RUNNING A REPORT OF ALL USER ACTIVITY
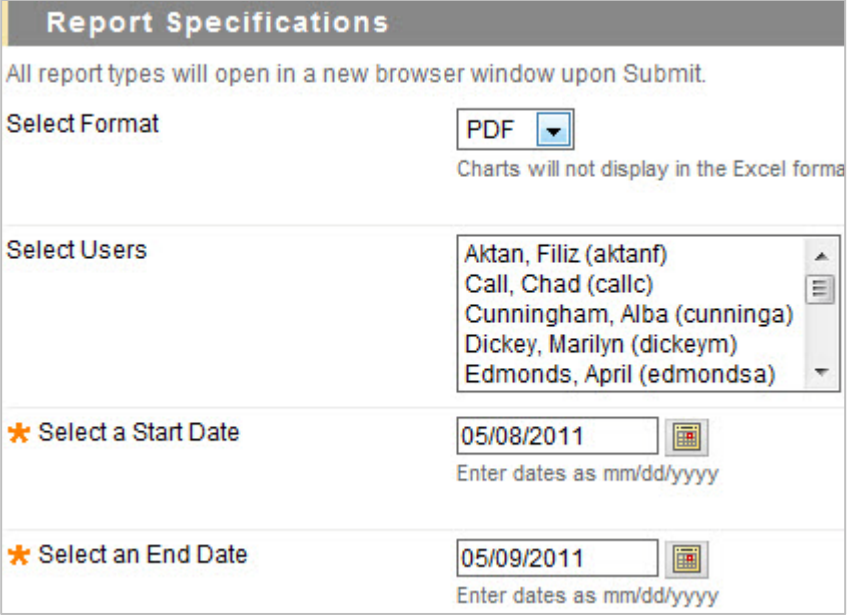
Run a Report of All User Activity
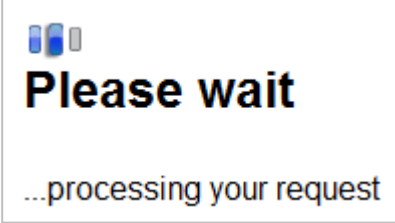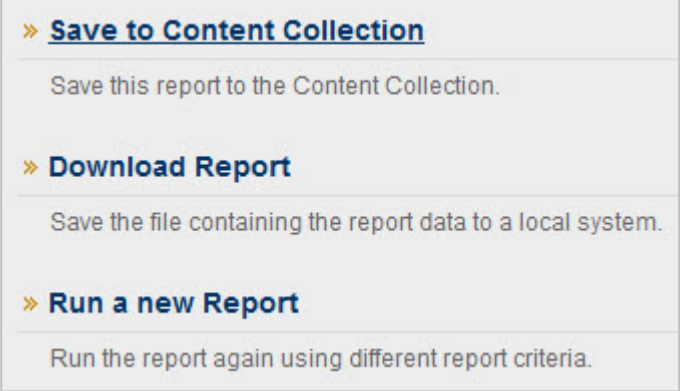
Instructors can use the Course Reports area to generate reports on the Course usage and activity.

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.

The **Overall Summary of User Activity** report presents the number of hits each Course area has received and by the date received for each user.

Step 1	On the **Control Panel**, click **Course Reports** under the **Evaluation** section.	
Step 2	Click **Run** from the **Overall Summary of User Activity** contextual menu.	
Step 3	Choose an output format from the **Select Format** drop-down list. Select users from the **Select Users** field. Press the Ctrl key and the mouse to select multiple users. Define a time period for the report by using the **Select a Start Date** and **Select an End Date** fields.	
Step 5	Click **Submit**.	

Step 6	While your report is running, you will see the following screen.	**Please wait** ...processing your request
Step 7	Click one of the following options: **Save to Content Management**: Save the report to a folder in the Content Collection. **Download Report**: Save the report to a local computer. **Run a New Report**: Save to the Run Reports page to run the report again with different criteria.	» **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.
Step 8	Click **OK** when finished.	OK
	Notes: 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).	

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