Accessing Collaborate Ultra Attendance Logs

How can I tell if and for how long a student accessed a Collaborate Ultra Session?

To access the attendance report for a room:

1. Click on the Communications tab
2. Click on Collaborate Ultra
3. Click on the “Session Options” button to the right of the session you wish to get more information on
4. Click on “View Reports”
5. Click on “View Report” to view the detailed information about the session

If you do not see any reports, please expand the range of your search by:

1. Click on “Show Recent Reports” and then click on “Show Reports in a Range”
2. Select a range for your reports that makes sense
<table>
<thead>
<tr>
<th>Date</th>
<th>Participant period</th>
<th>Start time</th>
<th>Duration</th>
<th>Session duration</th>
<th>Average time in session</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/17/18</td>
<td>3</td>
<td>8:52:31 PM</td>
<td>3:09:25 PM</td>
<td>50:36:53</td>
<td>00:25:26</td>
</tr>
<tr>
<td>2/18/18</td>
<td>10</td>
<td>5:46:57 PM</td>
<td>2:07:20 PM</td>
<td>50:16:23</td>
<td>00:25:26</td>
</tr>
<tr>
<td>2/18/18</td>
<td>2</td>
<td>11:16:01 AM</td>
<td>1:25:50 AM</td>
<td>50:12:06</td>
<td>00:25:26</td>
</tr>
<tr>
<td>2/18/18</td>
<td>1</td>
<td>1:06:26 PM</td>
<td>2:09:20 PM</td>
<td>50:33:13</td>
<td>00:25:26</td>
</tr>
<tr>
<td>2/18/18</td>
<td>1</td>
<td>11:53:29 AM</td>
<td>1:19:57 AM</td>
<td>50:39:46</td>
<td>00:25:26</td>
</tr>
<tr>
<td>2/18/18</td>
<td>1</td>
<td>11:19:29 AM</td>
<td>1:51:45 AM</td>
<td>50:41:10</td>
<td>00:25:26</td>
</tr>
<tr>
<td>2/18/18</td>
<td>2</td>
<td>9:58:03 AM</td>
<td>1:58:16 AM</td>
<td>50:26:19</td>
<td>00:25:26</td>
</tr>
<tr>
<td>2/18/18</td>
<td>1</td>
<td>11:16:29 AM</td>
<td>1:22:45 AM</td>
<td>50:29:10</td>
<td>00:25:26</td>
</tr>
<tr>
<td>2/18/18</td>
<td>2</td>
<td>11:25:10 AM</td>
<td>1:26:26 AM</td>
<td>50:32:36</td>
<td>00:25:26</td>
</tr>
</tbody>
</table>
Help Desk

Help Desk Contact

Info

Location: Broyer Building
Phone: 717-871-7777
Email: help@millersville.edu

Hours:

Call Center

- Fall/Spring Semesters:
  - M-Th 7:00am - 7:00pm EST
  - F 7:00am - 5:00pm EST
- Summer Sessions:
  - M-F 7:00am - 5:00pm EST

Walk-in TAC

Technical Assistance Center - access via W. Frederick Street side of building

- Fall/Spring Semesters:
  - M-Th 8:00 am - 7:00pm, F 8:00am - 5:00pm EST
- Winter/Summer Sessions:
  - M-F 8:00am - 5:00pm EST

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