Course Reports

Instructors can use the Tracking Reports area to generate reports on the Course usage and activity. Instructors can view specific Student’s usage to determine if Students are actively using the Course. The report appears in the form of graphical charts.

Before You Begin

Please note that, when viewing reports that include hit or access statistics, a hit is tracked every time a request is sent to Blackboard Learn. For example, when tracking use of the Communication Area: a Student accesses the Communication area (1 hit), clicks Discussion Boards (2 hits), clicks a Forum (3 hits), and clicks a message to read (4 hits).

How to Generate Course Reports

1. Select a Course you are teaching.
2. Under Control Panel, Click Evaluation.
3. Click Course Reports.
There are several reports to select from:

- **All User Activity inside Content Areas**: This report displays a summary of all user activity inside Content Areas for the course.

- **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.

- **Course Coverage Report**: This report displays goals coverage information for a single Blackboard Learn course. Data includes both covered and gap values for all curricular areas that the course is associated with, as well as a breakdown of course items that have been aligned to goals.

- **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 running the report. Data includes averages for the entire course as well as breakdowns for individual students and goals.

- **Overall Summary of User Activity**: The report displays user activity for all areas of the course, as well as activity dates, times and days of the week.

- **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.

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

- **User Activity in Groups**: This report displays a summary of user activity in Groups for the course.
4. Click **Run** from the contextual menu for one of the following reports:

![Course Reports](image1)

5. Choose an output format from the **Select Format** drop-down list.

![Report Specifications](image2)
6. Select users from the **Select Users** field. Press the **Ctrl** key and the mouse to select multiple users.

7. Define a time period for the report by using the **Select a Start Date** and **Select an End Date** fields.
8. Click **Submit**.

9. Click one of the following options:
   - **Download Report** - save the report to a local computer.
   - **Run a New Report** - return to the Run Reports page to run the report again with different criteria.

10. Click **OK** when finished.