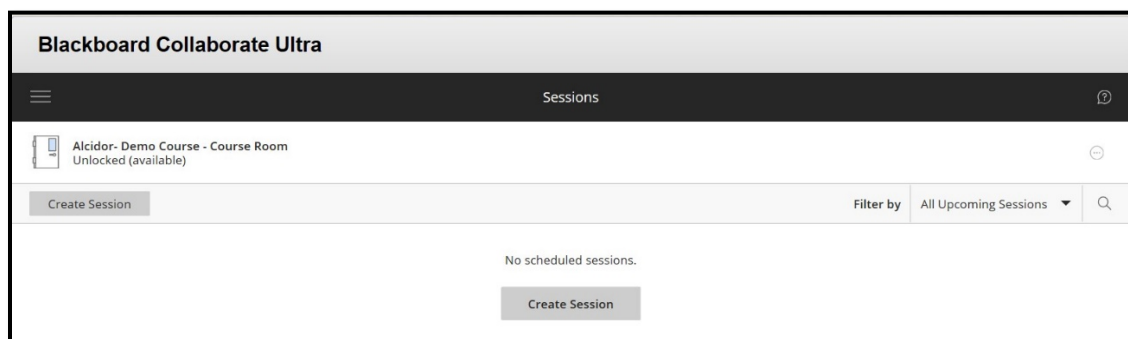

Blackboard for Employees

Blackboard Collaborate Ultra Session Report

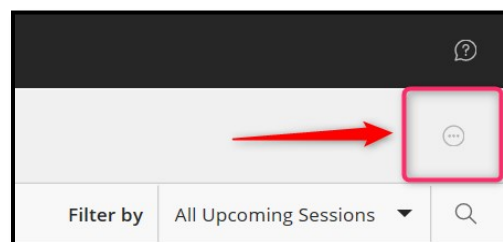
This document describes how to locate, open, and export a session report for a completed Blackboard Collaborate Ultra meeting.

Instructions

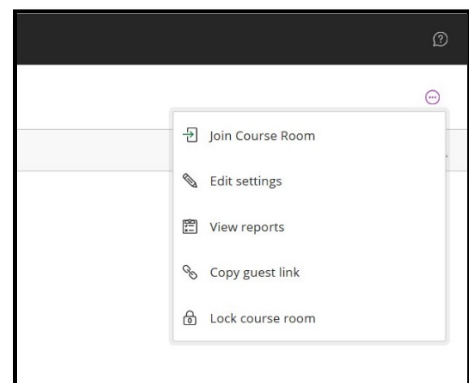
1. Go to the designated course site to locate **Blackboard Collaborate Ultra**.



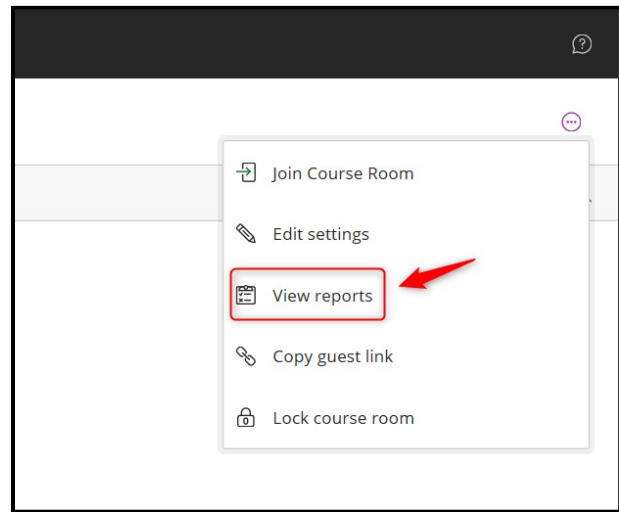
2. Navigate to the **ellipses** to the far right of the session name.



3. Click the **ellipses** to open the menu.



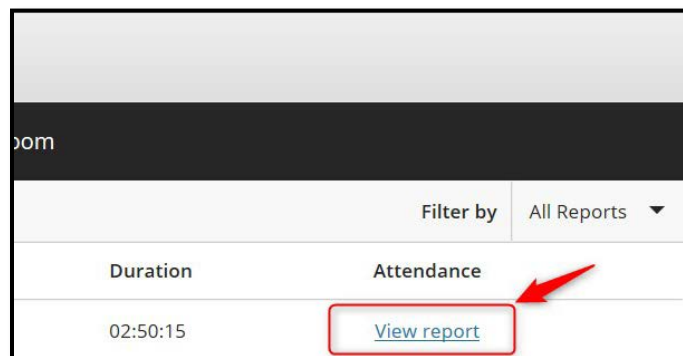
4. Select **view reports** on the menu.



5. Available reports will be listed on the new page. Reports are rendered based on users use of the room (minimum length: stay for 5 minutes).

Blackboard Collaborate Ultra				
Reports: Alcidor- Demo Course - Course Room				
Start time	End time	Attendees	Duration	Attendance
11/7/19, 2:17 PM	11/7/19, 5:07 PM	1	02:50:15	View report
11/7/19, 2:02 PM	11/7/19, 2:16 PM	1	00:13:28	View report
6/17/19, 3:23 PM	6/17/19, 3:37 PM	1	00:13:24	View report
5/28/19, 2:55 PM	5/28/19, 3:07 PM	1	00:11:48	View report

6. Select the report for the desired session.



7. Review the information on the reports page for accuracy.
Note: Look for inaccuracy in participant names, dates and times.

The screenshot shows the Blackboard Collaborate Ultra interface for a 'Demo Course - Course Room Report'. On the left, a sidebar contains session details: 'Thursday, November 7, 2019, 2:17 PM - 5:07 PM', 'Attendees: 1', and 'Average time in session: 02:45:06'. Below this are tools for 'Export Report', 'Printable', and 'Export to CSV', and a support section with a 'Session ID' field containing 'id:c188460ed21b4366b96b4610a4bb232e, instanc'. The main area displays a table with columns: Name, Role, Attendee Type, First join, Last leave, Total time, and Joins. A single row is visible with the role 'Moderator' and attendee type 'Integration'. The 'First join' time is '2:17 PM', 'Last leave' is '5:02 PM', 'Total time' is '02:45:06', and 'Joins' is '1'. Red boxes and numbers 1, 2, and 3 highlight the session details, the Name column, and the data row respectively.

8. Navigate to the **left panel** to find two options for saving the report.
- Printable:** opens the file in a web-based format (html) that will allow users to print the complete report from a new window/tab.
 - Export to CSV:** transfers the data to Excel for printing.

This is a close-up screenshot of the Blackboard Collaborate Ultra interface, focusing on the 'Tools' section. The 'Tools' section is highlighted with a red box and contains three options: 'Export Report', 'Printable', and 'Export to CSV'. The 'Export Report' option is the primary action, with 'Printable' and 'Export to CSV' as sub-options. The background shows the same session details as the previous screenshot, including the date 'Thursday, November 7, 2019' and the session ID 'id:c188460ed21b4366b96b4610a4bb232e, instanc'.