Attendance in Blackboard Collaborate Ultra
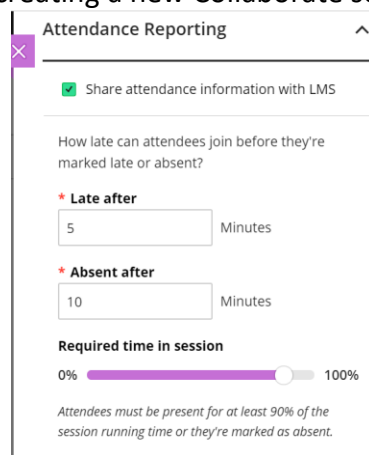
Please note that attendance only works for Collaborate sessions **that have a beginning and an end** (e.g., not the Course or Group Rooms). The students can join either from inside their Blackboard course or via the guest link. Please note that if a student joins by the guest link, only the name they provide will be listed in the report, so if the record of attendance is important you may want to ask them to provide both first and last names on joining the session. If joining from inside the course, Blackboard will supply this information automatically.
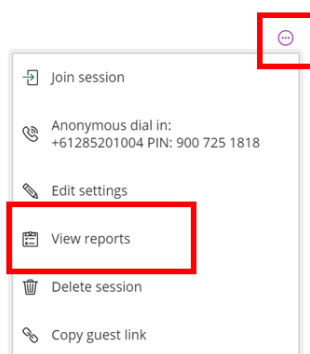
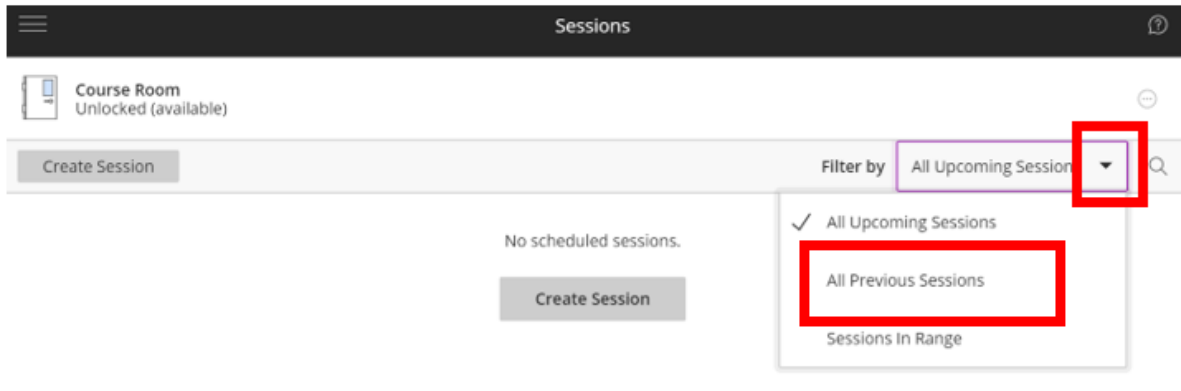1. As you are creating a new Collaborate session, set up attendance, for example:

2. Run the session as usual;

3. Once the session is finished, go back to where it is listed in the Collaborate Ultra section, click on the session's menu (the circle on the right from the title) and select **View Reports**. **If your session is not listed anymore, see step 4 below.**

4. If your session is not listed anymore, simply click on drop-down arrow next to the **Filter by** area and select **All Previous sessions** (or sessions in a range if you have too many):
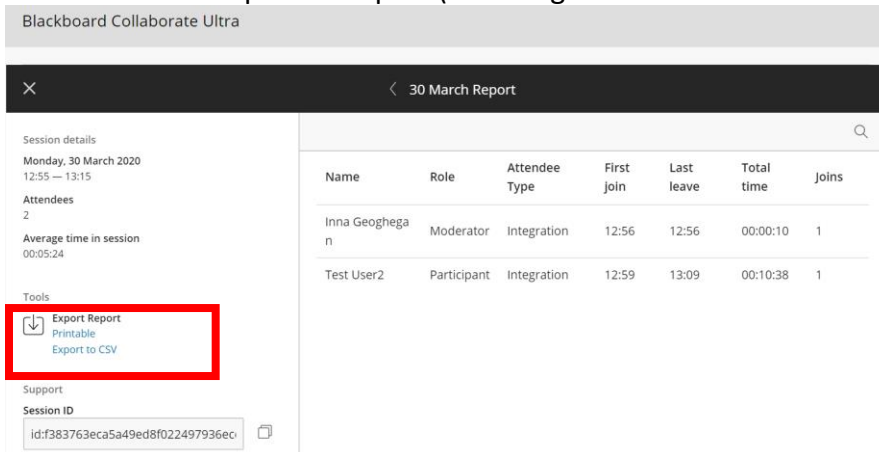
Once you found your session, click on the menu icon on the right and select **View Reports** (please note that the latest sessions will be at the bottom of the list, so you may need to move your scroll bar down to see the whole menu):

5. On the next screen, click on **View Report**:

6. Here is an example of a report (including the version from Excel using the Export to CSV option):

Name	Username	Role	AttendeeType	First join	Last leave	Total time	Joins
Inna Geoghegan	innageoghegan	Moderator	Integration	3/30/2020 12:56	3/30/2020 12:56	0:00:10	1
Test User2	tu100002	Participant	Integration	3/30/2020 12:59	3/30/2020 13:09	0:10:38	1