Course Reports

Course reports provide instructors a way to view their student’s activity within the course and provide a summary of the data that has been entered into Blackboard.

- Once you select the course that you want to run a report on you will find on the left-hand side there will be a section called Course Management (Figure 1).
- Within that section that you will see Evaluation, click the dropdown next to Evaluation.

This will then show you Course Reports, click on course reports and that will bring you a screen with a variety of reports. These will consist of: (Figure 2).

- **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 use.
- **Course Activity Overview** displays overall activity within a single course, sorted by student and date. Data includes the total and average time spent per active student and the total amount and type of activity each student had in the course.
- **Course Performance** displays how a single course performs against a selected set of goals.
- **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.
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- **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.

- **User Activity in Forms** displays a summary of user activity in Discussion Board Forums for the course.

- **User Activity in Groups** displays a summary of user activity in groups for the course.

Depending on the type of report you would like to conduct you would then click on the drop-down arrow next to the report and then select run (Figure 3).

This will bring you to a screen that lets you specify the start and end dates of the data that you would like (Figure 4).
After the report is done, you have the option of either saving it to the Content collection within the course or downloading the report to the computer (Figure 5).

- There is also another option to run the report with different criteria (dates).