

Collaborate Session Reports

Collaborate Ultra automatically captures attendance data and polling information in session reports.

Session reports give you an overview of when participants joined and left your sessions. They also give you an idea of how long participants were present in the session on average. If you've used a session more than once, there will be a separate report for each time it was used. All attendees will be counted, it does not matter if they join from a browser or a mobile app or even if they join from a guest link.

Polling results report includes the poll question and the answer that each participant gave. If you need more information on how to use polls in Collaborate, [you will find the quick guide here](#).

Session reports are only available for sessions **WITH END DATES** (e.g., *no end open session* will not be able to generate a report). Please note that, similar to generating the session recording, it will take Collaborate Ultra some time to generate a report for the session.

View Session Reports

1. Go to **Bb Collaborate Ultra** section in Blackboard Menu.

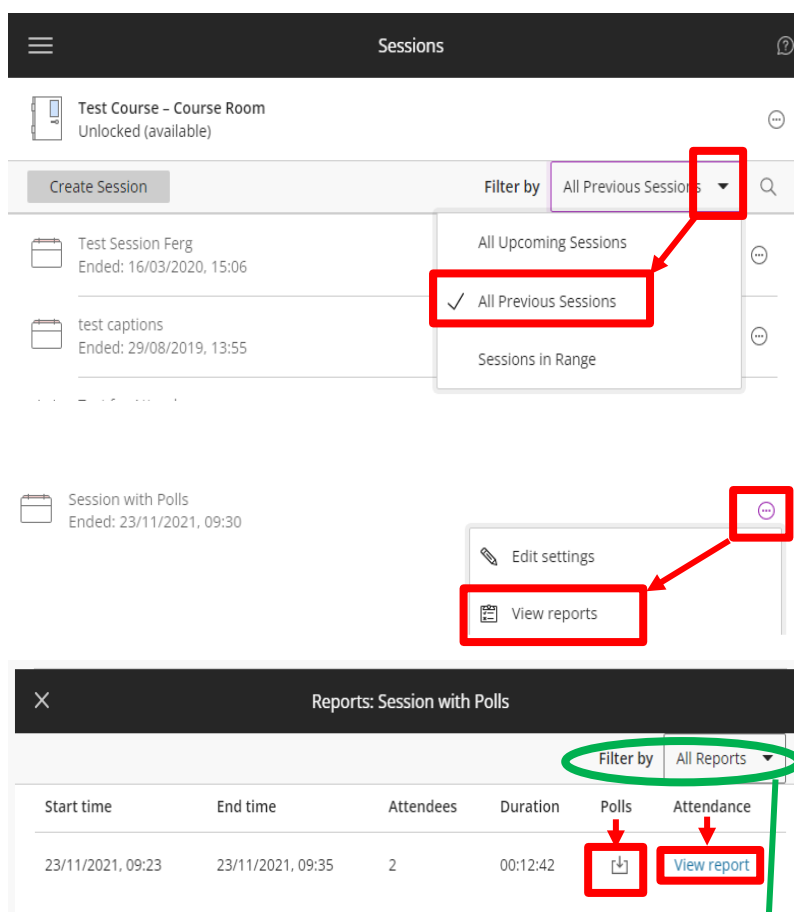
You can only see the report for sessions that already took place, hence need to change the default **Filter by** setting from *All Upcoming Sessions*: to do it, click on the drop-down arrow and select **All Previous Sessions** or **Sessions in Range** (in case of the latter simply indicate the time period that you are interested in).

2. Find the session for which you need a report, select the **Session Options menu** (a circle with three dots on the right of the title) and click on **View reports**.

3. On the next screen, you will see some of the information about your session.

To download **poll results**, click on the download button under Polls. Once clicked, the information will open in Excel: see **Table 1** overleaf as an example.

To download attendance information, click on **View report**.



Start time	End time	Attendees	Duration	Polls	Attendance
23/11/2021, 09:23	23/11/2021, 09:35	2	00:12:42		

If you have a number of reports, you can use drop-down arrow of the **Filter by** function to select reports by *date range*.

4. The attendance report can be downloaded by **exporting it into CSV**. Here is an example:

Name	Username	Role	AttendeeType	First join	Last leave	Total time	Joins
Inna Geoghegan	xxxxxx	Moderator	Integration	11/23/2021 09:23:17	11/23/2021 09:30:53	0:07:35	1
Student 1		Participant	Guest	11/23/2021 09:26:25	11/23/2021 09:30:43	0:04:18	1

If you have a large class, you can use **Search** function to search for a name of a particular attendee.

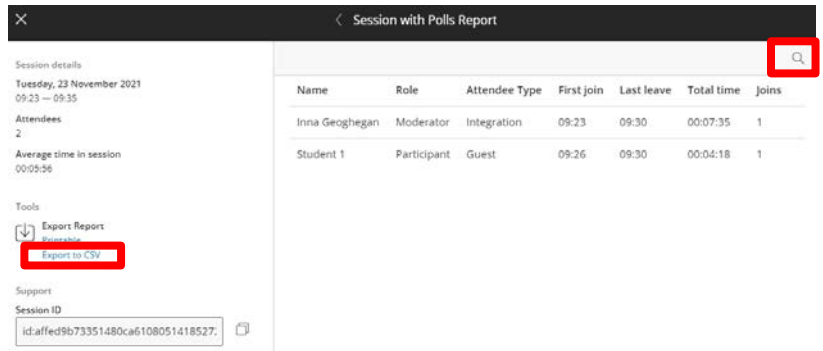


Table 1: Downloaded Poll Results

Please note that Student 1 attended via the guest link, which is why the Attendee Type is 'Guest'. 'Integration' in Attendee Type column means that the participant joined from inside Blackboard.

	A	B	C	D	E	F
1	AttendeeName	AttendeeUsername	AttendeeType	PollQuestion	AttendeePollAnswer	Timestamp
2	Inna Geoghegan	xxxxxx	Integration	What is the capital of Ukraine?	Kyiv	11/23/2021 09:27:50
3	Student 1		Guest	What is the capital of Ukraine?	Kyiv	11/23/2021 09:27:48
4	Inna Geoghegan	xxxxxx	Integration	Santiago is the capital of Chile.	yes	11/23/2021 09:29:22
5	Student 1		Guest	Santiago is the capital of Chile.	yes	11/23/2021 09:29:20