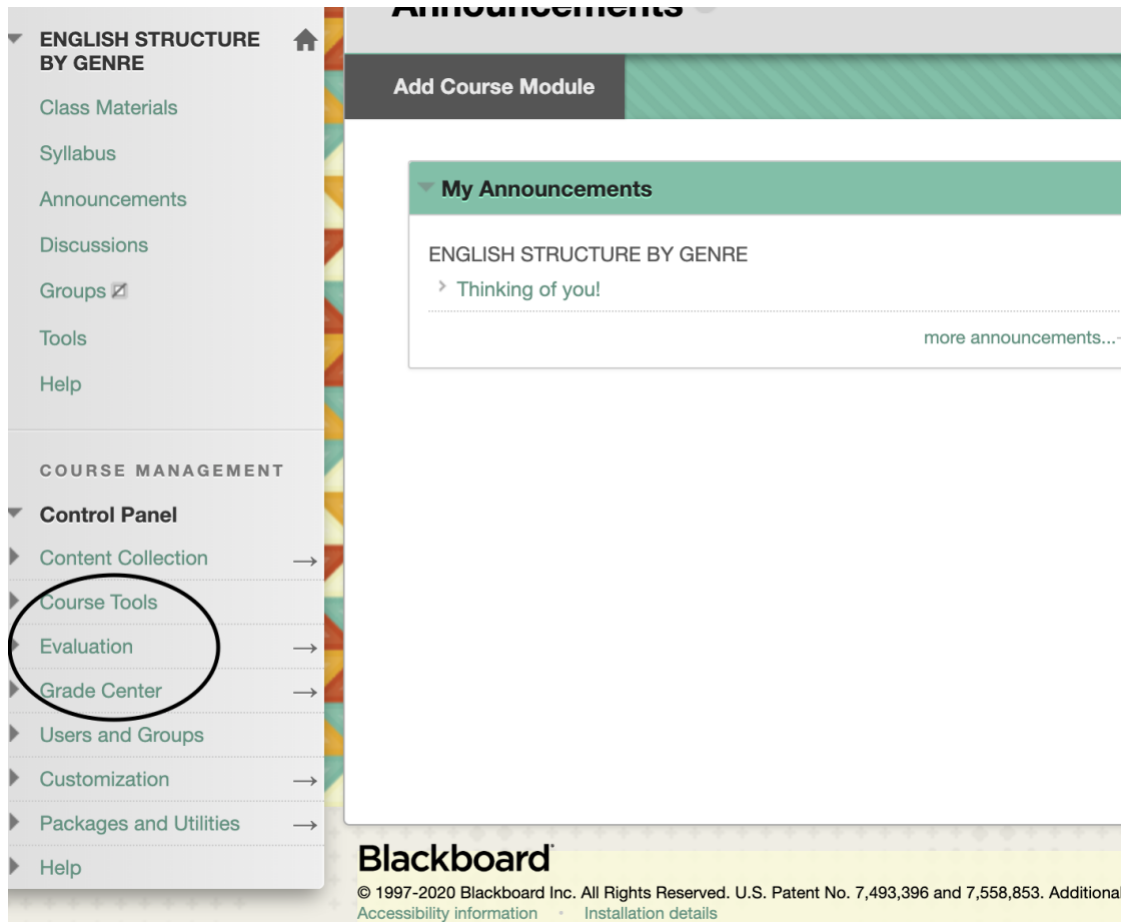
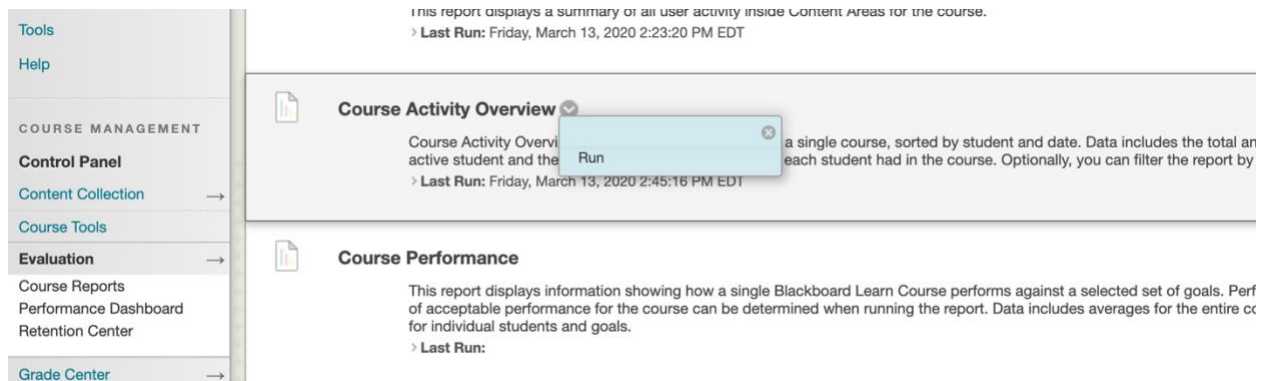


How to Run a Report on Student Activity in Blackboard

1. Log into your Blackboard class. Scroll down to Evaluation in the left column.



2. Click on Evaluation, and then select Course Reports. Next to the report entitled Course Activity Overview is a small circle with a chevron. When you click on the chevron, you will see a drop-down menu with the word Run. Click on Run.



3. Then select the dates you would like to include: 2/3/2020-3/16/2020, for example.

Control Panel

- Content Collection →
- Course Tools
- Evaluation** →
 - Course Reports
 - Performance Dashboard
 - Retention Center
- Grade Center →
- Users and Groups
- Customization →
- Packages and Utilities →
- Help

REPORT SPECIFICATIONS

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

*** Select a Start Date**
02/03/2020
Enter dates as mm/dd/yyyy

*** Select an End Date**
03/16/2020
Enter dates as mm/dd/yyyy

Select Groups
None

4. On the bottom right, click the Submit button. It will take a couple of minutes to process your report.
5. Next, click Download Report.

ENGLISH STRUCTURE BY GENRE

- Class Materials
- Syllabus
- Announcements
- Discussions
- Groups
- Tools
- Help

Successful Run: Course Activity Overview

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.

COURSE MANAGEMENT

- Your report will appear in another browser tab, which should open automatically. The report will show you the number of hours or minutes each student spent in your Blackboard shell. If you run the report from the first day of class, it might show the names of students who have dropped the course.

Student names have been covered for privacy considerations.

