
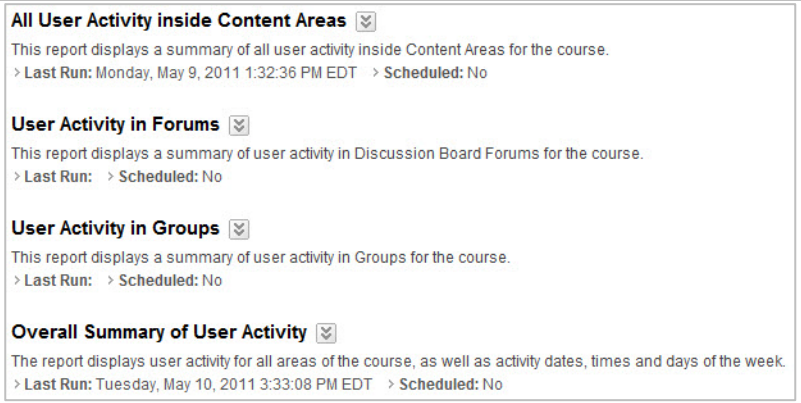
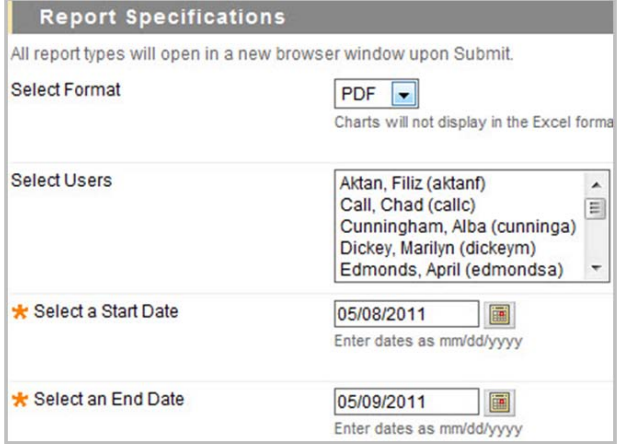

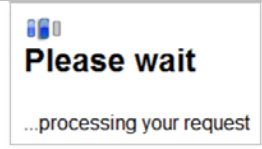
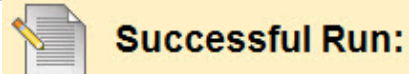


SAVING A COURSE REPORT

 [View the video tutorial](#)



Save a Course Report

Step 1	On the Control Panel , click Course Reports under the Evaluation section.	
Step 2	Click Run from the contextual menu of one of the reports.	
Step 3	<p>Choose an output format from the Select Format drop-down list.</p> <p>Select users from the Select Users field. Press the Ctrl key and the mouse to select multiple users.</p> <p>Define a time period for the report by using the Select a Start Date and Select an End Date fields.</p>	
Step 4	Click Submit .	
Step 5	While your report is running, you will see the following screen.	
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.	

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 (will open in Adobe Reader, Word, etc.)

» **Save to Content Collection**

Save this report to the Content Collection.

» **Download Report**

Save the file containing the report data to a local system.