

COURSE REPORTS in BLACKBOARD (A Cheat Sheet)

Where to find reports:

- Blackboard > Control Panel > Expand EVALUATION > Click on COURSE REPORTS

Report name:	What it really should be called:	What's in it?	When to Run Report:
All User Activity inside Content Areas	Popular Content Report	<ul style="list-style-type: none"> • Shows you the most popular content in your course (using hit counts) • Student by student information on what content areas they are clicking on • A chart that shows what date(s) have the most activity • Student by student information on what day of the month they are accessing the content 	Monthly
Course Activity Overview	Time Spent Report	<ul style="list-style-type: none"> • A chart that shows you which day of the week generates the most activity in your course • A bar graph showing each student and how their time spent in the course compares to the course average 	Monthly
Course Coverage	Outcomes Report 1	<ul style="list-style-type: none"> • Should only be used if your department is using Blackboard Outcomes Assessment 	N/A
Course Performance	Outcomes Report 2	<ul style="list-style-type: none"> • Should only be used if your department is using Blackboard Outcomes Assessment 	N/A
Overall Summary of User Activity	Blackboard Tools Report	<ul style="list-style-type: none"> • A pie chart showing which Blackboard Tools (Announcements, Content Item, Emails, Grade Center, etc.) are most commonly used • Student by student information on which Blackboard Tools they are most commonly accessing • A chart that shows what date(s) have the most activity with Blackboard Tools • A chart that shows which hours of the day have the most activity with Blackboard Tools • A chart that shows which day of the week has the most activity with Blackboard Tools 	Monthly
Single Course User Participation	Test Submissions Report	<ul style="list-style-type: none"> • Student by student information on most recent test submissions 	As needed
Student Overview for Single Course	Student Report	<ul style="list-style-type: none"> • Report is run for a specific student • A chart that shows how much time they spent in the course, broken down by day of the week • Total time spent and number of times accessed for each Item 	As needed
User Activity in Forums	Discussion Forums Report	<ul style="list-style-type: none"> • Pie chart: shows you the most popular discussion forum in your course (using hit counts) • Pie chart: shows you the most popular discussion forum in your course (using # of message count) • Student by student information on what discussion forums areas they clicked on • A chart that shows you which day of the week generated the most activity for discussion forums • Student by student information on what day of the month they accessed discussion forums 	As needed
User Activity in Groups	Groups Report	<ul style="list-style-type: none"> • Pie chart: shows you the most active group in your course (using hit counts, by group) • Student by student information on which group they clicked on • A chart that shows what date(s) have the most activity for groups • Student by student information on what day of the month they accessed groups 	As needed