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