SAVING A COURSE REPORT



View the video tutorial

	Save a Course Report		
Step 1	On the Control Panel , click Course Reports under the Evaluation section.	* Evaluation Course Reports	
Step 2	Click Run from the contextual menu of one of the reports.	All User Activity inside Content Areas Image: Content displays a summary of all user activity inside Content Areas for the course. > Last Run: Monday, May 9, 2011 1:32:36 PM EDT > Scheduled: No User Activity in Forums Image: Content Areas This report displays a summary of user activity in Discussion Board Forums for the course. > Last Run: > Last Run: > Scheduled: No User Activity in Groups Image: Content Areas This report displays a summary of user activity in Discussion Board Forums for the course. > Last Run: > Scheduled: No User Activity in Groups Image: Content Areas This report displays a summary of user activity in Groups for the course. > Last Run: > Last Run: > Scheduled: No Overall Summary of User Activity Image: Content Areas The report displays user activity for all areas of the course, as well as activity dates, times and days of the week. > Last Run: Tuesday, May 10, 2011 3:33:08 PM EDT > Scheduled: No	
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.	Report Specifications All report types will open in a new b Select Format Select Users * Select a Start Date * Select an End Date	PDF Image: Charts will not display in the Excel forma Aktan, Filiz (aktanf) Image: Charts will not display in the Excel forma Aktan, Filiz (aktanf) Image: Charts will not display in the Excel forma Aktan, Chad (callc) Image: Cunningham, Alba (cunninga) Dickey, Marilyn (dickeym) Image: Charts will not display in the Excel forma 05/08/2011 Image: Charts will not display in the Excel forma 05/08/2011 Image: Charts will not display in the Excel forma 05/09/2011 Image: Charts will not display in the Excel forma 05/09/2011 Image: Charts will not display in the Excel forma
Step 4	Click Submit.	Submit	
Step 5	While your report is running, you will see the following screen.	Please wait	
Step 6	When the report has processed, you will see it open in a new window. On your Blackboard course site, you will see a Successful Run screen.	Successf	ul Run:



Step 7	Click one of the following options:	» Save to Content Collection
	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 (will open in Adobe Reader, Word, etc.)	Save the file containing the report data to a local system.