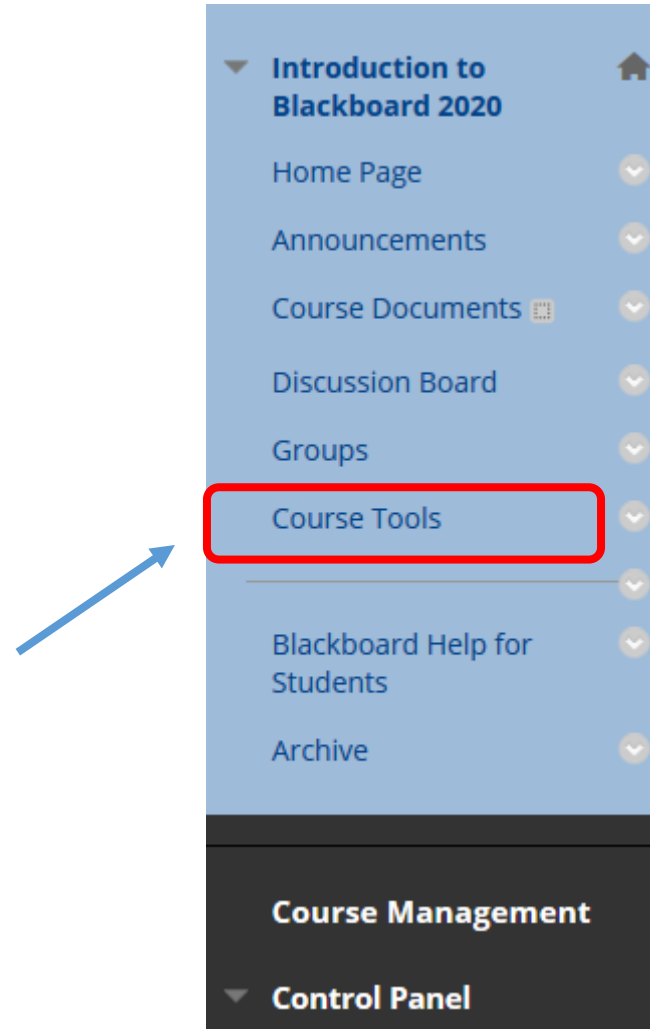


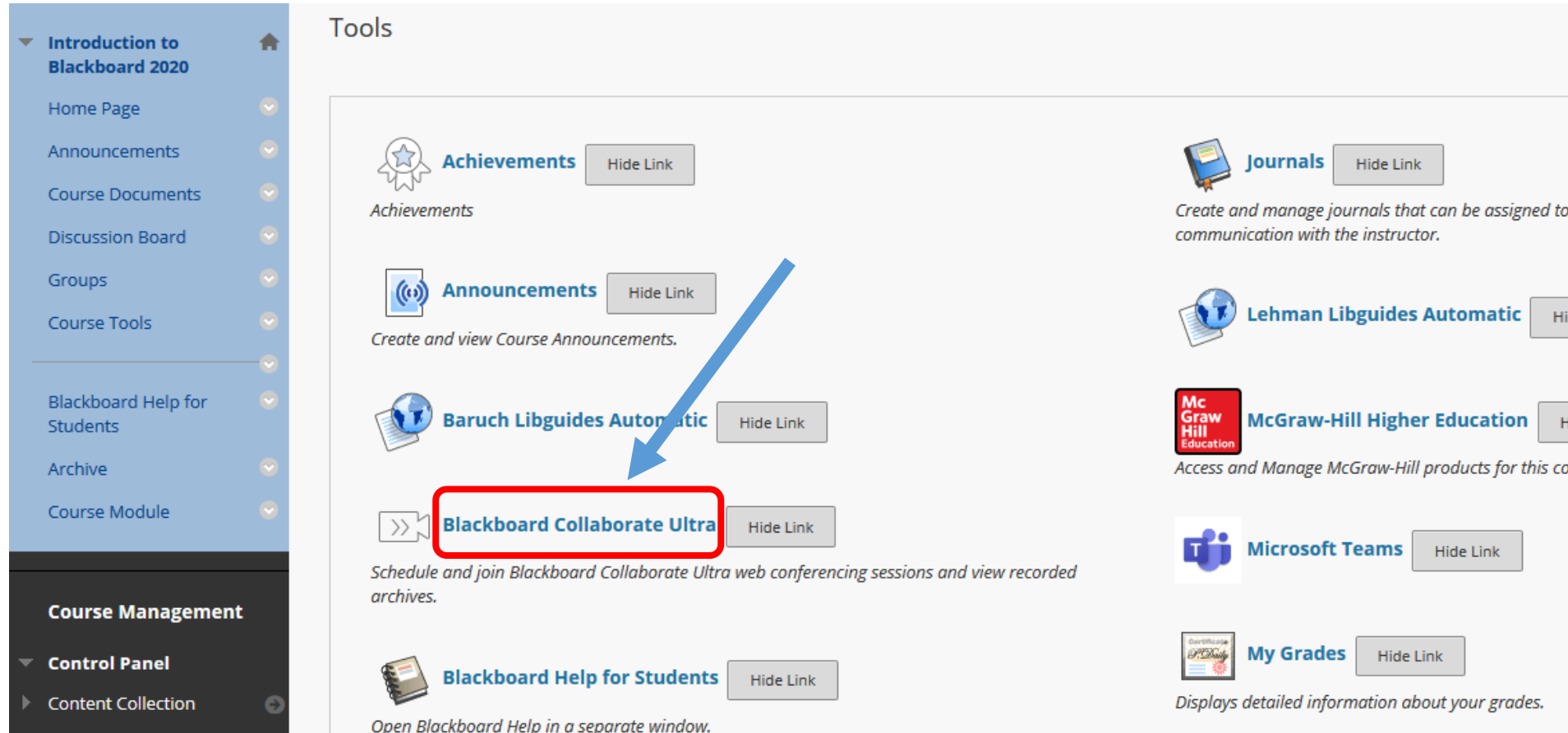


**How to View Attendance
Reports for Blackboard
Collaborate Ultra Sessions**

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



2. Click **Blackboard Collaborate Ultra**.



The screenshot displays the Blackboard interface. On the left is a navigation sidebar with the following items: Introduction to Blackboard 2020 (with a home icon), Home Page, Announcements, Course Documents, Discussion Board, Groups, Course Tools, Blackboard Help for Students, Archive, and Course Module. Below these is a 'Course Management' section containing 'Control Panel' and 'Content Collection'. The main area is titled 'Tools' and contains a grid of tool cards. Each card includes an icon, a title, a description, and a 'Hide Link' button. The 'Blackboard Collaborate Ultra' card is highlighted with a red rectangular box, and a blue arrow points to it from the top right. The other tool cards shown are: Achievements (with a star icon), Announcements (with a speaker icon), Baruch Libguides Automatic (with a globe icon), Journals (with a book icon), Lehman Libguides Automatic (with a globe icon), McGraw-Hill Higher Education (with a red logo), Microsoft Teams (with a blue 'T' icon), and My Grades (with a certificate icon).

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 'Create Session' button, a 'Filter by' dropdown set to 'All Upcoming Sessions', and a search icon. 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. Blue arrows point to these icons.

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 and the text "Course Room Unlocked (available)". Below this is a "Create Session" button. Underneath, a "Week 1" section is shown 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, containing 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.

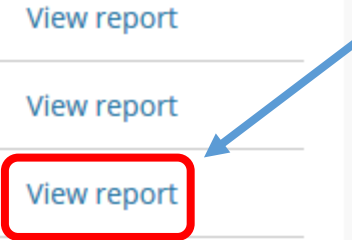
5. Click **View report** to review the attendance for a session.

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		View report
7/7/20, 8:31 AM	7/7/20, 8:49 AM	2	00:17:57		View report
6/22/20, 12:57 PM	6/22/20, 2:18 PM	2	01:20:02		View report
6/11/20, 11:34 AM	6/11/20, 11:52 AM	1	00:17:57		View report
6/8/20, 11:55 AM	6/8/20, 1:22 PM	3	01:27:02		View report



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