

The Course Report Feature

The Course Reports feature allows instructors to view frequency at which the students access the site. The Course Reports allows instructors to view overall usage, usage in specific content areas, usage by specific groups, and usage within discussion forums.

With Edit Mode On:

1. From the Control Panel, on the bottom left side of the page, click on **Evaluation** and then click on **Course Reports**.
2. Choose a report that you would like to see and then click on the double down arrow, or chevron, next to that report and then click **Run**.



 **Accesses by Content Area** 
Displays a summary of Course Usage by Content Area.
> Last Run: > Scheduled: No 

 **Accesses by Forum** 
Displays a summary of activity in Discussion Board Forums.
> Last Run: > Scheduled: No

 **Accesses by Group** 
Displays a summary of Course Usage for Groups.
> Last Run: > Scheduled: No

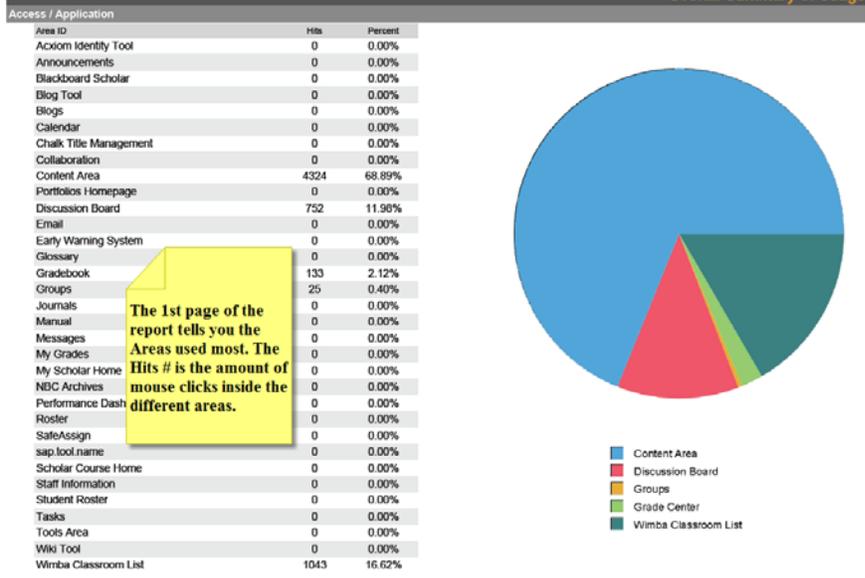
 **Overall Summary of Usage** 
Displays the average number of users, Courses, and page views per month.
> Last Run: Wednesday, August 19, 2009 3:16:12 PM PDT > Scheduled: No

1. Select the format for the report, either **PDF, HTML, Excel, or Word**.
2. Select the users for the report.
3. Select a **Start Date** and/or **End Date** for the report.
4. Once the report has completed, you can choose what you would like to do with it. You may **Save to Content Collection, Download Report**, or you may choose to **Run a new Report**.

1. Report Information	
Name	Accesses by Content Area
Description	Displays a summary of Course Usage by Content Area.
Elapsed Time of Last Run	This report has not yet been run.

2. Report Specifications	
Select Format	PDF 
Select Users	DEMO_Student, DEMO (demo_student)
* Select an End Date	01/01/2010  Enter dates as mm/dd/yyyy
* Select a Start Date	01/01/2000  Enter dates as mm/dd/yyyy

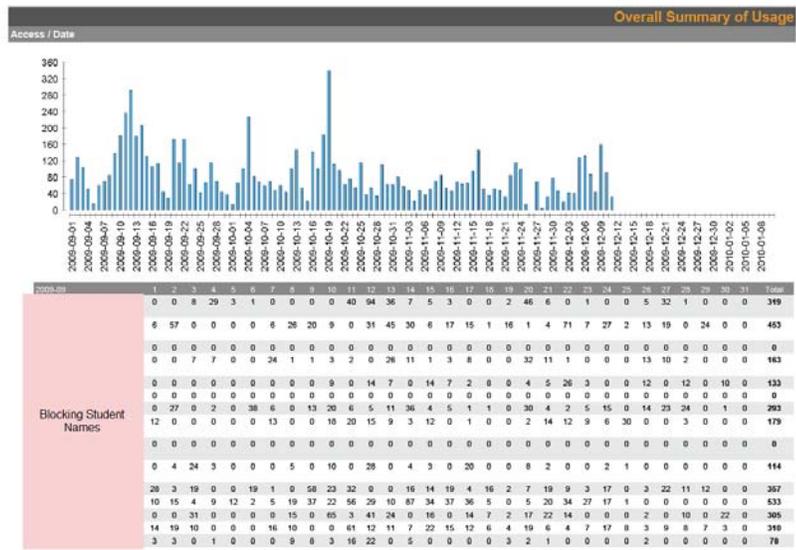
Explanation of the Report: Overall Summary of Usage



The next few pages of the report break the hits down per student:

	Action Identity Tool	Announcements	Blackboard Scholar	Blog Tool	Blogs	Calendar	Chalk Title Management	Collaboration	Content Area	Portfolios Homepage
0	0	0	0	0	0	0	0	0	367	0
0	0	0	0	0	0	0	0	0	660	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	326	0
0	0	0	0	0	0	0	0	0	231	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	341	0
0	0	0	0	0	0	0	0	0	275	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	235	0
0	0	0	0	0	0	0	0	0	373	0
0	0	0	0	0	0	0	0	0	646	0
0	0	0	0	0	0	0	0	0	355	0
0	0	0	0	0	0	0	0	0	401	0
0	0	0	0	0	0	0	0	0	114	0

The next few pages show the number of hits per student on each date you requested:



The last few pages show the hits made inside your course based on the time of day:

