How to Run Course Reports in Blackboard 9.1:

COURSE MANAGEMENT

≽ Control Panel
≽ Files »
≽ Course Tools
≽ Evaluation »
   Course Reports
   Early Warning System
   Performance Dashboard

≽ Grade Center »
≽ Users and Groups
≽ Customization »
≽ Packages and Utilities »
≽ Help
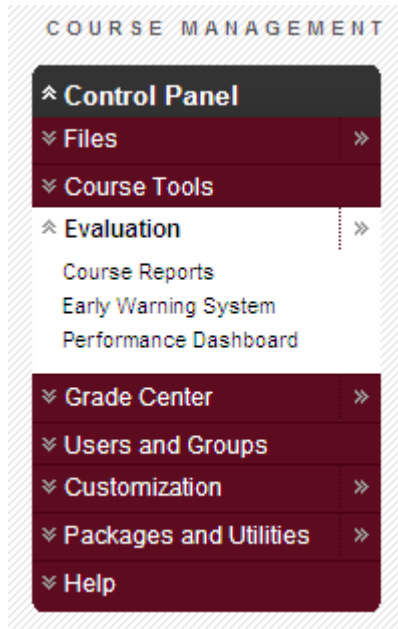
1. Log into Blackboard and go into your course

2. Under the **Control Panel** click on **Evaluation** and the **Course Reports**

3. To run a report, click the down arrow next to the report title and select **Run**. Enter the report specifications including:

- **Report Format**
- **Users**
- **End Date**
- **Start Date**

* Indicates a required field.

Cancel   Submit

1. **Report Information**

Name	All User Activity inside Content Areas
Description	This report displays a summary of all user activity inside Content Areas for the course.
Elapsed Time of Last Run	16.04 seconds

2. **Report Specifications**

All report types will open in a new browser window upon Submit.

Select Format   PDF ▾

Charts will not display in the Excel format. Run reports in HTML or PDF format if they are necessary.

* Select a Start Date   03/30/2011

Enter dates as mm/dd/yyyy

* Select an End Date   03/31/2011

Enter dates as mm/dd/yyyy

Select Users

Claiborne, June (claibornej)
Doe, Janice (doej4929)
Hername, Cynthia (hername0500)
Jackson, Michael (michaeljackson)
James, Jackson (jamesj2944)

4. Click **Submit** to run the report. The report will open in a new window.

5. After the report has successfully run, it can be saved to the Content Collection if available, or downloaded to a local drive.