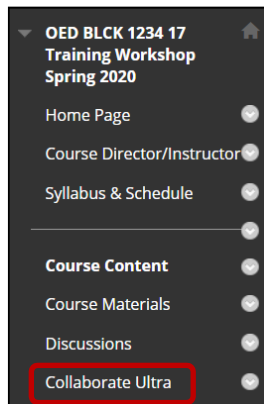
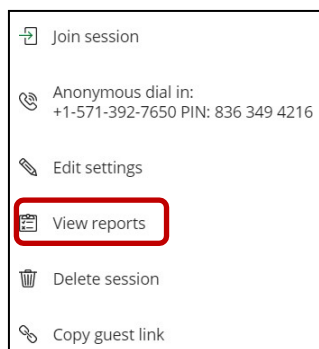


Collaborate Ultra: View Session Reports

1. Click on the **Collaborate Ultra** link on the course menu.



2. Locate the appropriate session and click the **settings icon** (⋮) to the right of the session name. Select **View reports**.



3. Click **View report** beside the appropriate session to view the detailed report.

Start time	End time	Attendees	Duration	Attendance
5/14/20, 4:25 PM	5/14/20, 5:26 PM	6	01:00:14	View report

4. The report can be exported to a printable format or a CSV file.

Session details

Monday, April 6, 2020
4:29 PM — 4:35 PM

Attendees
1

Average time in session
00:00:06

Tools

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

Support

Session ID
id:f074bd3cbe1f473a9dc506c1642c7c1f, instance:1

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
Janay White (Admin)	Moderator	Integration	4:29 PM	4:29 PM	00:00:06	1