



# How to View Attendance Reports on Sessions

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

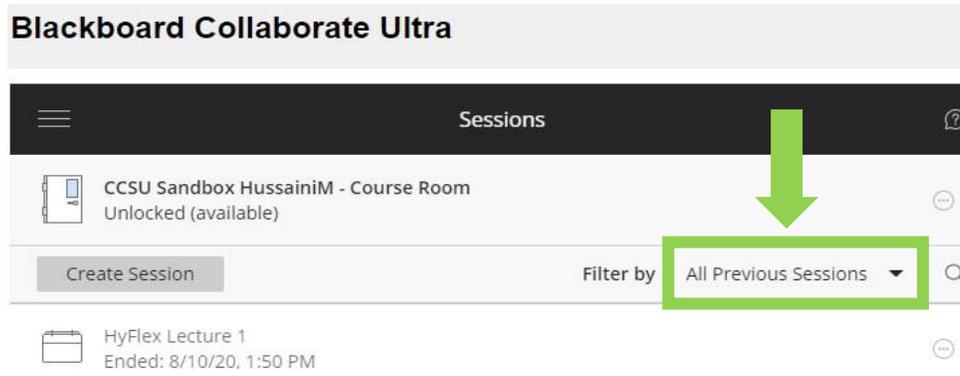


FIGURE 1

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



FIGURE 2

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

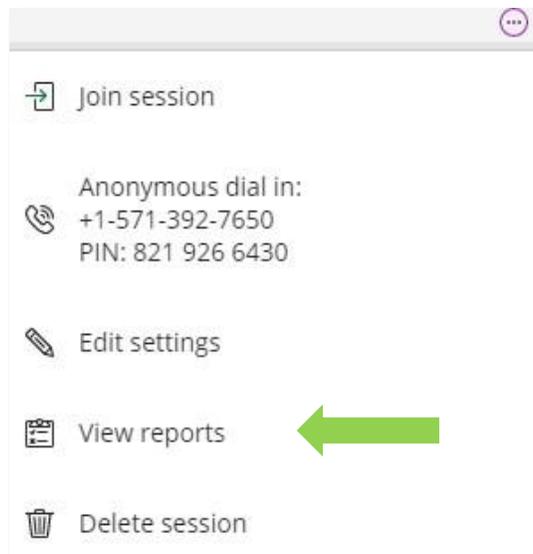


FIGURE 3



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4. Click View Report (Figure 4).

Start time	End time	Attendees	Duration	Attendance
8/10/20, 1:18 PM	8/10/20, 1:44 PM	1	00:26:32	<a href="#">View report</a>

FIGURE 4

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).

Name	Role	Attendee Type	First join
Mina Hussaini	Moderator	Integration	1:18 PM

FIGURE 5

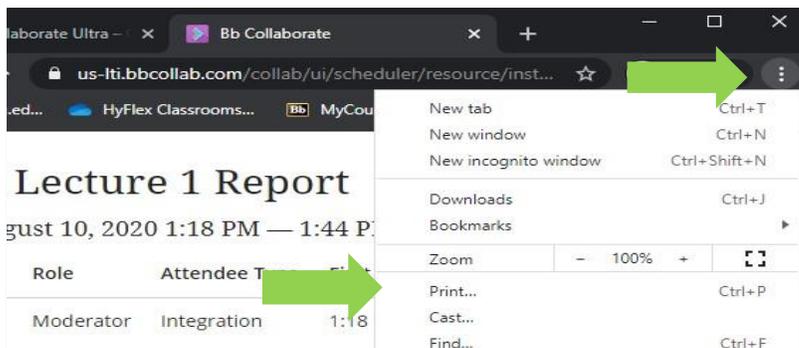


FIGURE 6