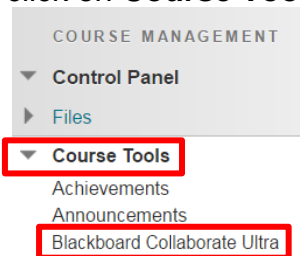


OVERVIEW:

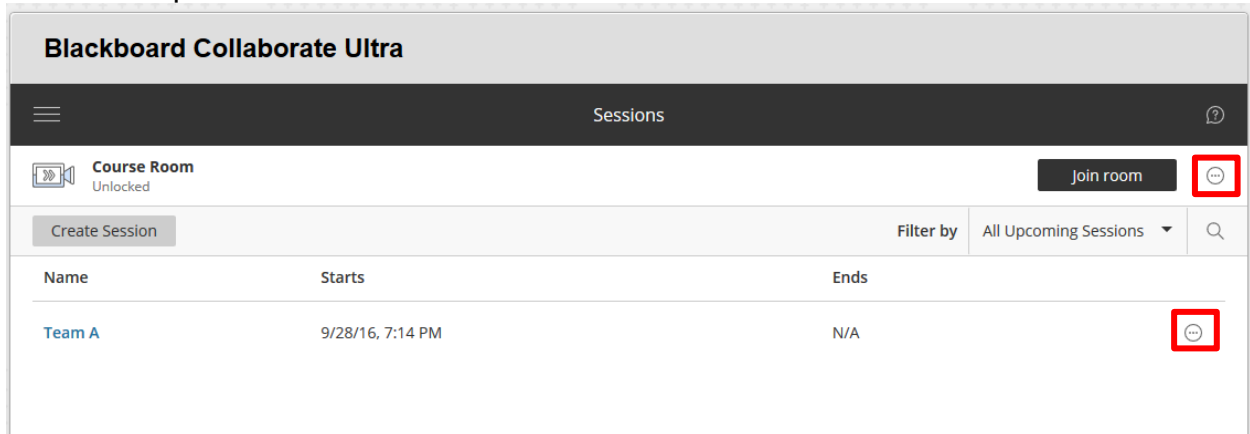
Collaborate Ultra reports show who has been in both a course room and a session. It identifies them by name, time they entered, time they exited, and the length of time they spent in the room. If they joined by guest link, whatever name they typed in will be recorded in the report. This is helpful for identifying who attended after the session is complete rather than recording attendance manually during the meeting.

ACCESSING COLLABORATE ULTRA REPORTS:

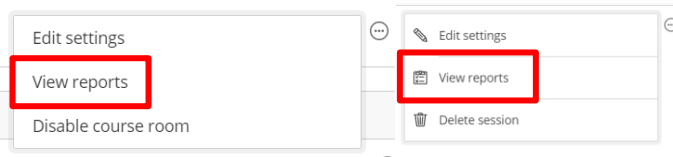
1. Access your Blackboard course and from the Control Panel below the Course Menu, click on **Course Tools**, then **Blackboard Collaborate Ultra**.



2. Click on the **options icon** of the room or session you would like to get the report on (three dots in a circle). Remember, if you have past sessions that are no longer listed, you will need to click on "Show All Upcoming Sessions" and chose "Show All Previous Sessions" or "Show Within a Range" from the drop down menu to get to the icon for previous sessions.



3. Then select **View Reports** from the list.



4. Depending on the room you chose, you may have more than one report listed. It shows you the date, how many participants joined, the time the first person joined, when the last person exited, and the average time of users in the session.

Blackboard Collaborate Ultra

× Reports: Course Room

Show Recent Reports ▾

Date	Participants joined	Start time	End time	Session duration	Average time in session	
9/23/16	1	5:50:40 PM	6:15:14 PM	00:24:34	00:22:32	
<u>9/23/16</u>	7	9:28:12 AM	11:45:11 AM	02:16:59	00:44:56	
9/22/16	3	6:40:00 PM	7:22:17 PM	00:42:17	00:34:41	

5. To view the detailed report, click anywhere on the line of the item on the list you would like to view in further detail. This will then show you the names of everyone who joined, the time they joined and exited, and the time in session. If a participant needed to drop out and come back in they will be listed as many times as they do so. To print, select the link **Printable** (you could also save as a pdf from the printable view).

Blackboard Collaborate Ultra

× < Course Room Report

Report Time Frame
 Friday, September 23, 2016
 9:28 AM — 11:45 AM

Tools
Export Report
 Printable

Support
 Session ID
 id:0FAE135F180E7ED7CED5E4FDE6F093C4, instan

Name	Join time	Exit time	Time in session
Douglas	11:00 AM	11:15 AM	00:15:04
Douglas	11:16 AM	11:43 AM	00:26:31
Douglas	11:20 AM	11:43 AM	00:22:48
Jim	9:29 AM	10:46 AM	01:17:53
Whitney Boswell	9:28 AM	10:49 AM	01:21:40
Whitney Boswell	10:50 AM	10:58 AM	00:08:26
Whitney Boswell	10:58 AM	11:43 AM	00:44:46
Zio	9:57 AM	10:47 AM	00:49:15
Zoe	9:28 AM	10:47 AM	01:18:05

6. To exit from either page, select the X near the top left of the screen. To go back to the general list, click on the left arrow next to the report name near the top.

