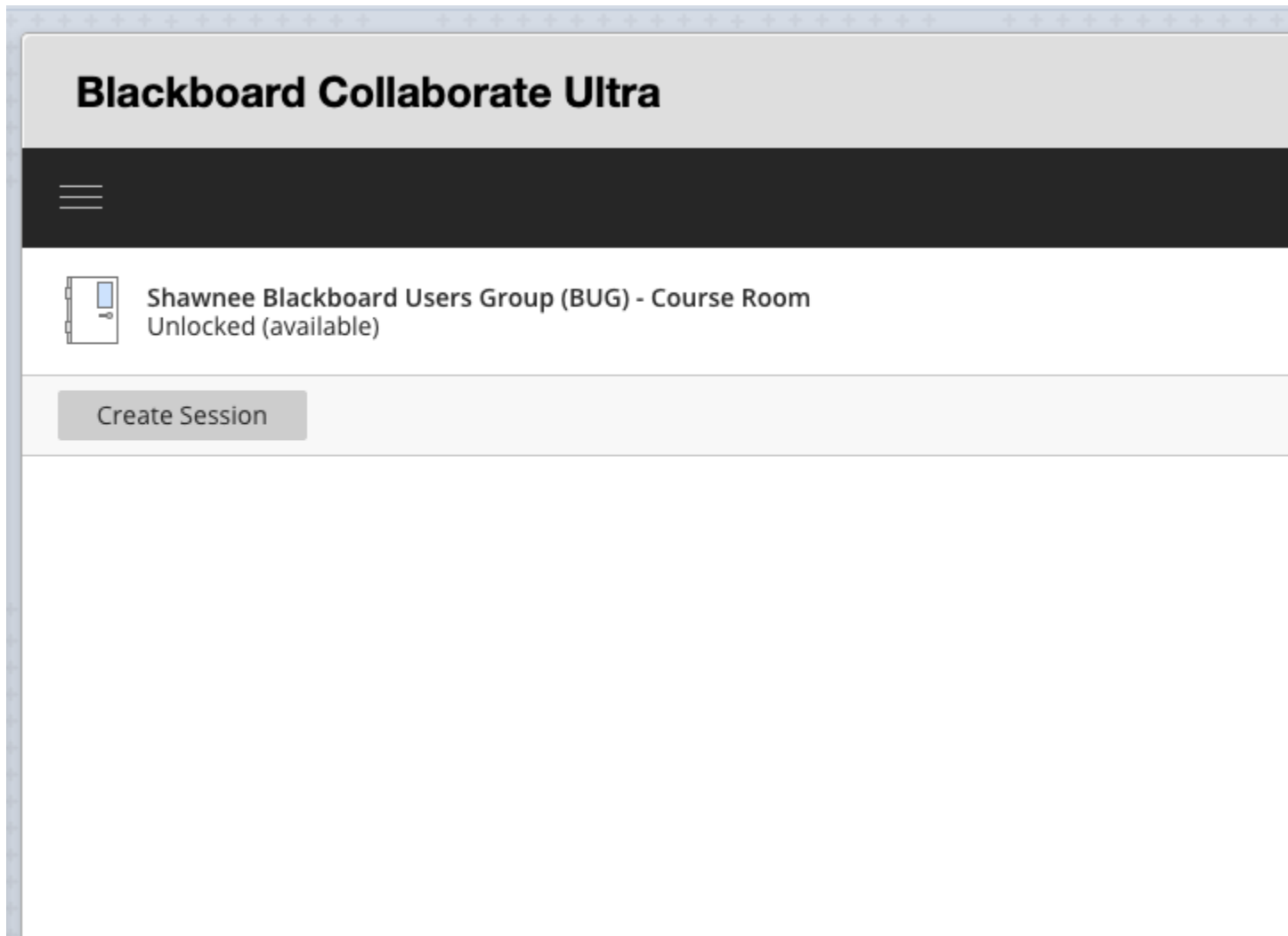


Taking Attendance in Collaborate Ultra in Blackboard

Even if you use and re-use the Course Room, you can get reports about those enrolled in your course that attended the session. This is available after the session is finished, so you don't have to worry about it during your session.

Just click the session options icon at the far right of the session and choose View Reports.



Then you can choose the session that you want to see the attendance report for that session by clicking 'View report.'. Keep in mind, it only track students' attendance if they are enrolled in the course. Your guest users' names will not appear in the list.

Blackboard Collaborate Ultra



Reports: Shawnee Blackboard Users Group (BUG) - Course R

Start time	End time	Attendees	Dura
3/16/20, 6:24 PM	3/16/20, 10:02 PM	23	03:3
3/16/20, 6:03 PM	3/16/20, 6:11 PM	2	00:0
3/16/20, 9:26 AM	3/16/20, 11:08 AM	29	01:4
3/16/20, 8:42 AM	3/16/20, 8:49 AM	1	00:0
3/16/20, 8:10 AM	3/16/20, 8:17 AM	1	00:0
3/12/20, 5:06 PM	3/12/20, 5:13 PM	1	00:0
3/11/20, 12:18 PM	3/11/20, 1:26 PM	3	01:0
3/11/20, 11:12 AM	3/11/20, 11:20 AM	1	00:0
3/10/20, 2:34 PM	3/10/20, 2:44 PM	1	00:0
3/9/20, 9:04 AM	3/9/20, 10:10 AM	1	01:0

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