If you are using Blackboard Collaborate for the Chat function during your HyFlex class, you can view the chat participants list. This list can also be generated in a report shortly after your session is completed. Alternatively, you can view who has viewed the actual recording, broadcast etc. by accessing the video’s analytics on mediaspace.ccsu.edu, follow the steps below.

**Steps to Follow**

1. Log onto mediaspace.ccsu.edu and then click My Media (Figure 1)

2. Click on the video you would like to view analytics on (Figure 2)
3. Scroll to the bottom of the new page and click Actions (Figure 3)

4. Select Analytics from the dropdown menu (Figure 4)

5. Scroll down to the section, “Video performance over time,” and click View Details (Figure 5)
6. Click on the dropdown box and select **Users** (Figure 6)

7. You will now be able to see the list of people who have accessed and viewed your recording (Figure 7)