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).

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

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