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 a **Course**.
Report option.

4. Click Run from the dropdown menu for one of the following reports:

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

   • **User Activity in Forums** --- presents the number of posts each user made in each forum and by the date they were made.

   • **User Activity in Groups** --- presents the number of hits each Group has received and by the date received for each user.

   • **Overall Summary of User Activity** --- presents the number of hits each course area has received and by the date received for each user.

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.
Saving a Course Report

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• **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.

![Here’s how](image)

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