

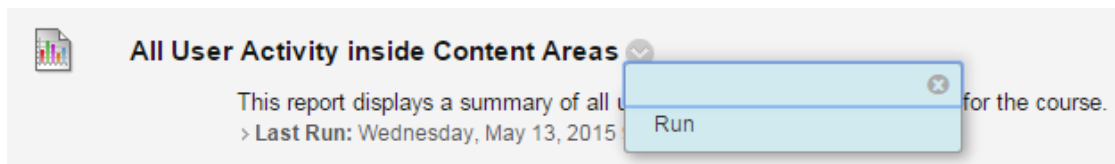
Reporting in Blackboard

Reports are individually generated PDFs that provide insight into student activity within the course. Reports are generated in Blackboard via the following process:

1. Log into Blackboard and enter the course you want to generate a report for.
2. On the left menu select *Evaluation*, then click on **Course Reports**.



3. You will then be asked to choose a report to run. Hover your course over the report you want and select the chevron that appears. Click on **Run**.



4. You will be asked what format you would like the report in. PDF is usually the easiest to view, but Excel will allow you to manipulate the data. There is not much reason to choose HTML or Word. Some reports will not give you an option on format.
5. If you are running a report that covers the whole class, you will only be asked to enter a date range. If you are running a report on individuals, you will be asked to select the individuals along with the date range.

Select Format
Charts will not display in Excel format. Run reports in HTML or PDF format if charts are required.

* Select a Start Date
Enter dates as mm/dd/yyyy

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

Select Users

6. Once you have made your selections click **Submit**.
7. Depending on your computer configuration, the report may automatically open. If it does not, choose the option to **Download Report** once it becomes available. This will place the report in your Downloads folder in your local computer. You can open it from there.

Here is a list of the available reports and their purpose:

All User Activity Inside Content Areas – This is a selected student report. For the selected students it will provide how many times the students entered each Content Area, and how much activity they had in the course each day.

Course Activity Overview – This is a course report for all students. This report gives an estimate of how much time each student has spent in the course. At this time we are not sure how accurate this estimate is.

Course Performance – This report is for student alignment against course goals. We are not yet using alignments and goals, so this is not a usable report at this time.

Overall Summary of User Activity – This is a selected student report. This is a more detailed version of the All User Activity Inside Content Areas report, and also includes some data from Course Activity Overview. It provides a breakdown of how often a student visited each area or used each tool in the course. It also shows how often the students did any sort of activity in the course by date, though it does not specify what that activity was. This is a very data intensive report, and is not really appropriate for quick reference.

Single Course User Participation Report – This is a course report for all students that will always be created as an Excel file. This report provides a high level summary of the amount and type of work each student has performed. It also includes the last date of submitted work for each type of assessment (Assignments, Discussions, and Other – including assignments and discussions). This is probably the most useful report when trying to determine last date of attendance.

Student Overview for Single Course – This is a report on a single student. This is a very detailed view of what the student accessed when. It can be used to validate student claims about accessing particular items.

User Activity in Forums – This is a selected user report. This gives a view of student activity within the forum, both how many times they actively posted, and how many times they went into the forum. You may find it easier to use the Grade Forum aggregator available at the individual discussion forum level to get similar information plus the actual posts. More information on this method can be found in Grading Discussions.

User Activity in Groups – This is a selected user report. This report shows the student activity within a group space. Unless you are specifically allowing students to use tools located in the Groups area this report will not have any useful data.

Bonus: The easiest way to check the last time that a student was in your class is to check the Last Access column in the Full Grade Center (Left Menu: Grade Center > Full Grade Center)