

GENERATING 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.

ABOUT COURSE REPORT TYPES

You can search the list of reports for keywords in the names or descriptions to find the report that generates the information you need. Available reports include:

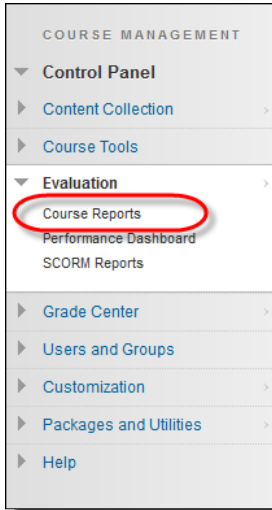
- **All User Activity Inside Content Areas** displays a summary of all user activity inside content areas for a course. Use this report to determine which students are active in your course and which content areas they are using.
- **Course Activity Overview** displays overall activity within your course, sorted by student and date. Data includes the total and average time spent per user and the total amount of activity a user had in your course. You can also click an individual student's name to access the Student Overview for Single Course report. This report can help you determine which days of the week students are active in your course and see how much time overall students spend.
- **Course Coverage Report** displays data on course items that have been aligned to goals. (Goals are currently not used. No results will appear in this report at this time.)
- **Course Performance** displays how a single course performs against a selected set of goals. (Goals are currently not used. No results will appear in this report at this time.)
- **Overall Summary of User Activity** displays user activity for all areas of your course, as well as activity dates, times, and days of the week. Use this report to view student access as well as how often course tools are used.
- **Student Overview for Single Course** displays an individual student's activity within your course, sorted by date. Data includes the total overall time a student spent in your course as well as detailed information about a student's activity, such as which items and content areas a student accessed and the time spent on each. Use this report to check a particular student's course activity.
- **User Activity in Forums** displays a summary of user activity in discussion board forums in your course. You can see which forums are used the most.
- **User Activity in Groups** displays a summary of user activity in groups for your course. You can see if students are active in their groups.

HOW TO GENERATE COURSE REPORTS

NOTE: If you are prompted, enable pop-ups for your browser.

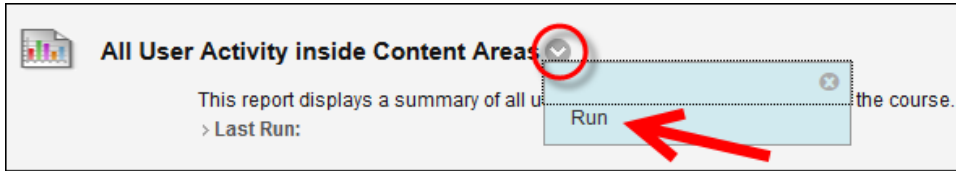
NOTE: Some reports take time to generate, please be patient while the report runs.

1. On the **Control Panel**, expand the **Evaluation** section and select **Course Reports**.



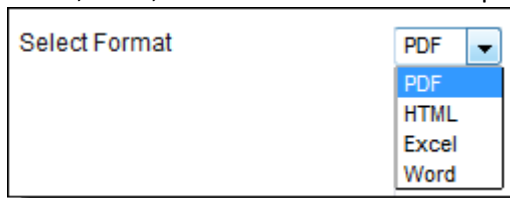
2. On the **Course Reports** page, access a report's contextual menu.

3. Select **Run**.



4. On the **Run Reports** page, select the **Report Specifications**. Options vary depending on the type of report.

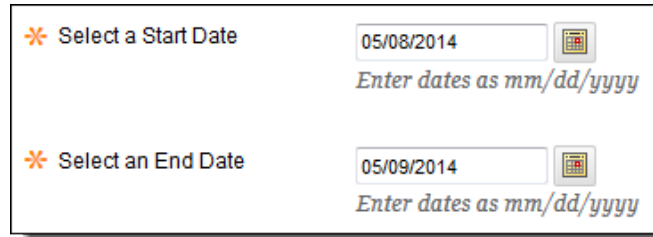
- **Select Format:** Choose an output format from the drop-down list. Valid formats are PDF, HTML, Excel, or Word. Charts do not display in Excel format.



- **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

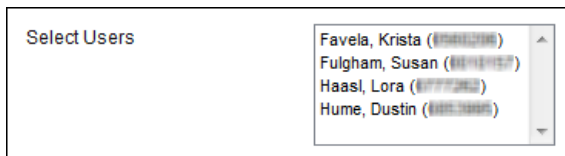
record the activity. If the data you are looking for is not in the report, wait a short while and run the report again.



- **Select Students:** For reports to be run on a single student, select the student name from the drop-down list.

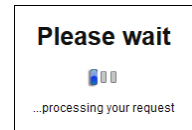


- **Select Users:** Select one or more users for the report.



For *Windows*, to select multiple users in a list, press the SHIFT key and click the first and last users. To select users out of sequence, press the CTRL key and click each user needed. For *Macs*, press the COMMAND key instead of the CTRL key.

5. Click **Submit**. If a course report includes a large number of users, it can take several minutes or longer for a report to generate.



PDF and HTML formats open directly in a new window. (If you have a pop-up blocker turned on, please allow pop-ups for this site.) Excel and Word prompt you to save the file first. To print reports, use the print function in the application window that the report opened in.

6. After a report is successfully run, you can:
 - **Save to Content Collection:** 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.
7. Click **OK** when finished.

COUNTING SYSTEM HITS

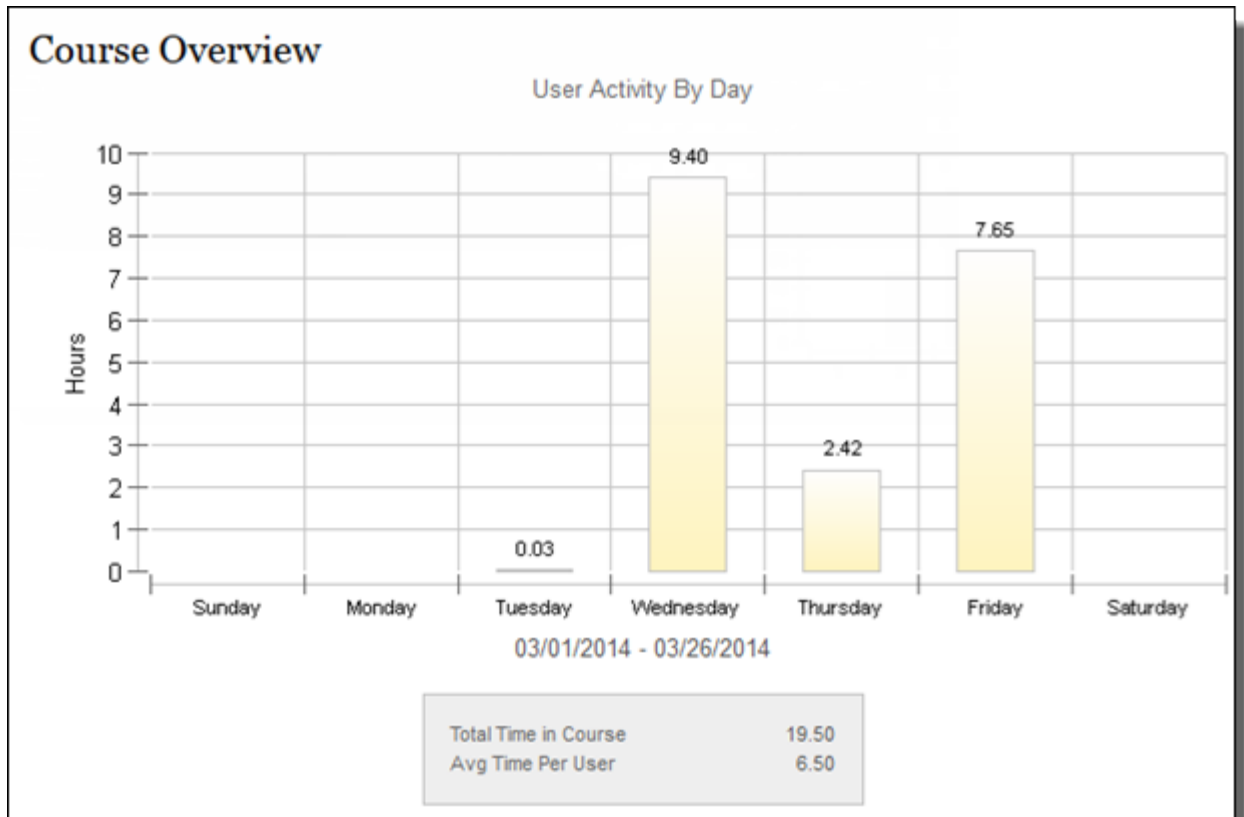
When viewing reports that include hit or access statistics, a hit is tracked each time a request is sent to Blackboard Learn. For example, when tracking use of the discussion board:

- A student accesses the discussion board (1 hit)
- Clicks a forum (2 hits total)
- Clicks a message to read it (3 hits total)

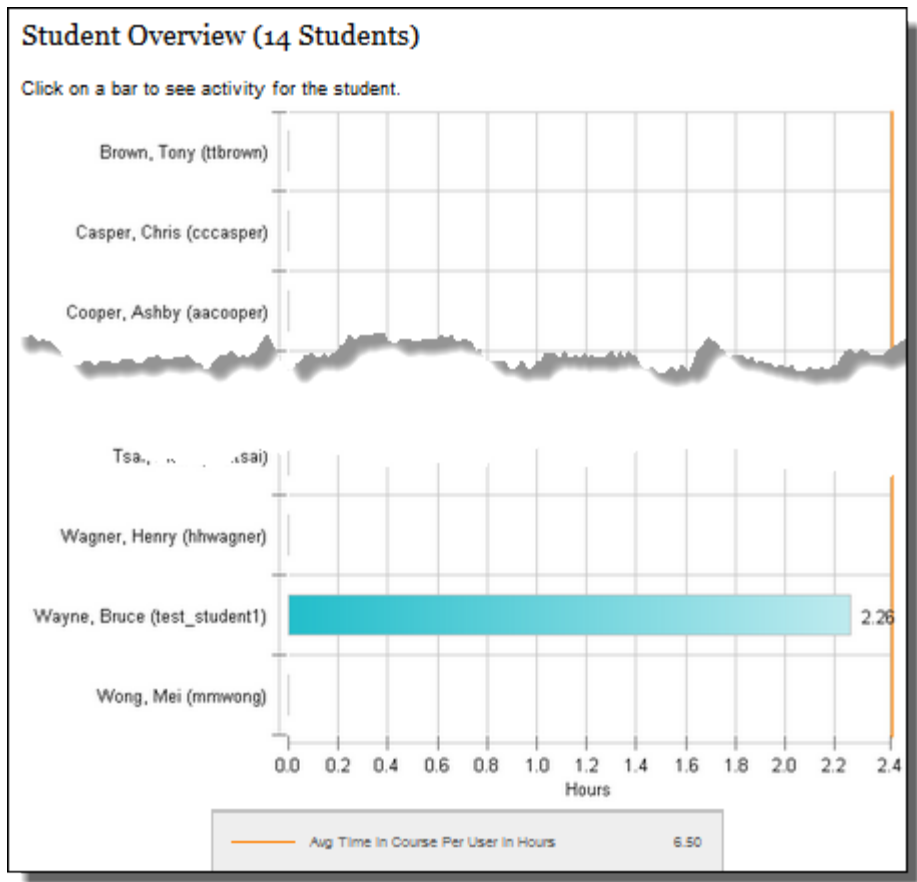
COURSE ACTIVITY OVERVIEW REPORT

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.

USER ACTIVITY BY DAY



Student Overview



Clicking on a bar will run the *Student Overview for Single Course* report for that student.

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.

STUDENT OVERVIEW

Use this report to check a particular student's course activity.



Displays average of days student accessed courses, and average of time spent by day for the date range specified.

Also lists total time student has spent in course, and average time spent by day.

Includes the last date of login during specified date range.

STUDENT ACTIVITY BY ITEM IN THE COURSE

Use this report to check a particular student's course activity.

Item Name And Type	Total Time Spent in Hours	Number of Times Accessed	Initial Access Date/Time
Content Content Folder	0.00	2	Mar 5, 2014 1:55 PM
Current News Self and Peer Assessment resource/x-bbpi-selfpeer-type1.name	0.43	1	Mar 5, 2014 3:45 PM
Exams Content Folder	0.00	2	Mar 5, 2014 1:55 PM
Unit 1 Quiz Test	1.14	4	Mar 5, 2014 1:55 PM

Item Name and Type –

Content item within the course the student accessed.

Total Time Spent in Hours –

Total amount of time the student spent on the content item. (Cumulative for every time the student accesses the item.)

Number of Times Accessed –

Number of Hits to this item.

Initial Access Date/Time –

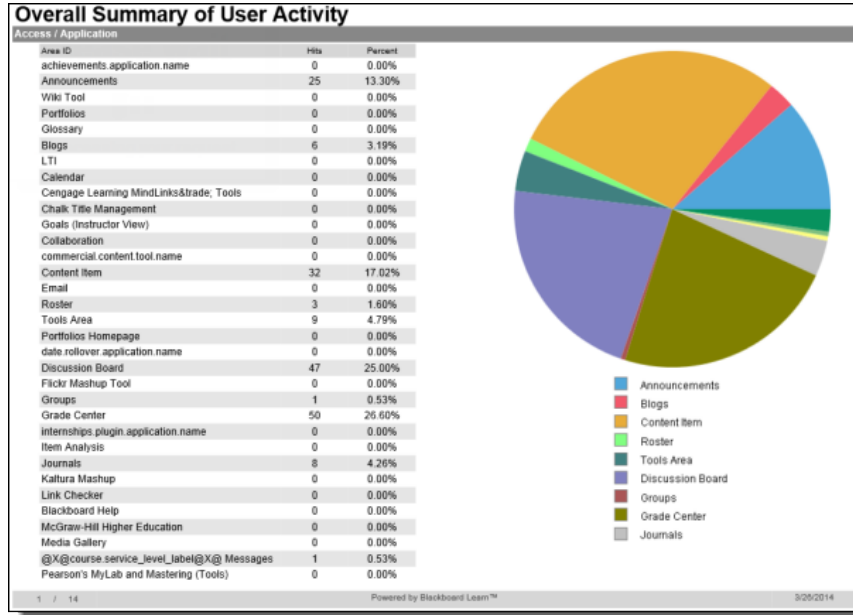
The first time the student accessed the item. (Does not list subsequent access days/times.)

OVERALL SUMMARY OF USER ACTIVITY REPORT

The report displays user activity for all areas of the course, as well as activity dates, times and days of the week.

ACCESS/APPLICATION

Consult this section to see which tools have had limited access.



- **Area ID** – lists tools available in the course.
- **Hits** – number of hits to the tool during the selected time period.
- **Percent** – percentage of hits to the tool during the selected time period.

HITS BY USER

Consult this section to see which tools have had limited access.

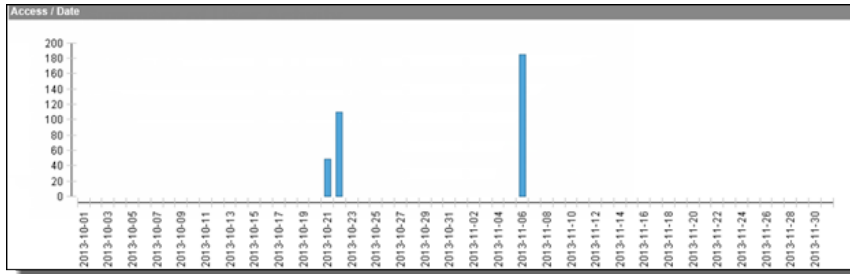
Overall Summary of User Activity

	Send Two-Way SMS	Share Mashup Tool	Contacts	My Grades	system_rubric	Tasks	Math Editor	Spell Check	WileyPLUS	YouTube Mashup Tool
Brown, Tony (tbrown)	0	0	0	0	0	0	0	0	0	0
Casper, Chris (ccasper)	0	0	0	0	0	0	0	0	0	0
Chu, Cathy (cchu)	0	0	0	0	0	0	0	0	0	0
Cooper, Ashby (acooper)	0	0	0	1	0	0	0	0	0	0
Durand, Porter (pdurand)	0	0	0	0	0	0	0	0	0	0
Favela, Krista (0560205)	0	0	0	0	0	0	0	0	0	0
Gonzales, Monica (mmgonzales)	0	0	0	0	0	0	0	0	0	0
Gordon, Barbara (test_instructor1)	0	0	0	0	0	0	0	0	0	0
Herrera, Linda (lherrera)	0	0	0	0	0	0	0	0	0	0
Johnson, Ryan (rjohnson)	0	0	0	1	0	0	0	0	0	0
Lopez, Bruce (blopez)	0	0	0	2	0	0	0	0	0	0
Perez, Javier (jperez)	0	0	0	0	0	0	0	0	0	0
Scott, Sandra (sscott)	0	0	0	1	0	0	0	0	0	0
Spooner, Sarah (sspooner)	0	0	0	0	0	0	0	0	0	0
Tsai, Mark (mtsai)	0	0	0	0	0	0	0	0	0	0
Wagner, Henry (hwagner)	0	0	0	0	0	0	0	0	0	0
Wayne, Bruce (best_student1)	0	0	0	0	0	0	0	0	0	0
Wong, Mei (mwong)	0	0	0	0	0	0	0	0	0	0

Lists all students in course and number of hits to each tool during the selected time period. May appear over multiple pages depending on amount of tools available in course.

ACCESS/DATE (BAR GRAPH)

Consult this section to see trends in course access.



Displays a bar graph displaying the users' access during the selected date period.

ACCESS/DATE (BY USER)

Consult this section to see dates a specific user accessed the course.

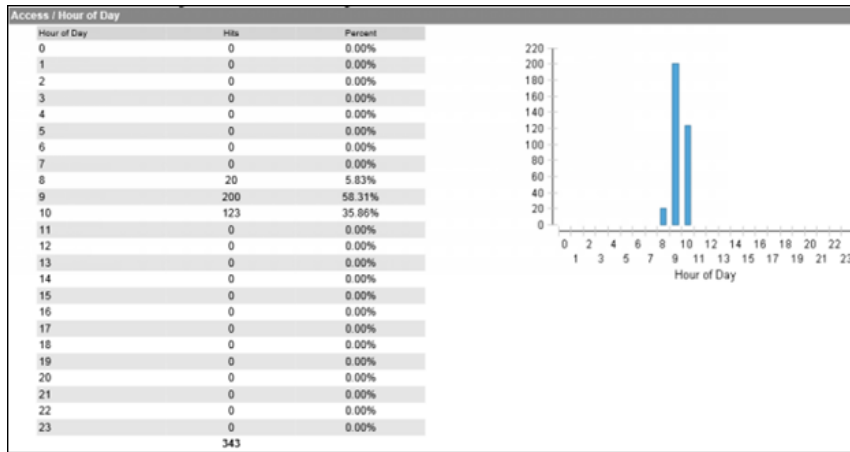
2013-10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Brown, Tony (tbrown)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Casper, Chris (ccasper)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chu, Cathy (ccho)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cooper, Ashby (acooper)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Durand, Porter (pdurand)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Favela, Krista (0560206)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gonzales, Monica (mgonzales)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gordon, Barbara (test_instructor1)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Herrera, Linda (lherrera)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Johnson, Ryan (rjohnson)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lopez, Bruce (blopez)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Perez, Javier (jperez)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Scott, Sandra (sscott)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spooner, Sarah (sspooner)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tsai, Mark (mtsai)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wagner, Henry (hwagner)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wayne, Bruce (test_student1)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Displays a breakdown of hits by user in tables.

These tables can be long, depending on the date range selected

ACCESS/HOUR OF DAY

Consult this section for the time of day your course receives the most access.

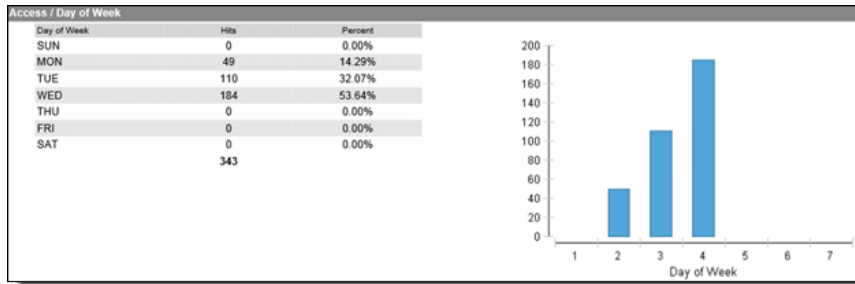


Displays the number and percentage of hits for each hour of the day.

0 = Midnight
12 = Noon
23 = 11 PM

ACCESS/DAY OF WEEK

Consult this section to see which days of the week receive the most access.



Displays the number and percentage of hits for each day of the week.