

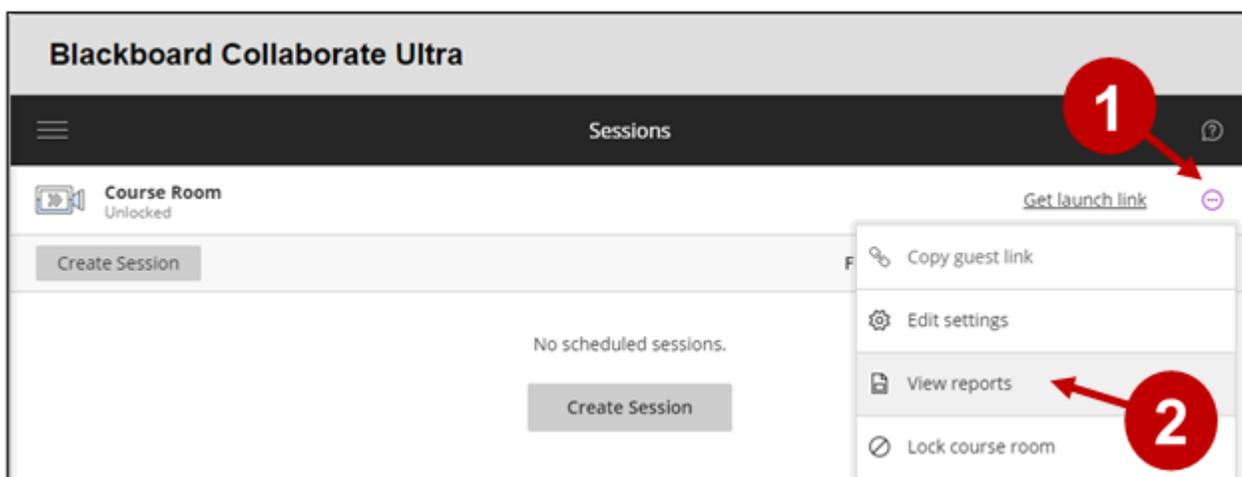
Tracking Student Times in Blackboard Collaborate

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.

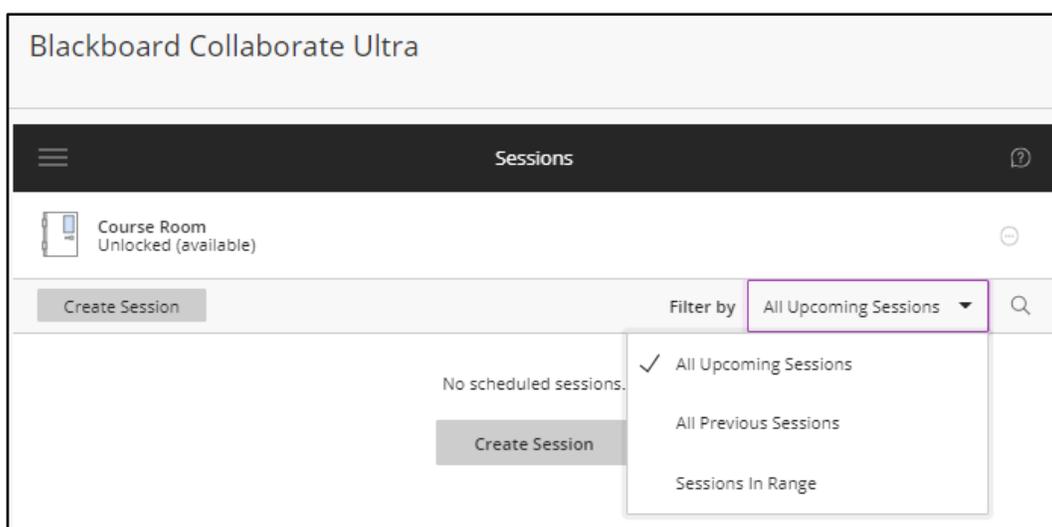
To find and review the session roster:

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

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



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**.



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

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.

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
Larry Mullen	Moderator	Integration	11:22 AM	11:32 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_PreviewUser	Participant	Integration	11:30 AM	11:47 AM	00:12:58	2
Larry Mullen_PreviewUser	Participant	Integration	11:44 AM	12:42 PM	00:58:32	1