

# Blackboard Lecture Report

The head of departments can view reports of virtual lectures provided in Blackboard Collaborate tool by following the steps below:

1 In the course page, click on the three-dots “...” next to Blackboard Collaborate.

2 Select View room report

The screenshot displays the Blackboard course interface. At the top, the user is identified as 'Blackboard Administrator' (Instructor). The left sidebar contains 'Details & Actions' with various tools like Roster, Course Groups, and Blackboard Collaborate. The main area shows 'Course Content' with a list of items. The 'Blackboard Collaborate' item is selected, and its dropdown menu is open, highlighting the 'View room report' option. A blue box and arrow point to this option.

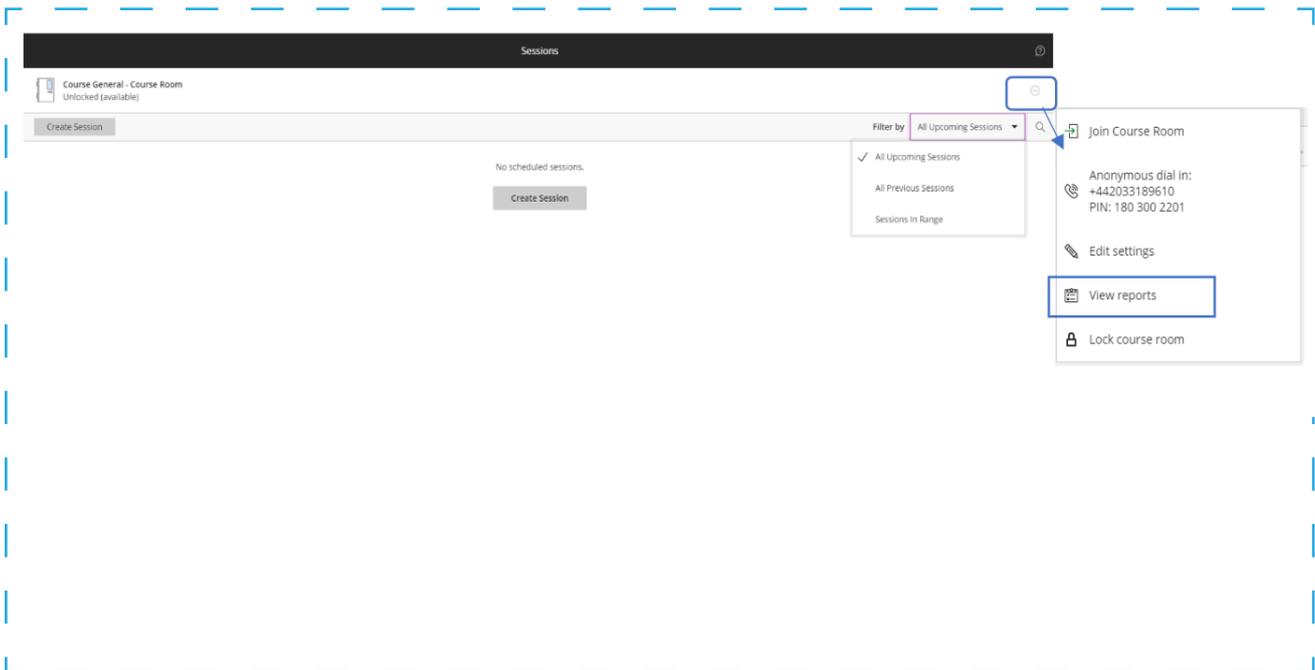
**View Room Report:** in this screen the Instructor will be able to view all scheduled sessions and their reports. You can also filter the sessions by date, upcoming sessions, and previous sessions

1

Click on the three-dots next to the course room or session

2

Then click on view reports



The Session attendance report provides an overview of when attendees joined and left sessions. It also gives you an idea of how long attendees were present in the session on average. If the instructor used the same sessions more than once "Course Room", there is a report for each time it was used.

- Click on view report for more details. You can also print it out and export the report to Excel

The screenshot displays the Blackboard interface for viewing session attendance reports. It consists of two main parts:

**Reports: Course General - Course Room**

Start time	End time	Attendees	Duration	Polls	Attendance
2/18/21, 12:03 PM	2/18/21, 12:10 PM	1	00:06:37		<a href="#">View report</a>
2/15/21, 11:22 AM	2/15/21, 11:33 AM	1	00:10:48	[+]	<a href="#">View report</a>
1/24/21, 11:52 AM	1/24/21, 12:51 PM	1	00:58:19	[+]	<a href="#">View report</a>
8/18/20, 2:24 PM	8/18/20, 2:58 PM	1	00:33:46		<a href="#">View report</a>

**Course General - Course Room Report**

Session details  
Tuesday, August 18, 2020  
2:24 PM - 2:58 PM

Attendees  
1

Average time in session  
00:33:40

Tools  
[Printable](#)  
[Export Report](#)  
[Export to CSV](#)

Support  
 Session ID  
 id:1be708e6d13449099abc807cad0d4379, instance:904cc5b-c364-4259-b11

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
Blackboard Administrator	Moderator	Integration	2:24 PM	2:58 PM	00:33:40	1