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

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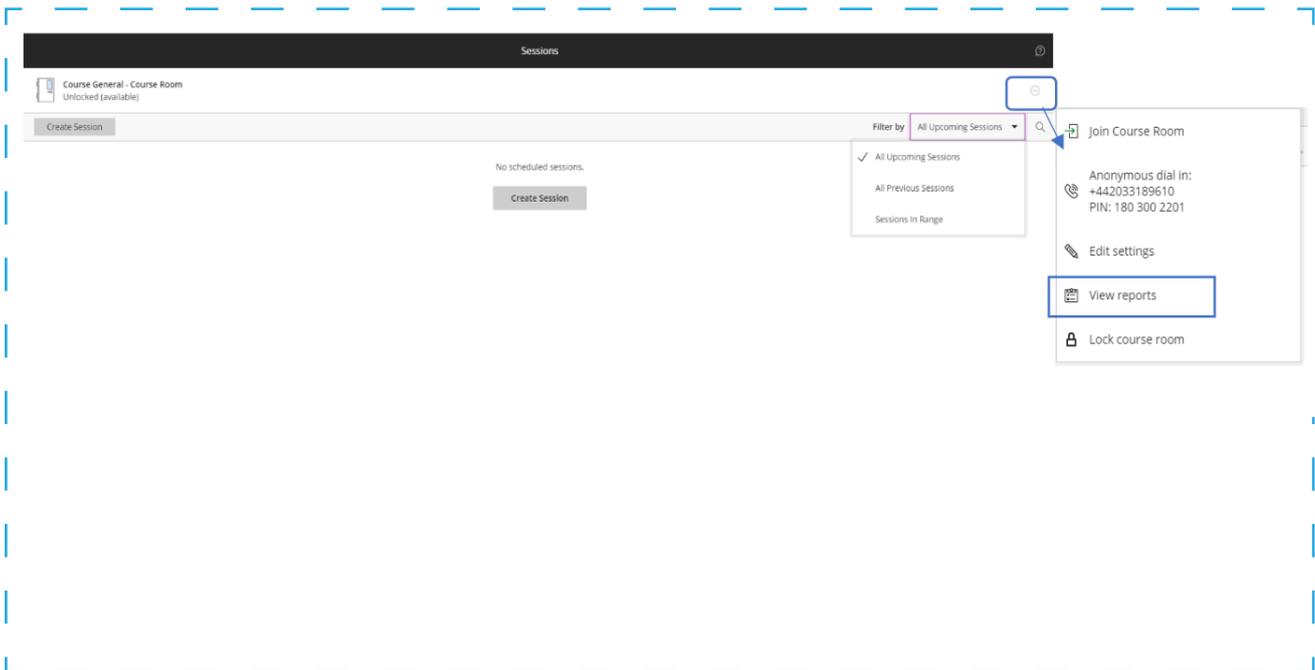
The Session attendance report provides an overview of when attendees joined and left sessions. It also gives you an idea of how long attendees were present in the session on average. If the instructor used the same sessions more than once "Course Room", there is a report for each time it was used.

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