
Blackboard

Reports

Course Reports

Course Reports allow you to view summaries of your whole course or separate areas based on a user or set of users.

Running a Report

1. Navigate to <https://blackboard.towson.edu> and log in
2. Enter the course you wish to run the report in
3. Under the **Course Management** panel, select **Evaluation**
4. Select **Course Reports**. See below for the types of reports available.
5. Click the **drop down arrow** next to the report name and select **Run**

Please Note: Each report will request different information before running. Most reports will ask for a time frame and a specific student or set of students.

Report Types

All User Activity inside Content Areas: This report will display a summary of all user activity inside the content areas for the course. This can help you determine which students are active in the course, and where they spend the most time within the course.

Course Activity Overview: This report displays the overall activity within the course, sorted by student and date. The information pulled will allow you to see total and average times spent per student and the types of activities each student has performed inside the course.

Course Performance: This report displays how your course performs against a specific set of goals.

Overall Summary of User Activity: This report displays user activity for all areas of your course. It also provides dates and times these activities were performed. This report can also help you determine how often a tool is used.

Single Course User Participation Report: This report displays the number of submissions occurred in your course during a chosen time frame. The report pulls both graded and ungraded items.

Student Overview for Single Course: This report displays an individual student's activity in your course by date. It includes the total time the student has spent in your course and which items and content areas they have accessed.

User Activity in Forums: This report shows a summary of all user activity within your Discussion Board forums in the course

User Activity in Groups: This report shows a summary of all user activity with the groups for your course.