How To: View Attendance Reports on Previous Collaborate Sessions

1. On your course’s main Blackboard Collaborate Ultra page select All Previous Sessions from the dropdown box on the right (Figure 1).

2. Click on the circle icon next to the session you would like to view the attendance report on (Figure 2).

3. Select View Reports from the dropdown menu (Figure 3).
4. Click **View Report** (Figure 4)

![Image of Blackboard Collaborate Ultra interface showing the View Report button]

**Figure 4**

5. You can now view the attendance report. The reports will always exist in Collaborate however; you can choose to print the report by clicking **Printable** (Figure 5). The report will then open in another browser tab where you can go into your browser menu and click **Print** (Figure 6).

![Image of Blackboard Collaborate Ultra interface showing the Printable and Print options]

**Figure 5**

![Image of browser menu showing the Print option]

**Figure 6**