How to Run Course Reports in Blackboard 9.1:

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

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.