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STUDENT PREVIEW

As an instructor, you want to be confident that your course is well designed and functions as intended—before your students see it. Use student preview to review the course content and validate the course behaviors, such as those that control the availability of course content or require a particular interaction from the student to be triggered.

The Enter Student Preview function appears in the top-right corner of your course pages, next to the Change Course Theme function.

With student preview, you can experience your course exactly as your students do. While in student preview mode, you can do the following student activities:

- Submit assignments
- Take tests
- Create blog and discussion posts
- Create journal and wiki entries
- View student tools, such as My Grades

Note: Student preview is different from using Edit Mode. When Edit Mode is ON, you see all the course content and the editing controls for each item. Edit Mode OFF hides the editing controls but still displays any content that would normally be hidden from a student. Also, it does not enable you to see student-only content, such as My Grades.

ENTER STUDENT PREVIEW MODE

To enter student preview mode, click the Enter Student Preview function, at the top-right corner of your course pages, next to the Change Course Theme function.

Student preview creates a student account, called the preview user account, logs you in as that student and enrolls you in the current course. When you enter student preview mode, the student preview bar appears at the top of every page. The bar displays the text "Student Preview mode is ON" and has Settings and Exit Preview functions.
Student preview mode is active only in the courses where you enabled it. You are still an instructor in the rest of Blackboard Learn. However, the same preview user account will be used when you enter student preview mode in more than one course.

UNDERSTAND YOUR PREVIEW USER ACCOUNT

When you enter student preview mode and are logged in to your course with the preview user account, your preview user appears in the course roster and is visible to all students enrolled in the course. Students and administrators can easily identify this as your preview user account by the way it is named: its last name is your last name appended with “_PreviewUser” and its username is your username appended with “_previewuser”.

**Note:** If you are teaching a course with another instructor, you will each have your own preview user account.

As a preview user, all the data associated with your activities are captured by Blackboard Learn, such as submitted assignments and discussion posts. In fact, other students can interact with your preview user. For example, they can reply to your posts as though you were another student enrolled in the course.

EXIT AND DELETE YOUR PREVIEW USER ACCOUNT

Click **Exit Preview** to exit the student preview.

If you leave the course without exiting from student preview, you will return to student preview when you return to the course.
When you exit the student preview, you are prompted to keep or delete the preview user and all its associated data.

DELETE THE PREVIEW USER AND DATA

It is considered best practice to remove the preview user and its associated data.

In the Exit Student Preview dialog, select Delete the preview user and all data (Recommended). If you want, select the Do not ask me check box. The course will automatically complete your choice each time you exit student preview.

Note: To change this setting at any time, click Settings in the student preview bar.

Deleting the preview user has the following effects:

- All activity conducted or created as the preview user is removed from the course permanently. This includes test attempts, assignment submissions, grades, and discussion posts. Also deleted is any interaction an enrolled student has with the preview user, such as replies to a preview user's discussion posts.
- The preview user is unenrolled from the course. If the user is not enrolled in another course, the preview user account is deleted.

KEEP THE PREVIEW USER AND DATA

Select Keep the preview user and all data if you need to keep the user and data to see how student activity presents itself to you as the instructor, such as grade calculations. If you keep the
data, the preview user account will appear in the course roster, Grade Center, and any place where you did something as that user.

When you save the preview user account, the dot in the middle of the 📚 Enter Student Preview function icon turns green 🟢, indicating the preview user account is available for use.

If you keep your preview user account and run reports or gather statistics from your course, your numbers will be skewed by one (or more if there are multiple instructors using student preview). Also, it can potentially confuse your students who may try to interact with your preview student when you are not in student preview mode to monitor the interaction.
USE SAFEASSIGN IN ASSIGNMENTS

SafeAssign is now integrated into regular Blackboard Learn assignments. Use SafeAssign to review assignment submissions for plagiarism potential and create opportunities to help students identify how to properly attribute sources rather than paraphrase. SafeAssign is effective as both a deterrent and an educational tool. SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works.

SafeAssign is based on a unique text matching algorithm capable of detecting exact and inexact matching between a paper and source material. Submissions are compared against several databases:

- **Internet**: Comprehensive index of documents available for public access on the internet.
- **ProQuest ABI/Inform database**: More than 1,100 publication titles and about 2.6 million articles from 1990 to present time, updated weekly (exclusive access).
- **Institutional document archives**: Contains all papers submitted to SafeAssign by users in their respective institutions.
- **Global Reference Database**: Contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institution plagiarism.

HOW TO USE SAFEASSIGN IN YOUR ASSIGNMENTS

You can now use SafeAssign plagiarism checking for any of your assignments.

1. On the **Create Assignment** page, expand **Submission Details**.
2. Select **Check submissions for plagiarism using SafeAssign**.
3. Optionally, select one or both options:
   a. Allow students to view the SafeAssign originality reports on their submissions.
   b. Exclude all student submissions for this assignment from the institutional or global reference databases.
4. Complete the **Create Assignment** page.
5. Click **Submit**.
ANONYMOUS GRADING

Enabling anonymous grading during the creation stage allows you to eliminate grading bias for high-stake assignments.

Whenever you want to add another layer of fairness and impartiality to your grading, you can use the anonymous grading feature. Without knowing who submitted an assignment, you are not unduly influenced by a student's previous performance, class participation, conflicts, race, gender, or perceived student aptitude. This practice can also contribute to the student-instructor relationship because students are assured that grading was unbiased.

On the Create Assignment page, you can choose to hide student names when viewing and grading submissions. Students are alerted to the anonymous grading setting on the Upload Assignment page. However, in your assignment instructions, you can additionally ask students not to include any information that identifies them, such as adding their names to files they attach to assignments.

In the Grading Options section, select the Enable Anonymous Grading check box and choose when you want to automatically remove students' anonymity:

1. **On specific date**: Provide the date you want to disable anonymous grading. The system will automatically begin removing anonymity before the end of that date.

2. **After all submissions are graded**: Provide a due date. After students submit attempts, the due date passes, and you have graded the attempts, student anonymity is disabled.

You can manually disable anonymous grading at any time by clearing the Enable Anonymous Grading check box. You can turn anonymous grading on and off until a student submits an attempt. After the first submission, you can only turn it off. If you grade half of the attempts
anonymously, then turn off the anonymous setting, the items graded with revealed names will not be tracked as "Graded Anonymously."

ANONYMOUS GRADING WORKFLOW

NOTIFICATIONS

You are notified of needs grading status for anonymously graded assignments in the following areas:

- Needs Grading page—user anonymity is preserved in the list
- Needs Attention and Alerts modules
- Individual email notifications
- Daily-digest email notifications

ACCESS ANONYMOUS SUBMISSIONS

You can access assignment submissions that you set for anonymous grading in the Grade Center or on the Needs Grading page.

1. **From the Grade Center**: After the assignment due date has passed or all attempts have been submitted, access the assignment's column and click Grade Attempts. For columns where you enabled anonymous grading, all cells are grayed out so that you don't know who made submissions.

2. **From the Needs Grading page**: Filter the items that need grading to show only the assignment you want to grade. In the User Attempt column, all identifying information is replaced with "Anonymous Student" and an attempt ID. From an assignment's contextual menu, click Grade All Users to begin grading.

Both access options take you to the Grade Assignment page where you view submissions and grade inline as you normally do. As you navigate from student to student, usernames are replaced with "Anonymous Student" on the action bar. You can also see how many gradable items are in the queue.
After anonymous grading is disabled, the grades appear in the Grade Center column.

PROOF OF ANONYMOUS GRADING

Institutions need a way to validate that specific assignments were graded anonymously.

You can verify anonymous grading was enabled at the time you gave the grade. Even after anonymity is disabled, administrators and instructors can view the attempt on the inline grading screen or in the Grade Center history to see that the attempt was graded anonymously.
On the **Upload Assignment** page, students are informed if their assignments are set to be graded anonymously. They are asked not to include any identifying information with their submissions.

On the **Review Submission History** page or in **My Grades**, students see a graded anonymously icon if their assignments were graded anonymously.

![My Grades](image)

**PROTECTING ANONYMITY IN THE GRADE CENTER**

Anonymously graded columns are not included in calculations or actions while students' identifying information is hidden. This prevents a grader from deducing the identity of a student before all grades are assigned.

- Anonymously graded assignment scores are not used in calculated columns until anonymity is disabled.
- Anonymously graded assignments do not display in Grade Center reports until anonymity is disabled.
- When downloading Grade Center data, anonymously graded assignment columns are not available for selection.
DELEGATED GRADING

You can assign specific users in your course to grade particular sets of student assignment submissions.

Using grades and feedback from more than one grader helps to promote reliability and remove bias. For large classes, you can divide up the grading tasks among TAs and other graders. Roles with default grading privileges include instructor, teaching assistant, and grader.

The users who help you grade are called **delegated graders** and they provide **provisional grades**. Delegated graders follow the same grading steps that you do, however, the group of assignment attempts that they see are based on the options you choose. After all delegated graders provide grades and feedback, one or more instructors review the grading to determine a final grade or **reconcile** it.

DELEGATED GRADING WORKFLOW

You can combine delegated and anonymous grading. When viewing submissions you are assigned to grade, student names are hidden.

To view examples of setting up some delegated grading scenarios, see Best Practice: [Delegated Grading Examples](#).

1. **ENABLE DELEGATED GRADING**

On the **Create Assignment** page, choose the graders to help with grading tasks.

In the **Grading Options** section, after you select the check box for **Enable Delegated Grading**, you can view a list of potential graders. Use the **Show** drop-down list to filter the list.

![Grading Options screenshot](image)

1. Use the drop-down list next to each grader's name to assign submissions to grade:
- All Submissions
- Random Set: Grade a random set of the selected number of students. If multiple graders are assigned to grade a random set, students are distributed evenly before any student is included in multiple random sets.
- Groups: Grade all students who are part of the selected course groups.
- None

2. All instructors in a course can see what other graders assigned. If you want other roles to also view scores, feedback, and notes added by others, select the check box in the View Settings column.

3. In the Reconcile Grades column, view who can determine the final grade and feedback for each student. All instructors can reconcile grades.

To help with accuracy and consistency of grading, have all delegated graders use a rubric when providing grades. A rubric is an assessment tool listing evaluation criteria for an assignment.

2. NOTIFICATIONS

Example

If you select two delegated graders and assign each grader a random set of submissions, each grader is notified and only sees attempt submissions that are part of their individual random sets.

You are notified of needs grading status for assignments you have been delegated in the following areas:

- Needs Grading page
  - You only see the specific assignments delegated to you, not assignments delegated to others.
- Grade Center grid
  - The needs grading icon appears in the cells for the grader assigned to the delegated assignment submissions.
- Notification modules
- My Blackboard on the Updates page
- Individual email notifications, if enabled
- Daily-digest email notifications, if enabled

3. ACCESS SUBMISSIONS

You can access assignment submissions that you are assigned to grade in the Grade Center and on the Needs Grading page. If anonymous grading is also enabled, see Access Anonymous Submissions to see how submissions appear in the two areas.
Both access options take you to the Grade Assignment page where you view submissions and grade inline as you normally do. On the action bar, each grader can view how many gradable items are in the queue.

Each instructor has the ability to view what other graders provided for scores, feedback, and notes. Other graders do not see this information unless enabled.

After you provide a grade, the Needs Reconciliation icon appears in the Grade Center cell. No score appears until the instructor role reconciles the grade.
4. NOTIFICATIONS FOR GRADES TO RECONCILE

After delegated graders begin providing grades, instructors receive notifications that grades need reconciling. These notifications appear in the following areas:

- Needs Grading page
  - Needs Reconciliation appears on the action bar.
- My Blackboard on the Updates page
- Grade Center grid
  - The Needs Reconciliation icon appears in the cells.
- Notification modules
- Individual email notifications, if enabled
- Daily-digest email notifications, if enabled

5. RECONCILE GRADES

The instructor role reviews all grades and feedback made by graders, and determines the final grades. Regardless of how many student attempts an instructor role is assigned or even if none are assigned, all instructors can reconcile grades.

The Reconcile Grades page is accessible from several locations, including the Needs Grading page and the Full Grade Center.

ACCESS RECONCILE GRADES PAGE

The instructor role selects Reconcile Grades from the grade column's contextual menu. Other grader roles who have graded attempts see the Needs Reconciliation icon in the Grade Center, but do not have access to the Reconcile Grades page.
On the Reconcile Grades page, the instructor role can view all the grades that all graders assigned and see who has grading to perform. For large classes, filter the list by status and grader. Scores that appear with a comment icon have feedback. On this page, you accept the grades set by another -OR- review grades assigned by multiple graders and set the final grades.

1. **Show Grader Progress**: Click to view the progress of all graders, what the grader assigned for the average grade for the assignment, and the number of attempts.

2. **Show Detail View**: Click the icon to view existing grades, feedback, and view a rubric if one has been associated. From this view, you can hide all the graders' feedback, add new feedback, and determine the final grade.

3. **Add Grader**: Click the icon to open a pop-up window to add one or more graders for this student.

4. **Determine Final Grade**: Use the drop-down lists to assign a final grade for each student. Or, use the Final Grade drop-down list in the column header to reconcile grades in bulk for highest, lowest, or average of the graders' scores.
After you reconcile grades, the Needs Reconciliation icons are replaced with the scores you assigned. You can view the scores and feedback each grader assigned on the student’s Grade Details page in the Grade History tab. Students see their reconciled scores and feedback in My Grades. They can also click the name of the assignment to view the feedback from all graders on the Review Submission History page.

**Note:** When reconciling grades, instructors have the option to not show delegated graders’ feedback to students and provide their own.
DELEGATED GRADING AND CONTENT EXCHANGE

Delegated graders and settings are carried over to the new course when you use the following content exchange functions:

- Copy Course with Users (Exact Copy)
- Archive/restore, as users and their settings are part of an archived course

WITHOUT ENROLLMENTS

When you copy a course without enrollments into a new course, the delegated setting is brought over as enabled for all existing delegated grading assignments. The instructor copying the course is set to grade all submissions and reconcile grades.

When you copy or import a course without enrollments into an existing course, the delegated setting is brought over as enabled for all existing delegated grading assignments. All current users who can reconcile are also set to grade all submissions.
BEST PRACTICE: DELEGATED GRADING EXAMPLES

You can delegate grading by assigning specific users in your course to grade particular sets of student submissions.

WHY USE DELEGATED GRADING?

Delegated grading enables you to combine settings to accomplish your assignment grading goals and meet institutional requirements.

DIVIDE AND CONQUER

For large classes, you can divide the grading tasks among TAs and other graders, as in the following examples:

- For a class of 400 students, assign graders to a random subset of assignment submissions. This automatically divides the grading tasks among the number of graders you have.
- For a merged course with 100 students in each section, assign each grader a class section. You can also assign a random subset of submissions.

ENSURE RELIABLE GRADING

Grading and feedback from more than one grader promotes reliability, improves consistency, and removes bias. You can assign blind graders, who cannot see each other’s ratings, to the same set of submissions to obtain more than one critique of the same sample of work. You can use all of the blind graders’ ratings to determine the assignment’s final grade.

Whenever fairness and impartiality in grading are an institutional requirement or a concern for any reason, use blind graders to control bias among graders as much as possible. For example, using multiple graders can enhance your credibility when recommending students for jobs or admission to higher levels of education. This may be especially important when children of alums or donors are also being endorsed.

ALLOW GRADERS TO COLLABORATE

You can allow graders to view each other’s grades and feedback. This is useful when graders know your students well, and their growth and past performance should influence grading. Collaborative grading is also appropriate for small classes where students are encouraged to discuss the assignment at all stages of creation. The goal is collaboration at all levels, including grading.

USE RUBRICS IN DELEGATED GRADING

Rubrics can improve accuracy and consistency among delegated graders. A rubric is an assessment tool that describes evaluation criteria for an assignment. Each criterion is scored individually, with the sum of the ratings of all criteria making up the total grade.
Rubrics ensure that graders' standards remain the same over the grading time span. Provide a clear and detailed set of criteria that describes the weighted importance of the objectives of the assignment.

**ADDITIONAL ASSIGNMENT SETTINGS**

At the time of assignment creation, you can also enable anonymous grading so that graders do not see students' identities, and the SafeAssign option to prevent plagiarism.

**DELEGATED GRADING EXAMPLES**

Use the following examples to help you choose how to use delegated grading in your course.

Review each description, click the title to go to the example, and follow the steps to set up that version of delegated grading in your course.

**Parallel Graders**

Two graders grade the same submissions. They can view each other's grades and discuss the final grades.

**Blind Parallel Graders**

Two graders grade the same submissions. They cannot see each other's grades or discuss them.

**Sample Double Graders**

Two graders: Grader 1 grades all of the submissions. Grader 2 grades a random set, but can view what Grader 1 assigned for grades and feedback.

**Sample Double Blind Graders**

Two graders: Grader 1 grades all of the submissions. Grader 2 grades a random set of submissions. They cannot see what the other assigned.

**Instructor + Colleague Grader**

The lead instructor grades all of the submissions, and then views a colleague's feedback about a sampling of grades. When providing the final grades, the lead instructor reviews the comments and decides whether to accept the colleague's suggestions.

**Note:** Some grading roles may require reconciling of grades—the determination of the final grades by the instructor.
PARALLEL GRADERS

The lead instructor assigns two graders to grade assignment submissions. Both graders grade all submissions. The graders can view each other’s grades and discuss what to assign for the final grades. The lead instructor only contributes if needed to "break a tie."

- If the grades are similar, the graders assign students an average of both grades for the final grade -OR- they agree on a final grade.
- If the grades differ significantly -OR- the graders can’t agree on a final grade, the lead instructor reviews the two sets of grades and assigns a final grade. She has no grading responsibilities other than reconciling grades.

SELECT OPTIONS FOR GRADERS

Enable delegated grading during assignment creation and select options for graders.

<table>
<thead>
<tr>
<th>Grader 1</th>
<th>Grader 2</th>
<th>Lead Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can view other graders’ scores, feedback, and notes.</td>
<td>Can view other graders’ scores, feedback, and notes.</td>
<td>Can view other graders’ scores, feedback, and notes.</td>
</tr>
</tbody>
</table>

Grading Options

- Enable Anonymous Grading
- Enable Delegated Grading

View Settings

- Cathy Chu: Instructor
  - Submissions to Grade: None
  - View Settings: Can view other graders’ scores, feedback, and notes

- Monica Gonzales: Teaching Assistant
  - Submissions to Grade: All Submissions
  - View Settings: Can view other graders’ scores, feedback, and notes

- Porter Durand: Teaching Assistant
  - Submissions to Grade: All Submissions
  - View Settings: Can view other graders’ scores, feedback, and notes
BLIND PARALLEL GRADERS

The lead instructor assigns two graders to grade assignment submissions independently of each other. They both grade all of the assignment submissions, but each does not see what the other assigned for grades or feedback. The lead instructor reviews the two sets of grades and assigns the final grades.

- If the grades are similar, the lead instructor assigns an average of both grades for the final grades.
- If the grades differ significantly, the lead instructor assigns the final grades -OR- enlists Grader 3 to "break a tie" before reconciling grades. On the Reconcile Grades page, you can add Grader 3 directly to attempts. The lead instructor has no grading responsibilities other than reconciling grades.

SELECT OPTIONS FOR GRADERS

Enable delegated grading during assignment creation and select options for graders.

<table>
<thead>
<tr>
<th>Grader 1</th>
<th>Grader 2</th>
<th>Optional: Grader 3</th>
<th>Lead Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades all submissions.</td>
<td>Grades all submissions.</td>
<td>Grades only those attempts where grades differ significantly and the lead instructor wants more input.</td>
<td>Grades no submissions.</td>
</tr>
<tr>
<td>May not view other graders' scores, feedback, and notes.</td>
<td>May not view other graders' scores, feedback, and notes.</td>
<td>May not view other graders' scores, feedback, and notes.</td>
<td>Can view other graders' scores, feedback, and notes.</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Can reconcile grades.</td>
</tr>
</tbody>
</table>

---

**Grading Options**

- [ ] Enable Anonymous Grading
- [x] Enable Delegated Grading

**View Settings**

- Cathy Chu, Instructor: Can view other graders' scores, feedback, and notes
- Monica Gonzales, Teaching Assistant: Can view other graders' scores, feedback, and notes
- Porter Durand, Teaching Assistant: Can view other graders' scores, feedback, and notes
SAMPLE DOUBLE GRADERS

The lead instructor assigns two graders to grade assignment submissions. Grader 1 grades all of the submissions. After Grader 1 has finished grading, Grader 2 begins grading a random set of submissions. He can view what Grader 1 assigned for grades and feedback.

The lead instructor reviews the two sets of grades and assigns the final grades. She has no grading responsibilities other than reconciling grades.

SELECT OPTIONS FOR GRADERS

Enable delegated grading during assignment creation and select options for graders.

<table>
<thead>
<tr>
<th>Grader 1</th>
<th>Grader 2</th>
<th>Lead Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>May not view other graders' scores, feedback, and notes.</td>
<td>Can view other graders' scores, feedback, and notes.</td>
<td>Can view other graders' scores, feedback, and notes.</td>
</tr>
</tbody>
</table>

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Can reconcile grades.
The lead instructor assigns two graders to grade assignment submissions *independently* of each other. Grader 1 grades all of the submissions. Grader 2 grades a random set of submissions. The graders cannot see what the other has assigned.

The lead instructor reviews the two sets of grades and assigns the final grades. She has no grading responsibilities other than reconciling grades.

**SELECT OPTIONS FOR GRADERS**

Enable delegated grading during assignment creation and select options for graders.

<table>
<thead>
<tr>
<th>Grader 1</th>
<th>Grader 2</th>
<th>Lead Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>May <em>not</em> view other graders' scores, feedback, and notes.</td>
<td>May <em>not</em> view other graders' scores, feedback, and notes.</td>
<td>Can view other graders' scores, feedback, and notes.</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>Can reconcile grades.</td>
</tr>
</tbody>
</table>
INSTRUCTOR + COLLEAGUE GRADER

The instructor grades all assignment submissions. A colleague provides feedback about a sampling of grades. When providing the final grades, the instructor reviews the comments and decides whether to accept the colleague's suggestions.

When reconciling grades, the instructor can hide his colleague's comments so students cannot view the grading suggestions.

- On the Reconcile Grades page, click the Show Detail View icon in a student's row and clear the check box for Show Graders' Feedback and Rubrics (if applicable) to student.
- From this page, the instructor can add feedback to accompany the reconciled grade.

SELECT OPTIONS FOR GRADERS

Enable delegated grading during assignment creation and select options for graders.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Colleague</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades all submissions.</td>
<td>Provides feedback for a random set.</td>
</tr>
<tr>
<td>Can view other graders' scores, feedback, and notes.</td>
<td>Can view other graders’ scores, feedback, and notes.</td>
</tr>
<tr>
<td>Can reconcile grades.</td>
<td>--</td>
</tr>
</tbody>
</table>

---

SELECT OPTIONS FOR GRADERS

- Cathy Chu: Instructor
  - All Submissions
  - Can view other graders’ scores, feedback, and notes

- James Strand: Instructor
  - Random Set: 15
  - Can view other graders’ scores, feedback, and notes

---

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The Single Course User Participation Report displays the number of user submissions in your course for assignments, tests, discussions, blogs, and journals within the chosen time frame. You do not need to grade an item for data to be included in the report. The data is provided in a Microsoft® Excel® spreadsheet (XLS).

**Note:** If no activity exists for an item type, no column appears. For example, if no user submitted an assignment in the chosen time frame, no assignment column appears in the spreadsheet.

### HOW TO GENERATE COURSE REPORTS

1. On the **Control Panel**, expand the **Evaluation** section and click **Course Reports**.
2. On the **Course Reports** page, access the **Single Course User Participation Report's** contextual menu and click **Run**.
3. On the **Run Reports** page, **Select a Start Date** and **Select an End Date**: For reports covering a specific period of time, select beginning and ending dates for the report.

   **Note:** If you want to include data from today's date, select the end date for tomorrow. Statistics are returned based on a day that begins at midnight and ends at 11:59 PM. Statistics for the present day will not be accurate up to the minute of the request. There is a short time delay based on the time it takes the database to record the activity. If the data you are looking for is not in the report, wait a short while and run the report again.

4. Click **Submit**. If a course report includes a large number of users, it can take several minutes or longer for a report to generate. The Excel report will prompt you to save the file.

5. After a report is successfully run, you can perform the following tasks:

   - **Save to Content Collection**: You can save the report to a folder in the Content Collection.
   - **Download Report**: Save the report to your computer.
   - **Run a New Report**: Return to the **Run Reports** page to run the report again with different criteria.

6. Click **OK** when finished.