




**Go Online**  
**Session Attendance Report**  
**Blackboard Collaborate**  
**Ultra**

# Session attendance report

The Session attendance report tells you an overview of when participants joined and left your sessions. It also gives you an idea of how long participants were present in the session on average.

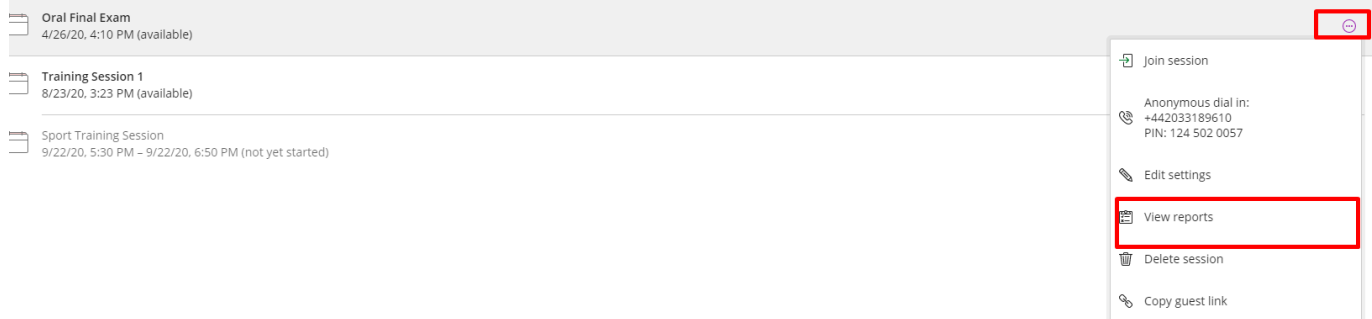
To check you Session Report Do the following:

## 1- Filter by the **All Previous Sessions** to find the finished sessions



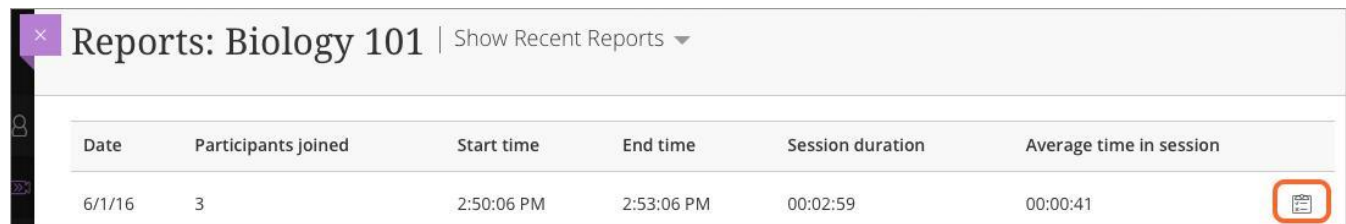
The screenshot shows the 'Training Course - Course Room' interface. At the top, there's a 'Create Session' button and a 'Filter by' dropdown menu. The dropdown is open, showing three options: 'All Upcoming Sessions' (checked), 'All Previous Sessions' (highlighted with a red box), and 'Sessions In Range'. Below the filter, a list of sessions is visible: 'Oral Final Exam' (4/26/20, 4:10 PM (available)), 'Training Session 1' (8/23/20, 3:23 PM (available)), and 'Sport Training Session' (9/22/20, 5:30 PM - 9/22/20, 6:50 PM (not yet started)).

## 2- Click on the 3 dots beside the session name then Click on **View Report**



The screenshot shows the same 'Training Course - Course Room' interface. The 'Oral Final Exam' session is selected. A menu is open next to it, showing options: 'Join session', 'Anonymous dial in: +442033189610 PIN: 124 502 0057', 'Edit settings', 'View reports' (highlighted with a red box), 'Delete session', and 'Copy guest link'. A red box also highlights the three-dot menu icon next to the session name.

*If you have used a session more than once, there is a report for each time it was used.*



The screenshot shows a table titled 'Reports: Biology 101' with a 'Show Recent Reports' dropdown. The table has six columns: Date, Participants joined, Start time, End time, Session duration, and Average time in session. There is one row of data for 6/1/16 with 3 participants. A red box highlights a calendar icon in the bottom right corner of the table.

Date	Participants joined	Start time	End time	Session duration	Average time in session
6/1/16	3	2:50:06 PM	2:53:06 PM	00:02:59	00:00:41

Select View report to see the full report. See when each participant joined and left the session. With this knowledge, you can check in with individual participants to see if they were having any technical issues or need a quick review of what was presented and discussed.

< Biology 101 Report

Report Time Frame

Wednesday, June 1, 2016  
2:50 PM — 2:53 PM

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Tools

**Export Report**  
[Printable](#)

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Support

Session ID

id:BAA003A0FA7DB719CA6

Name	Join time	Exit time	Time in session
Ashby Cooper	2:50 PM	2:50 PM	00:00:43
Beth Carlson	2:50 PM	2:51 PM	00:00:55
Chris Casper	2:50 PM	2:50 PM	00:00:26