Running a Report of Overall Summary of User Activity

1. Select the Course you would like to run a Course Report on.

2. Click Evaluation. Click Course Report.

3. Click on the drop down arrow to the right of the All User Activity inside Content Areas option.
4. Click Run from the dropdown menu

5. Choose an output format from the Select Format dropdown list.

6. Define a time period for the report by using the Select a Start Date and Select an End Date fields.

7. Select users from the Select Users field. Press and hold the Ctrl key (Windows) or ⌘/Command key (Mac) and select multiple users with the mouse.
8. Click **Submit**.

9. After a few moments, the report will open in the specified file type.

10. Within Blackboard, these additional options appear:

   - **Save to Content Management** --- save the report to a folder in Content Management.
   - **Download Report** --- save the report to a local computer.
   - **Run a New Report** --- return to the **Run Reports** page to run the **report** again with different criteria.

11. Click **OK** when finished.

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**Having trouble following the instructions in this PDF? Contact the IT Service Center via **[Live Chat](mailto:)* or by phone at 859-572-6911.*