RUNNING A REPORT OF USER ACTIVITY BY CONTENT AREA



Run a Report of User Activity by Content Area

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 **User Activity in Content Areas** report presents the number of hits each Content Collection folder has received and by the date received for each user.

Step 1	On the Control Panel, click Course Reports under the Evaluation section.			
		Course Reports		
Step 2	Click Run from the User Activity in Content Areas contextual menu.	All User Activity inside Con	tent Areas 👿	
		This report displays a summary of all user activity		
		> Last Run: Monday, May 9, 2011 1	:32:36 PM EDT > Run	
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.	Report Specifications		
		All report types will open in a new browser window upon Submit.		
		Select Format	PDF 💌	
			Charts will not display in the Excel forma	
		Select Users		
		Select Users	Aktan, Filiz (aktanf) Aktan, Call, Chad (callc)	
	Define a time period for the report by using the Select a Start Date and Select an End Date fields.		Cunningham, Alba (cunninga) Dickey, Marilyn (dickeym)	
			Edmonds, April (edmondsa) -	
		* Select a Start Date	05/08/2011	
			Enter dates as mm/dd/yyyy	
		★ Select an End Date	05/00/2014	
		A Geleci all'Ella Dale	05/09/2011 IIII	
Step 4	Click Submit.	Submit		
Step 5	While your report is running, you will see the following screen.			
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		Please wait		
		processing your request	t	



Step 6	Click one of the following options:	» <u>Save to Content Collection</u>
	Save to Content Management: Save the report to a folder in the Content Collection.	Save this report to the Content Collection.
	Download Report : Save the report to a local computer.	Save the file containing the report data to a local system.
	Run a New Report : Save to the Run Reports page to run the report again with different criteria.	Run the report again using different report criteria.
Step 7	Click OK when finished.	ОК
	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).	