

1. On your course's main Blackboard Collaborate Ultra page select **All Previous Sessions** from the dropdown box on the right (Figure 1).

Blackboard Collaborate Ultra								
E Session	5		ß					
CCSU Sandbox HussainiM - Course Room Unlocked (available)			-					
Create Session	Filter by	All Previous Sessions	- C					
HyFlex Lecture 1 Ended: 8/10/20, 1:50 PM								
Ended: 8/10/20, 1:50 PM			_					

2. Click on the circle icon next to the session you would like to view the attendance report on (Figure 2)

	hyFlex Lecture 1
FIGURE 2	

3. Select View Reports from the dropdown menu (Figure 3).





## How to View Attendance Reports on Sessions

4. Click View Report (Figure 4).

X Reports: HyFlex Lecture 1								
				Filter by	All Reports 🔻			
Start time	End time	Attendees	Duration	Polls	Attendance			
8/10/20, 1:18 PM	8/10/20, 1:44 PM	1	00:26:32		View report			

5. You can now view the attendance report. The reports will always exist in Collaborate; however, you can choose to print the report by clicking **Printable** (Figure 5). The report will then open in another browser tab where you can go into your browser menu and click **Print** (Figure 6).

		HyFlex Lecture 1 Report				
	Name	Role	Attendee Type	First joir		
	Mina Hussaini	Moderator	Integration	1:18 PM		
× r/resource/i New tab New windo	+ <sup>–</sup>	Ctrl+T Ctrl+N	FIGURE 5			
Downloads		Ctrl+J				
Zoom Print Cast	- 100% →	Ctrl+P				
	× r/resource/r New tab New windco New incogu Downloads Bookmarks Zoom Print Cast	Name     Mina Hussaini     Mina Hussaini     Yresource/inst ☆     New tab     New window     New incognito window     Cast     Print     Cast	Name Role   Mina Hussaini Moderator   Mina Hussaini Moderator	Name Role Attendee Type   Mina Hussaini Moderator Integration   Mina Hussaini Moderator Integration		