## Tracking Student Times in Blackboard Collaborate

The session **View Report** provides an overview of when participants joined and left sessions. It also gives you an idea of how long participants were present in the session on average.

To find and review the session roster:

Step 1: Click on Session Options, the circle with the three dots.

Step 2: Click on the View reports option in the menu.

Blackboard Collaborate Ultra	
E Sessions	ه 🎝
Course Room Unlocked	Get launch link
Create Session	F 🗞 Copy guest link
No scheduled sessions.	Ø Edit settings
	View reports
	⊘ Lock course room

Both Course Room and the scheduled sessions have View Reports, to review reports for previous sessions, change the Filter by view to **All Previous Sessions**.

Blackboard Collaborate	Ultra				
	Sessions			Ø	
Course Room Unlocked (available)					
Create Session	Filter by All Upcoming Sessions 👻				
	No scheduled sessions Create Session	All Upcor All Previo Sessions			

Step 3: After selecting View Reports, select the View report link to see the full report.

X Reports: Attendance Demo						
			Filt	ter by All Repor	ts 🔻	
Start time	End time	Attendees	Duration	Attendance		
5/28/20, 11:22 AM	5/28/20, 12:52 PM	6	01:29:02	View report		

**Step 4**: Select a **View Join Details** icon to view when and how long people joined the session.

**Step 5:** Select **Export to CSV** to download the report as a spreadsheet.

×	< Attendar	ice Demo Re	port					
Session details								Q
Thursday, May 28, 2020 11:22 AM — 12:52 PM	Name	Role	Attendee Type	First join	Last leave	Total time	Joins	
Attendees 6				11:22	11:32			
Average time in session 00:24:15 Tools Export Report Printable Export to CSV Support Session ID id:e65a37e1ec624d9bb1536ea74f25ea	Larry Mullen	Moderator	Integration	AM	AM	00:09:09	1	
	Dave Evans	Participant	Integration	11:24 AM	12:46 PM	01:21:57	1	
	Adam Clayton	Participant	Integration	11:25 AM	11:32 AM	00:07:00	1	
	Joo Haldeman	Moderator	Integration	11:30 AM	11:30 AM	00:00:13	1	
	Joo Haldeman_Previ ewUser	Participant	Integration	11:30 AM	11:47 AM	00:12:58	2	***
	Larry Mullen_Previe wUser	Participant	Integration	11:44 AM	12:42 PM	00:58:32	1	