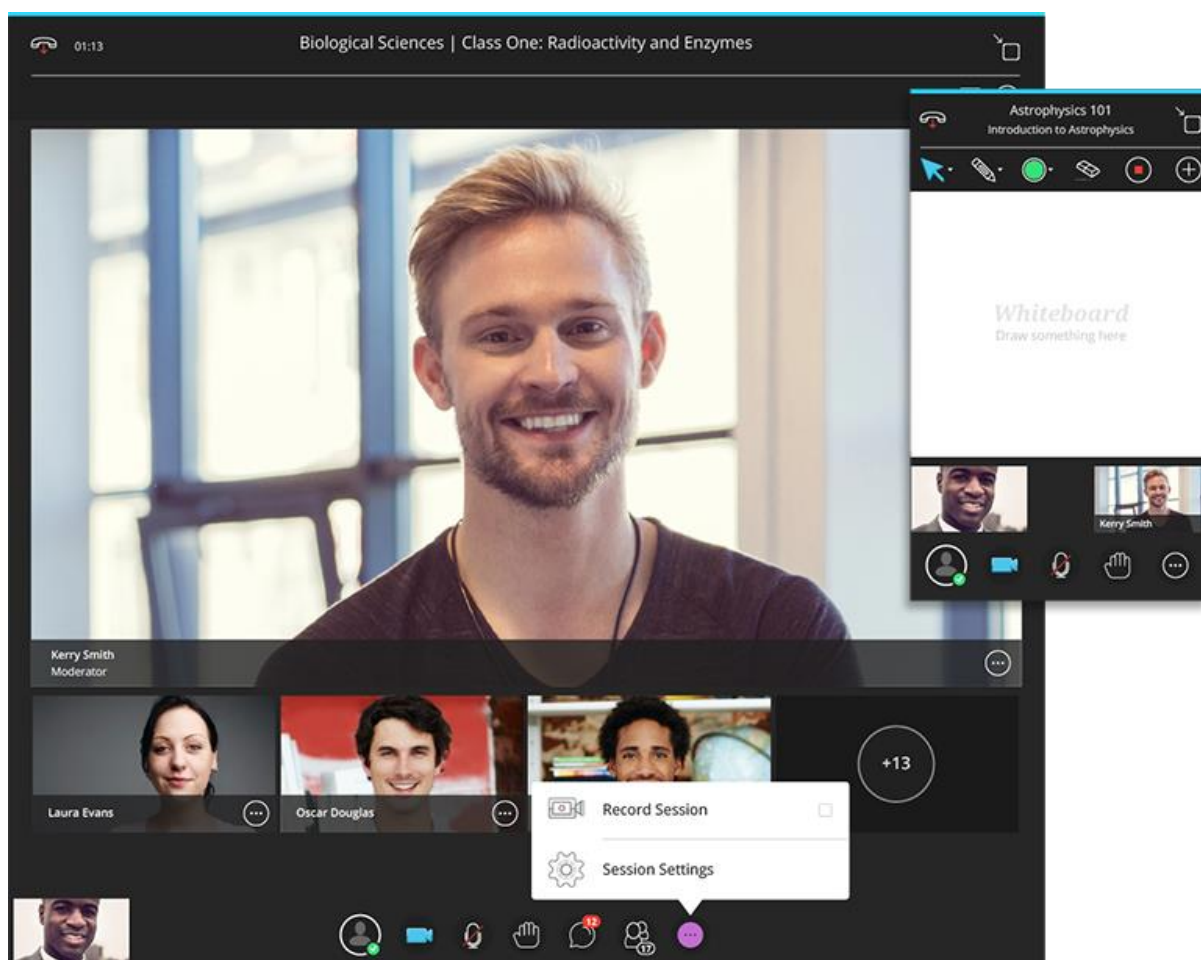
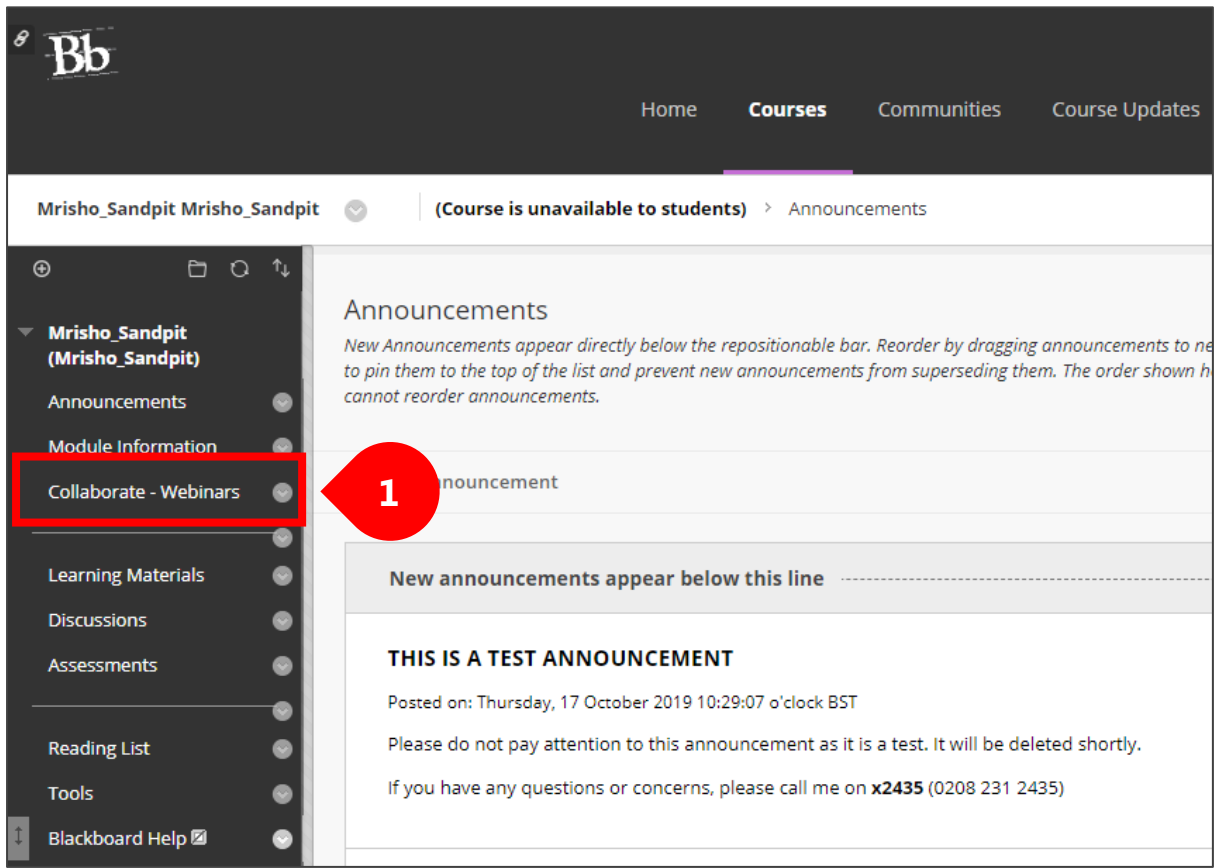


# BLACKBOARD COLLABORATE: DOWNLOAD PARTICIPANT REPORTS

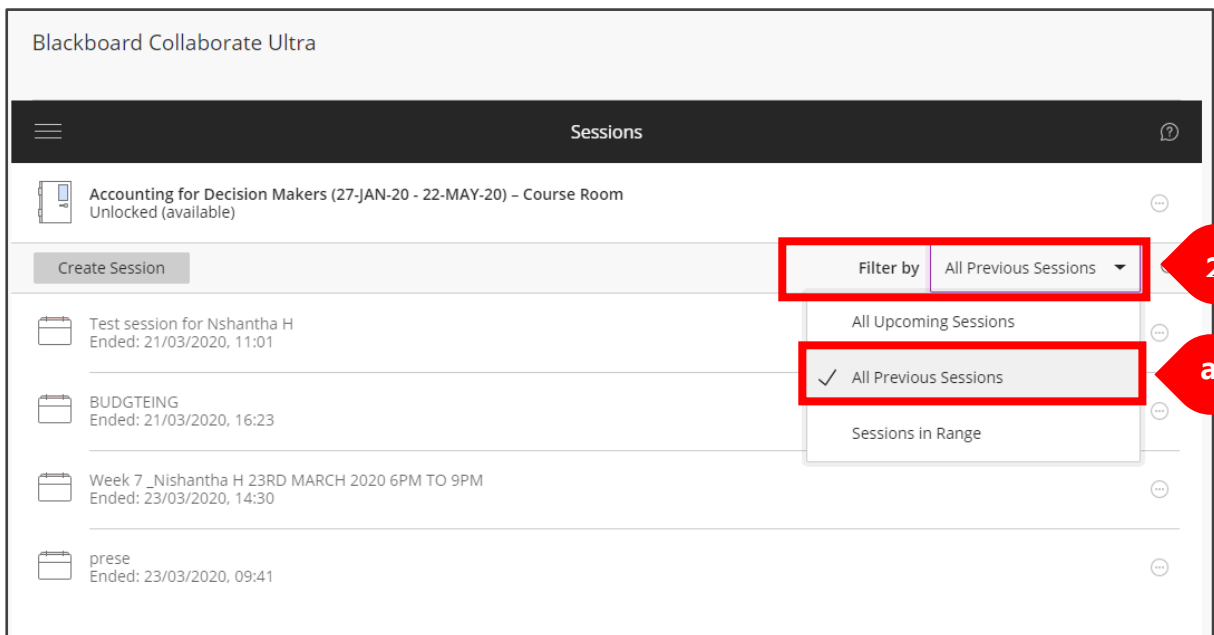
*This document will guide you on how to download a participants report after a session is completed.*



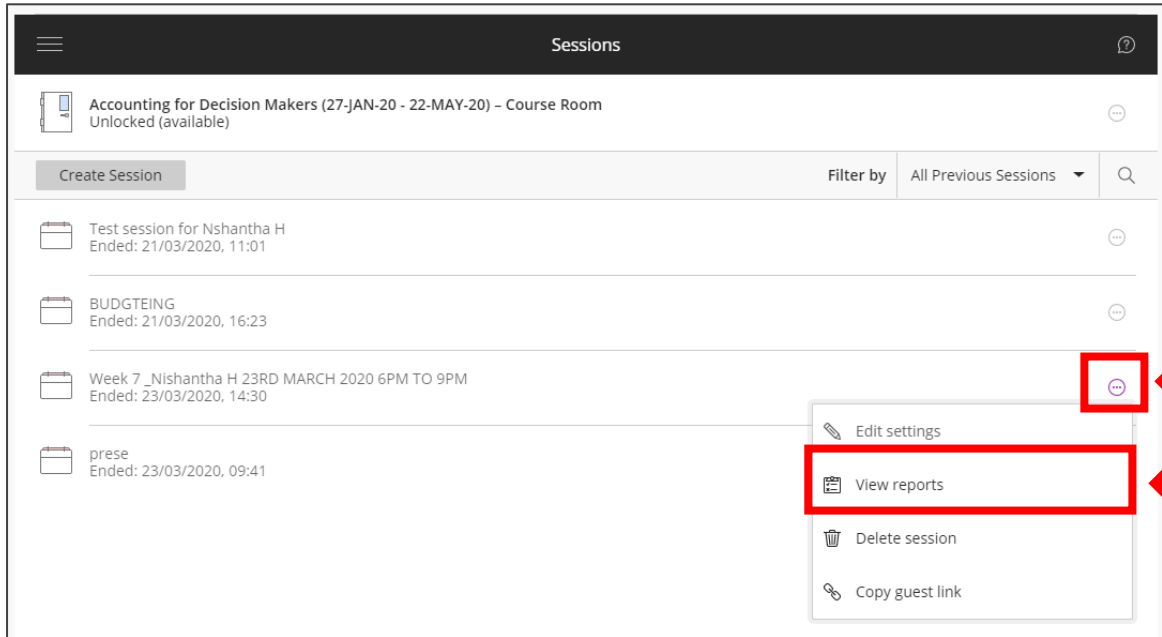
1. Open the tool link for collaborate within your module



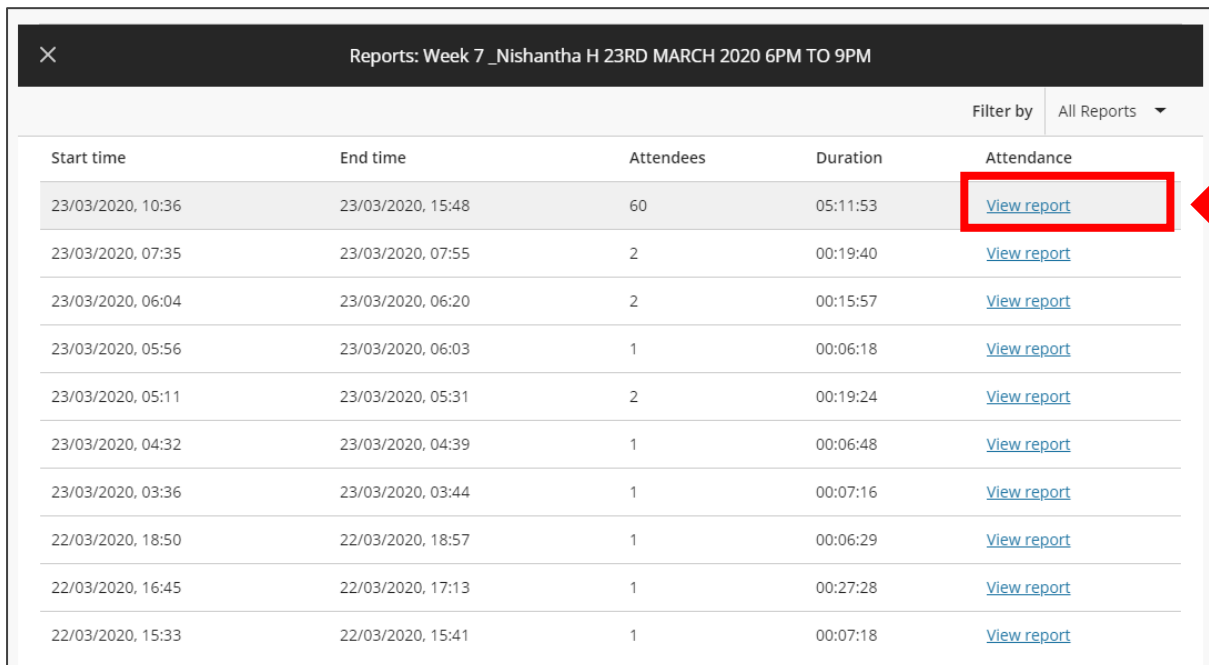
2. Filter sessions
  - a. by all previous sessions



3. Open the **session options** by clicking on the **three-horizontal dots**
  - a. then open **view reports** from the drop-down that will below



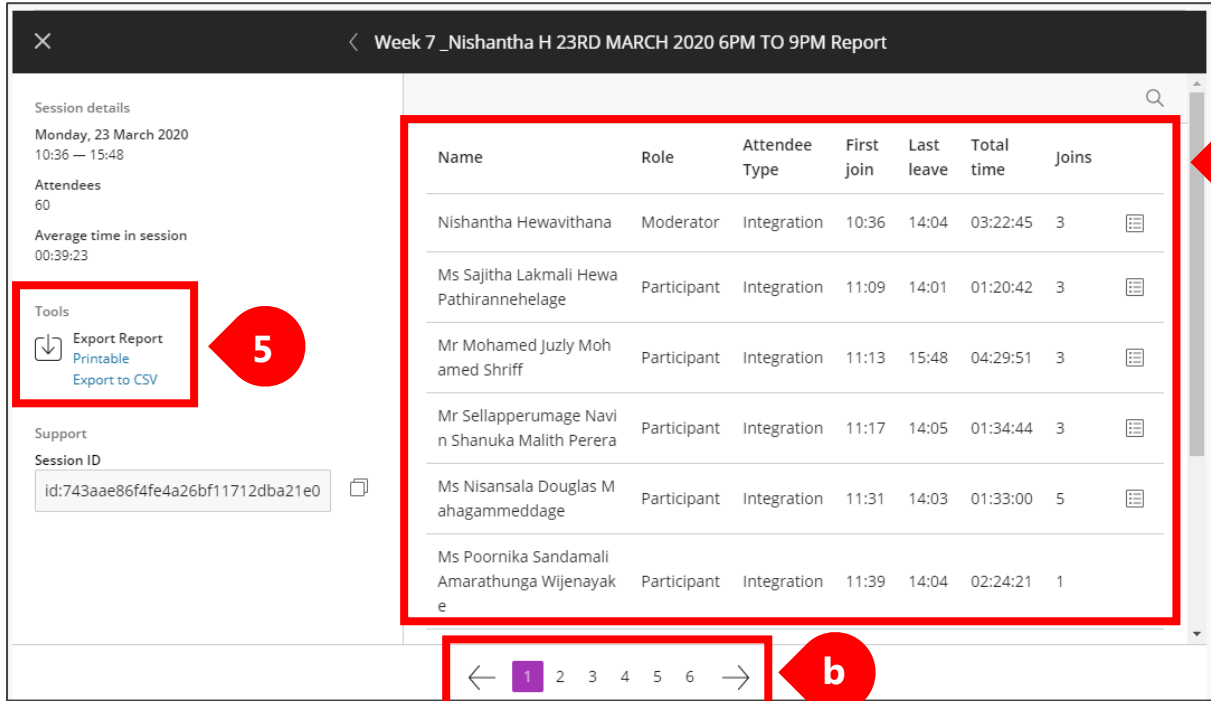
4. Select a report from the list available to view more details



The screenshot shows the 'Reports' page for the session 'Week 7 \_Nishantha H 23RD MARCH 2020 6PM TO 9PM'. A table lists reports with columns for Start time, End time, Attendees, Duration, and Attendance. A red box highlights the 'View report' link in the first row. A red callout '4' points to this link.

Start time	End time	Attendees	Duration	Attendance
23/03/2020, 10:36	23/03/2020, 15:48	60	05:11:53	<a href="#">View report</a>
23/03/2020, 07:35	23/03/2020, 07:55	2	00:19:40	<a href="#">View report</a>
23/03/2020, 06:04	23/03/2020, 06:20	2	00:15:57	<a href="#">View report</a>
23/03/2020, 05:56	23/03/2020, 06:03	1	00:06:18	<a href="#">View report</a>
23/03/2020, 05:11	23/03/2020, 05:31	2	00:19:24	<a href="#">View report</a>
23/03/2020, 04:32	23/03/2020, 04:39	1	00:06:48	<a href="#">View report</a>
23/03/2020, 03:36	23/03/2020, 03:44	1	00:07:16	<a href="#">View report</a>
22/03/2020, 18:50	22/03/2020, 18:57	1	00:06:29	<a href="#">View report</a>
22/03/2020, 16:45	22/03/2020, 17:13	1	00:27:28	<a href="#">View report</a>
22/03/2020, 15:33	22/03/2020, 15:41	1	00:07:18	<a href="#">View report</a>

5. **Download a csv** file format of the attendees information of their participation in the session
  - a. View details of attendees
  - b. Scroll to see more, if available



Session details

Monday, 23 March 2020  
10:36 — 15:48

Attendees  
60

Average time in session  
00:39:23

Tools

- Export Report
- Printable
- Export to CSV

Support

Session ID  
id:743aae86f4fe4a26bf11712dba21e0

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
Nishantha Hewavithana	Moderator	Integration	10:36	14:04	03:22:45	3
Ms Sajitha Lakmali Hewa Pathirannehelage	Participant	Integration	11:09	14:01	01:20:42	3
Mr Mohamed Juzly Mohamed Shriff	Participant	Integration	11:13	15:48	04:29:51	3
Mr Sellapperumage Navin Shanuka Malith Perera	Participant	Integration	11:17	14:05	01:34:44	3
Ms Nisansala Douglas Mahagammeddage	Participant	Integration	11:31	14:03	01:33:00	5
Ms Poornika Sandamali Amarathunga Wijenayake	Participant	Integration	11:39	14:04	02:24:21	1

← 1 2 3 4 5 6 →