**Blackboard Collaborate Session Attendance Reports**

Session Reports summarize participant attendance, tracking exactly when people join or leave and providing their average time spent in the session.

To get started, on the side of your Course Content page, click on the **three horizontal dots** next to Class Collaborate within the Details & Actions menu.

Then click on **View room report**.
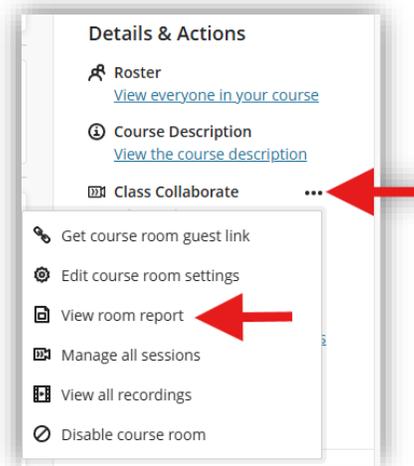
The Session page will then open.

On the top-right, click on the **three horizontal dots** to open a new menu to select **View reports.**
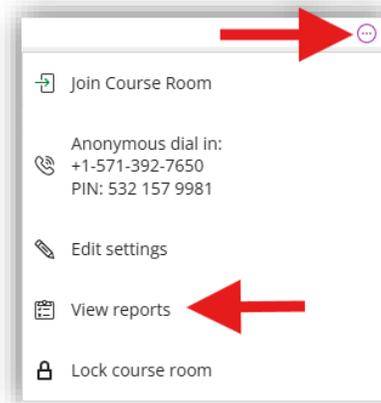
You should now see the Session Reports screen with a listing of each of your sessions as shown below. To view the Course Room Report (attendance) for a particular session, click on the **View Report** link corresponding to that session.

Start time	End time	Attendees	Duration	Polls	Attendance
2/10/26, 4:39 PM	2/10/26, 4:44 PM	1	00:05:32		View report
2/4/26, 9:31 PM	2/4/26, 9:37 PM	1	00:05:47		View report
2/4/26, 11:05 AM	2/4/26, 11:12 AM	1	00:06:05		View report
1/27/26, 12:58 PM	1/27/26, 1:06 PM	1	00:07:35		View report
1/27/26, 12:25 PM	1/27/26, 12:30 PM	1	00:05:03		View report
1/27/26, 11:05 AM	1/27/26, 11:14 AM	1	00:08:29		View report
1/25/26, 10:38 AM	1/25/26, 10:45 AM	1	00:06:04		View report
1/25/26, 2:02 AM	1/25/26, 2:09 AM	1	00:06:23		View report

You should now see the Attendance Report as shown below. The particular session you selected will display the name of each attendant, the exact time they joined and exited the session, and the total time they spent in the session. You can now either save the report by clicking on the **Printable** link or exit the report by clicking on the "X" in the upper-left corner of the screen.