7/20, 8:31 AM	7/7/20, 8:49 AM	2	00:17:57		<a href="#">View report</a>
6/22/20, 12:57 PM	6/22/20, 2:18 PM	2	01:20:02		<a href="#">View report</a>
6/11/20, 11:34 AM	6/11/20, 11:52 AM	1	00:17:57		<a href="#">View report</a>
6/8/20, 11:55 AM	6/8/20, 1:22 PM	3	01:27:02		<a href="#">View report</a>



6. Here you will see a list of all of the names of the students who joined the session, along with the time they first joined, when they left the session, how long they viewed the session, and how many times they joined / rejoined the session.

Blackboard Collaborate Ultra

Course Room - Course Room Report

Session details  
Monday, June 8, 2020  
11:55 AM — 1:22 PM

Attendees  
3

Average time in session  
00:18:15

Tools  
Export Report  
Printable  
Export to CSV

Support  
Session ID  
id:ac0275d1aaf044cabe6fea0e15e1f702, inst

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
James Weirich	Moderator	Integration	11:56 AM	12:17 PM	00:19:14	3
M	Participant	Guest	12:03 PM	12:08 PM	00:05:40	1
M	Participant	Guest	12:10 PM	1:17 PM	01:06:21	1