

Collaborate Session “View Reports” – Blackboard Collaborate Ultra Tutorial

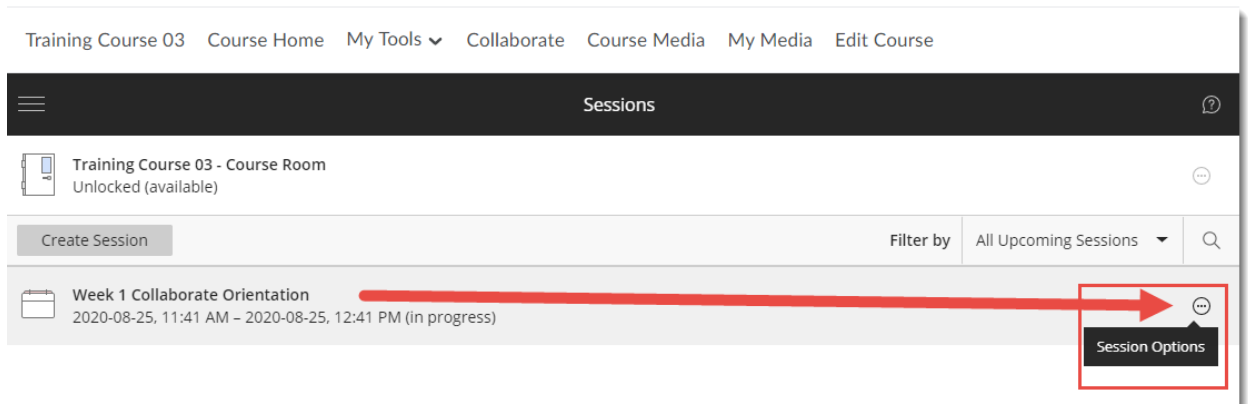
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra (e.g., attended an information session or a hands-on session). For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

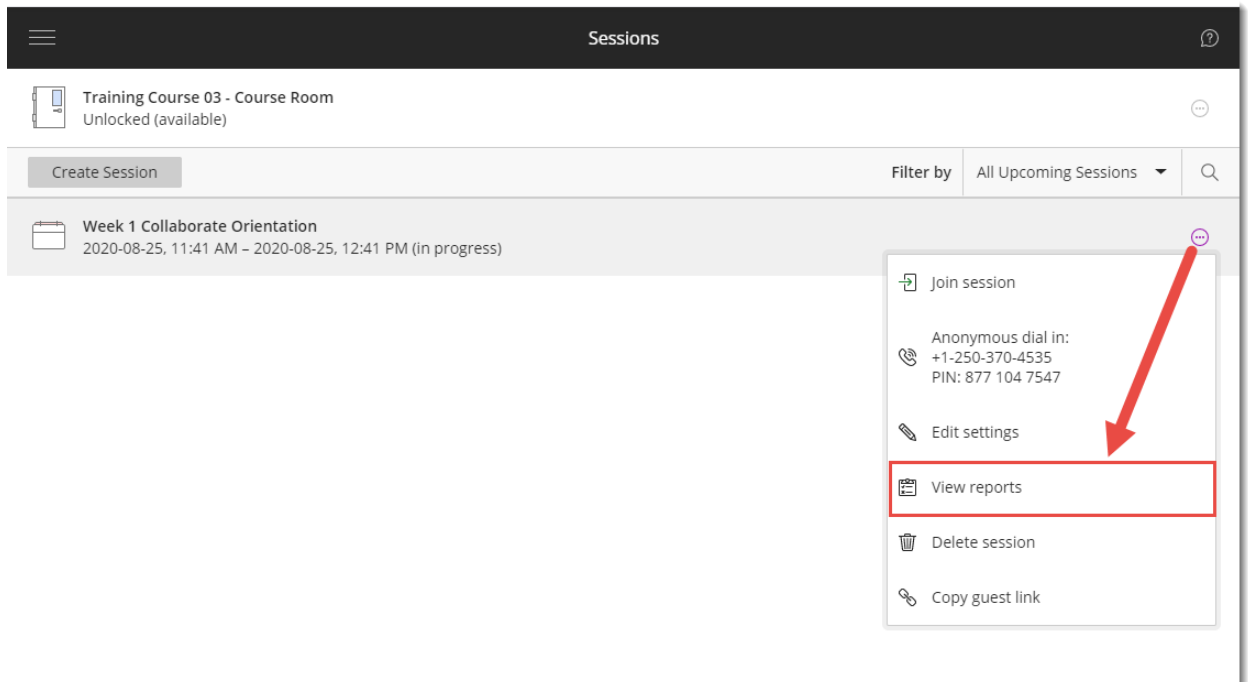
This tutorial will cover the **View Reports** area for a Collaborate **Session**.

Steps

1. Click the **Collaborate** link on your Navbar to open your Collaborate room. Make sure you have created a session (see the tutorial *Creating a Collaborate Session* for more information).
2. Click on the **Session Options** (the three little tiny dots) to the right of your Session title.

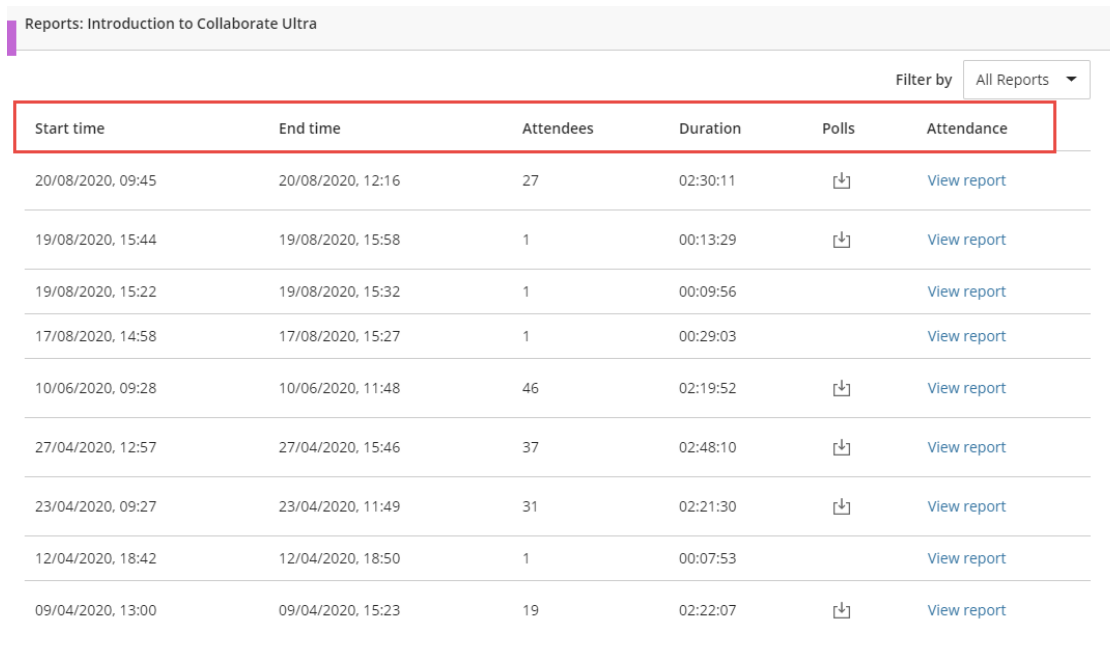


3. Click View Reports



The screenshot shows the 'Sessions' interface. At the top, there is a header with a hamburger menu, the word 'Sessions', and a help icon. Below the header, there is a section for 'Training Course 03 - Course Room' which is 'Unlocked (available)'. A 'Create Session' button is visible. To the right, there is a 'Filter by' dropdown set to 'All Upcoming Sessions' and a search icon. Below this, there is a session entry for 'Week 1 Collaborate Orientation' with the date range '2020-08-25, 11:41 AM - 2020-08-25, 12:41 PM (in progress)'. A dropdown menu is open for this session, showing options: 'Join session', 'Anonymous dial in: +1-250-370-4535 PIN: 877 104 7547', 'Edit settings', 'View reports' (highlighted with a red box and a red arrow), 'Delete session', and 'Copy guest link'.

4. The main Reports area shows session **Start times**, **End times**, **Attendee numbers**, **Durations**, **Polls** (can be downloaded) and **Attendance** (can be viewed). Note that the data is for every time the session is joined.







The screenshot shows the 'Reports: Introduction to Collaborate Ultra' section. It features a 'Filter by' dropdown set to 'All Reports'. Below the filter is a table with the following columns: Start time, End time, Attendees, Duration, Polls, and Attendance. The table contains 9 rows of data. The 'Attendance' column has a 'View report' link for each row. The 'Polls' column has a download icon for each row.

Start time	End time	Attendees	Duration	Polls	Attendance
20/08/2020, 09:45	20/08/2020, 12:16	27	02:30:11		View report
19/08/2020, 15:44	19/08/2020, 15:58	1	00:13:29		View report
19/08/2020, 15:22	19/08/2020, 15:32	1	00:09:56		View report
17/08/2020, 14:58	17/08/2020, 15:27	1	00:29:03		View report
10/06/2020, 09:28	10/06/2020, 11:48	46	02:19:52		View report
27/04/2020, 12:57	27/04/2020, 15:46	37	02:48:10		View report
23/04/2020, 09:27	23/04/2020, 11:49	31	02:21:30		View report
12/04/2020, 18:42	12/04/2020, 18:50	1	00:07:53		View report
09/04/2020, 13:00	09/04/2020, 15:23	19	02:22:07		View report

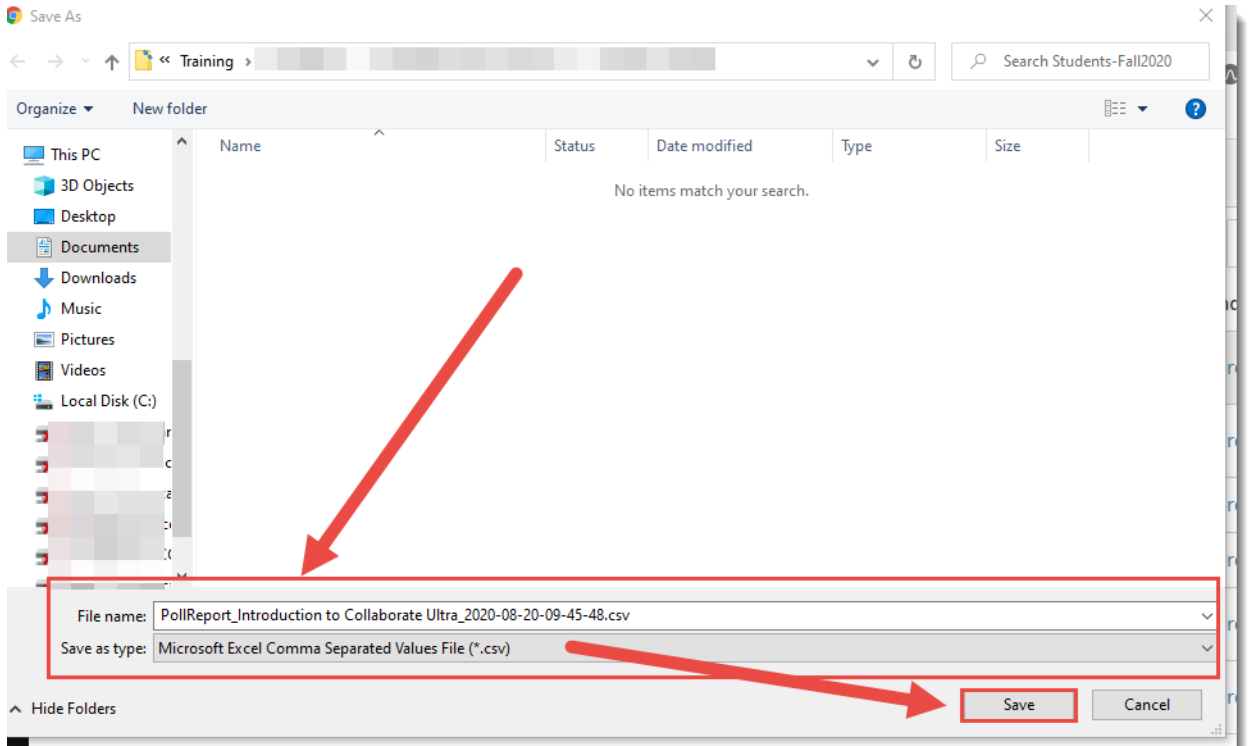


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5. To download **Poll** results, click on the **Download poll results** button for the specific session (you may have only one).

Start time	End time	Attendees	Duration	Polls	Attendance
20/08/2020, 09:45	20/08/2020, 12:16	27	02:30:11		View report
19/08/2020, 15:44	19/08/2020, 15:58	1	00:13:25		View report
19/08/2020, 15:22	19/08/2020, 15:32	1	00:09:56		View report
17/08/2020, 14:58	17/08/2020, 15:27	1	00:29:03		View report

6. Poll results will be created as a CSV file you can then open in Excel. Save the file to your device and open it there.



7. To view **Attendance** for your session, click the **View report** link next to the specific session (you may only have one).

Reports: Introduction to Collaborate Ultra

Filter by All Reports ▾

Start time	End time	Attendees	Duration	Polls	Attendance
20/08/2020, 09:45	20/08/2020, 12:16	27	02:30:11	⏴	View report
19/08/2020, 15:44	19/08/2020, 15:58	1	00:13:29	⏴	View report
19/08/2020, 15:22	19/08/2020, 15:32	1	00:09:56		View report
17/08/2020, 14:58	17/08/2020, 15:27	1	00:29:03		View report
10/06/2020, 09:28	10/06/2020, 11:48	46	02:19:52	⏴	View report
27/04/2020, 12:57	27/04/2020, 15:46	37	02:48:10	⏴	View report
23/04/2020, 09:27	23/04/2020, 11:49	31	02:21:30	⏴	View report
12/04/2020, 18:42	12/04/2020, 18:50	1	00:07:53		View report
09/04/2020, 13:00	09/04/2020, 15:23	19	02:22:07	⏴	View report



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8. You will see a complete list of everyone who attended your session, along with **Role** and **Attendee type**, when they joined, when they left, and the total time they were in the session, as well as how many times they joined (if they left and came back in, for example if they had technical trouble).

You can also **Export Report** either as a page you can print off, or as a CSV file you can download to your device. If you have multiple pages of participants, use the page options at the bottom to view more.

Introduction to Collaborate Ultra Report

Session details
Thursday, 20 August 2020
09:45 – 12:16

Attendees
27

Average time in session
01:24:11

Tools

- Export Report
- Printable
- Export to CSV

Support

Session ID
id:cb2c1599133049c28

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
[Redacted]	Participant	Guest	09:45	12:05	02:19:14	1
[Redacted]	Participant	Guest	09:47	09:49	00:01:53	1
[Redacted]	Participant	Guest	09:47	12:10	02:23:42	1
[Redacted]	Moderator	Native	09:55	12:10	02:15:58	1
[Redacted]	Participant	Guest	10:18	12:09	01:50:59	1
[Redacted]	Participant	Guest	10:19	12:04	01:45:24	1
[Redacted]	Participant	Guest	10:19	12:01	01:41:52	1
[Redacted]	Participant	Guest	10:20	12:02	01:42:17	1
[Redacted]	Participant	Guest	10:21	12:04	01:42:49	1
[Redacted]	Participant	Guest	10:23	10:24	00:00:43	1

← 1 2 3 →

Things to Remember

See the tutorial *Polling in Collaborate* for information on how to run polls in your Collaborate sessions.



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