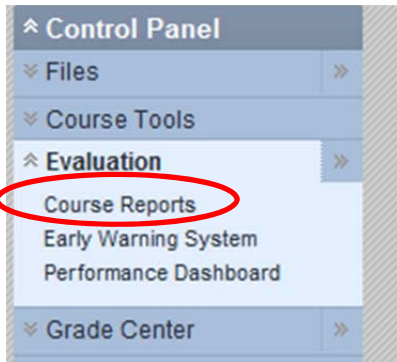




How to obtain a course progress report


1. Click on “Evaluation” in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
2. Click on “Course Reports”





3. You can choose any of the following

 **All User Activity inside Content Areas**
This report displays a summary of all user activity inside Content Areas for the course.
> Last Run: Monday, October 3, 2011 10:12:21 PM EDT > Scheduled: No

 **User Activity in Forums**
This report displays a summary of user activity in Discussion Board Forums for the course.
> Last Run: > Scheduled: No

 **User Activity in Groups**
This report displays a summary of user activity in Groups for the course.
> Last Run: > Scheduled: No

 **Overall Summary of User Activity**
The report displays user activity for all areas of the course, as well as activity dates, times and days of the week.
> Last Run: Thursday, October 13, 2011 1:59:50 PM EDT > Scheduled: No

4. Overall Summary of User Activity will provide user activity for all areas of the course. To run a report click on the  and click “Run”
5. Fill in your Report Specifications

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 PD

* Select a Start Date

08/01/2011



Enter dates as mm/dd/yyyy

* Select an End Date

10/14/2011



Enter dates as mm/dd/yyyy

Select Users

Buchanan, Karen (buchank)
Buelterman, Chris (admin.chris)
Grincewicz, Amy (admin.amy)
Grincewicz, Amy (grincewiczamy)
Grincewicz, Amy (zzgrincewicza)



6. Click "Submit"
7. See attached Sample Course Report for an example