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.
Running a Report of User Activity in Forums

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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.

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