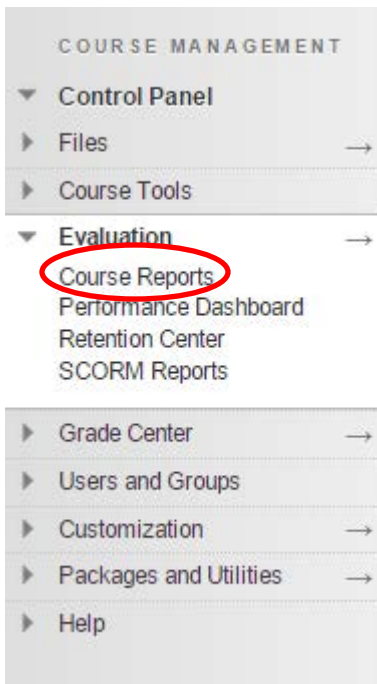


Evaluation: Course Reports

You can run several types of course reports to view information about course usage and activity. You can view summaries of course usage including which course areas are used most frequently and course access patterns for specific students.

The **COURSE REPORTS** option is found under Evaluation in the **CONTROL PANEL**

Step 1: Click the **EVALUATION** link on your control panel (at bottom left of screen), then click **COURSE REPORTS**.



Step 2: Generate a COURSE REPORT:

Each of the course reports gives a description next to it telling you what information it generates. See list below:

Course Reports


Run course reports to view information about course usage and activity. You can search the list of reports based on keywords in the names or descriptions to find the report that generates the information you need. [More Help](#)

Search

Name


Contains

Go




All User Activity inside Content Areas

This report displays a summary of all user activity inside Content Areas for the course.
> Last Run: Wednesday, October 24, 2012 1:15:32 PM EDT




Course Activity Overview

Course Activity Overview displays overall activity within a single course, sorted by student and date. Data includes the total and average time spent per user and the total amount of activity the user had in the course.
> Last Run: Monday, November 3, 2014 3:22:17 PM EST




Course Performance

This report displays information showing how a single Blackboard Learn Course performs against a selected set of goals. Performance targets and a range of acceptable performance for the course can be determined when running the report. Data includes averages for the entire course as well as break downs for individual students and goals.
> Last Run:




Overall Summary of User Activity

The report displays user activity for all areas of the course, as well as activity dates, times and days of the week.
> Last Run: Thursday, November 15, 2012 7:18:24 PM EST




Single Course User Participation Report

Displays detailed statistics on assessment and collaboration tool submissions for all users in this course during a specified timeframe
> Last Run:




Student Overview for Single Course

Student Overview for Single Course displays an individual student's activity within a course, sorted by date. Data includes the total overall time the student spent in the course as well as detailed information about the student's activity, such as which items and Content Areas the student accessed and the time spent on each.
> Last Run:



User Activity in Forums

This report displays a summary of user activity in Discussion Board Forums for the course.
> Last Run: Wednesday, November 14, 2012 3:06:45 PM EST




User Activity in Groups

This report displays a summary of user activity in Groups for the course.
> Last Run: Tuesday, March 13, 2012 7:24:21 PM EDT

← OK

Step 3: When you've decided what you'd like, click on the down arrow next to the report and choose **RUN**.



All User Activity inside Content Areas

This report displays a summary of all user activity inside Content Areas for the course.
> Last Run: Wednesday, October 24, 2012 1:15:32 PM EDT

Run

Step 4: On the **RUN REPORTS** page, select the **REPORT SPECIFICATIONS**. Once you have made your selections, click on **SUBMIT**. You may see a message saying: "Please wait, processing your request..."

Run Reports

* Indicates a required field.

Cancel Submit

REPORT INFORMATION

Name	All User Activity inside Content Areas
Description	This report displays a summary of all user activity inside Content Areas for the course.
Elapsed Time of Last Run	5.133 seconds

REPORT SPECIFICATIONS

All report types will open in a new browser window upon Submit.

Select Format Choose an output **FORMAT** from the drop-down list. Valid formats are PDF, HTML, Excel, or Word.
Charts will not display in Excel format. Run reports in HTML or PDF format if charts are required.

* Select a Start Date Select a **START DATE** and an **END DATE**.
Enter dates as mm/dd/yyyy

* Select an End Date
Enter dates as mm/dd/yyyy

Select Users

Chamberlain, Jessica (jchamber2013)
Crabb, Amanda (acrabb0111)
Sacco, Christine (christinesacco)
Sacco, Christine (csacco0014)

 By Default, all users will show up, but if you'd like to choose one or more users, choose their name next to **SELECT USERS**. For multiple users, hold down the Ctrl key and click on the additional users.

Step 5: After a report is successfully run, you can **DOWNLOAD REPORT** or **RUN A NEW REPORT**. Click **OK** when finished.

Successful Run: All User Activity inside Content Areas

Download Report
Save the file containing the report data to a local system.

Run a new Report
Run the report again using different report criteria.

← OK