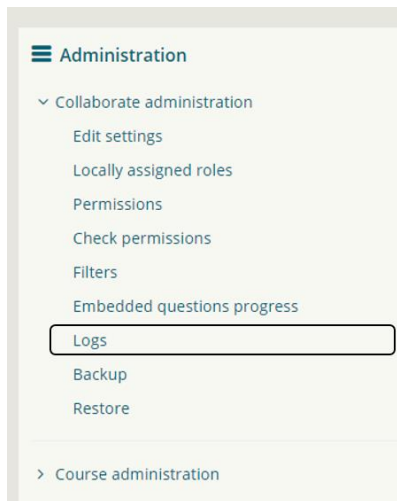# Blackboard Collaborate

When using Blackboard Collaborate, you can export logs indicating whether users have downloaded recordings or joined live sessions.

Points to note:

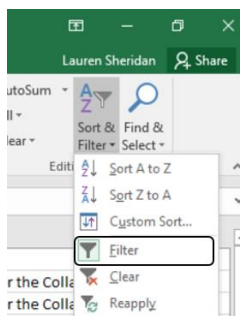- Only course administrators can export the information outlined below.

Steps:

1. Open a Collaborate session in the relevant section.

2. In the Administration menu block to the right, select 'Collaborate administration' then 'Logs'.

3. Scroll to the bottom of the log list (or use the End shortcut on your keyboard), and click the Download button against the 'Download table data as CSV' dropdown

4. Open the CSV and enable column filters.

5. You can now filter under the 'Event name' column for activities ('Recording downloaded' and/or 'Collab session launched' which indicate a recording download and a join to a live session, respectively).