

# Generating Course Reports in Blackboard

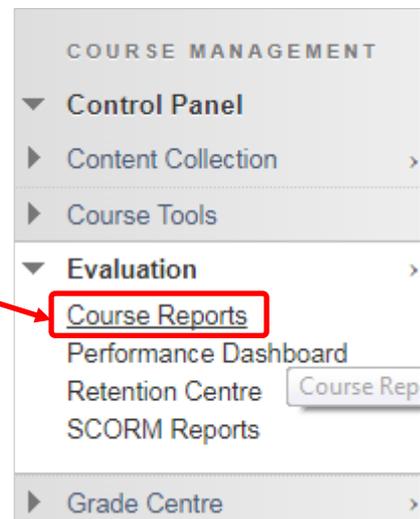
Generating **Course Reports** in your Blackboard courses will show you how your students are engaging with the content and activities online. You can find out what areas are the most visited, and where students spend most of their time. In many of the reports you can filter by date or choose particular students to review.

The following is a list of the different types of reports you can generate:

- **All User Activity inside Content Areas** displays a summary of all student activity inside content areas for a course. Content areas usually house course resources such as the unit outline, slides, PDFs and other learning material.
- **Course Activity Overview** displays overall activity within a single course, sorted by student and date. This includes total and average times for students. You can also filter the report by one or more groups.
- **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, such as discussion forums, blogs, and wikis are used.
- **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 don't need to grade an item for data to be included in the report.
- **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. You can view detailed information about a student's activity, such as which items and content areas a student accessed and the time spent on each.
- **User Activity in Forums** displays a summary of user activity in discussion forums in your course.
- **User Activity in Groups** displays a summary of user activity in groups for your course.

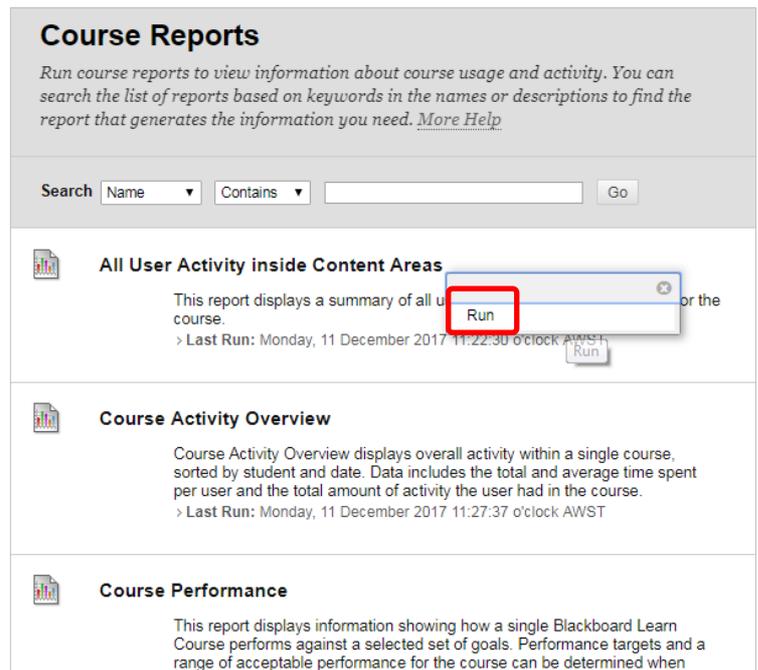
## Getting to Course Reports

In the left-hand menu, under **Course Management** (from the Control Panel) click on **Evaluation**, then select **Course Reports**.



## Running a Course Report

1. Once in the **Course Reports** section, you can choose which report to run. Click on the drop-down arrow next to the name of the report, and you will get the contextual menu. Then click **Run**.



**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

**All User Activity inside Content Areas**

This report displays a summary of all user activity for the course. **Run**

> Last Run: Monday, 11 December 2017 11:22:30 o'clock AWST

**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, 11 December 2017 11:27:37 o'clock AWST

**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

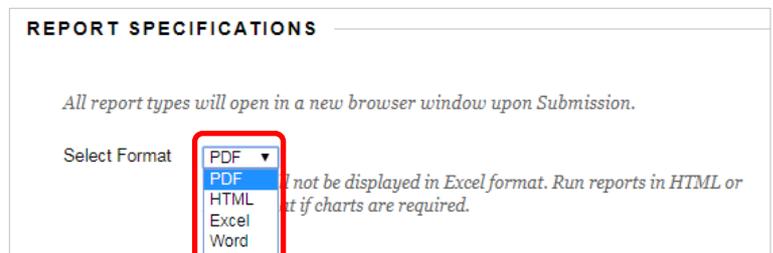
2. Choose your report format. You can choose from PDF, HTML, Excel, or Word.

Excel is the best option if you need to further manipulate the data, however, it does not generate graphs like the other formats. PDF is usually recommended as a user-friendly way to store and share this information with others.

*NB: Not all reports have the option for all formats.*

- For example the **Single User Participation Report** is only provided in Excel format.

- For example **Course Activity Overview** displays as HTML. To download, you will have to click **Report Options**, then either **Printable View** or **Download to Excel**.



**REPORT SPECIFICATIONS**

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

Select Format

not be displayed in Excel format. Run reports in HTML or if charts are required.



**Course Activity Overview**

Course Name	Test Course
Course ID	TC00001
Number of Students	3
Number of Users	8
Date Range	12/11/2017 - 12/11/2017

Report Options

Activity is shown for enrolled users only.

3. Select a start and end date for the report.  
The default report period is the last day.

*NB: Wider date ranges can increase the processing times to generate the report.*



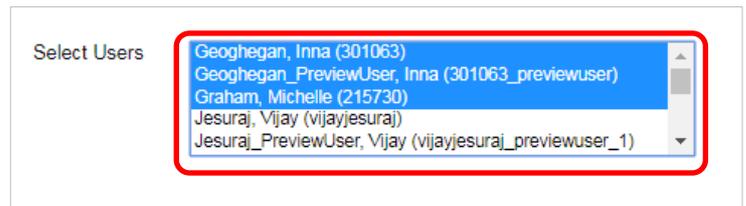
\* Select a Start Date    
*Enter dates as dd/mm/yyyy*

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

4. Select the students you want to include in the report. Hold ctrl + click to select more than one student or ctrl + a to select all students.

Don't forget to hit **Submit**.

*NB: Selecting large numbers of students can increase the processing times to generate the report.*



Select Users

- Geoghegan, Inna (301063)
- Geoghegan\_PreviewUser, Inna (301063\_previewuser)
- Graham, Michelle (215730)
- Jesuraj, Vijay (vijayjesuraj)
- Jesuraj\_PreviewUser, Vijay (vijayjesuraj\_previewuser\_1)

5. The course report can take a few minutes to generate. PDF and HTML formats will open directly in a new window. Excel and Word will prompt you to save the file first.

You can now **Download Report** to your computer by clicking the title, or **Run a new Report**, using different report criteria.

Saving the report using the **Download Report** function will enable you to easily share the report with others.

**Successful Run: User Activity in Groups**

**Save to Content Collection**  
*Save this report to the Content Collection.*

**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.*