

COURSE ACTIVITY OVERVIEW REPORT



Blackboard Learn

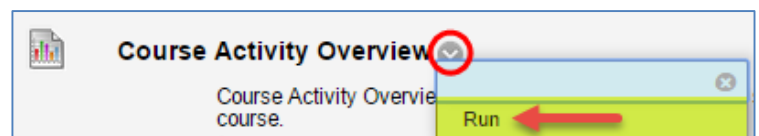
Course Activity Overview displays overall activity within your course, sorted by student and date. Data includes the total and average time spent per user and the total amount of activity a user had in your course. You can also click an individual student's name to access the Student Overview for Single Course report. This report can help you determine which days of the week students are active in your course and see how much time overall students spend.

- This report can only be run on students who are *currently* enrolled in the course.
- For best performance in generating reports, we recommend using Google Chrome or Firefox as your browser.

RUNNING THE REPORT

1. In your course's **CONTROL PANEL**, click on the **EVALUATION** menu. From the expanded list of options, click **COURSE REPORTS**.

2. On the **COURSE REPORTS** page, scroll down the list of report options to find the report called **COURSE ACTIVITY OVERVIEW**. Roll your mouse over the name of this report, click the gray context arrow that appears, and select **RUN** from the context menu.



3. The **RUN REPORTS** page will appear.

Under **REPORT SPECIFICATIONS**, use the time-date scheduling tools to choose the **START DATE** and **END DATE** of the time period you want to use to evaluate activity in the course.

When you are ready, click the **SUBMIT** button.

A screenshot of the "Run Reports" page. At the top, there is a "Run Reports" header and "Cancel" and "Submit" buttons. Below this is a section for "REPORT INFORMATION" with the following details: Name: Course Activity Overview; Description: Course Activity Overview displays overall activity within a single course, sorted by student and date. Data includes the total and average time spent per user and the total amount of activity the user had in the course.; Elapsed Time of Last Run: 3.287 seconds. Below this is a section for "REPORT SPECIFICATIONS" with a note: "All report types will open in a new browser window upon Submit." There are two required date fields: "Select a Start Date" with the value 05/01/2015 and "Select an End Date" with the value 07/14/2015. Both fields have a calendar icon and a prompt "Enter dates as mm/dd/yyyy".

4. A "Please Wait" animation will appear on the screen while your report processes. This may take a few minutes, depending on your timeframe's length and number of users you have included in the report.


**** Do not leave or refresh your screen ****

- When the report is done processing, a confirmation page will appear; a new browser window may also appear to display your report.

To download or save the report to your computer, click the **DOWNLOAD REPORT** link on the confirmation page.

Successful Run: Course Activity Overview

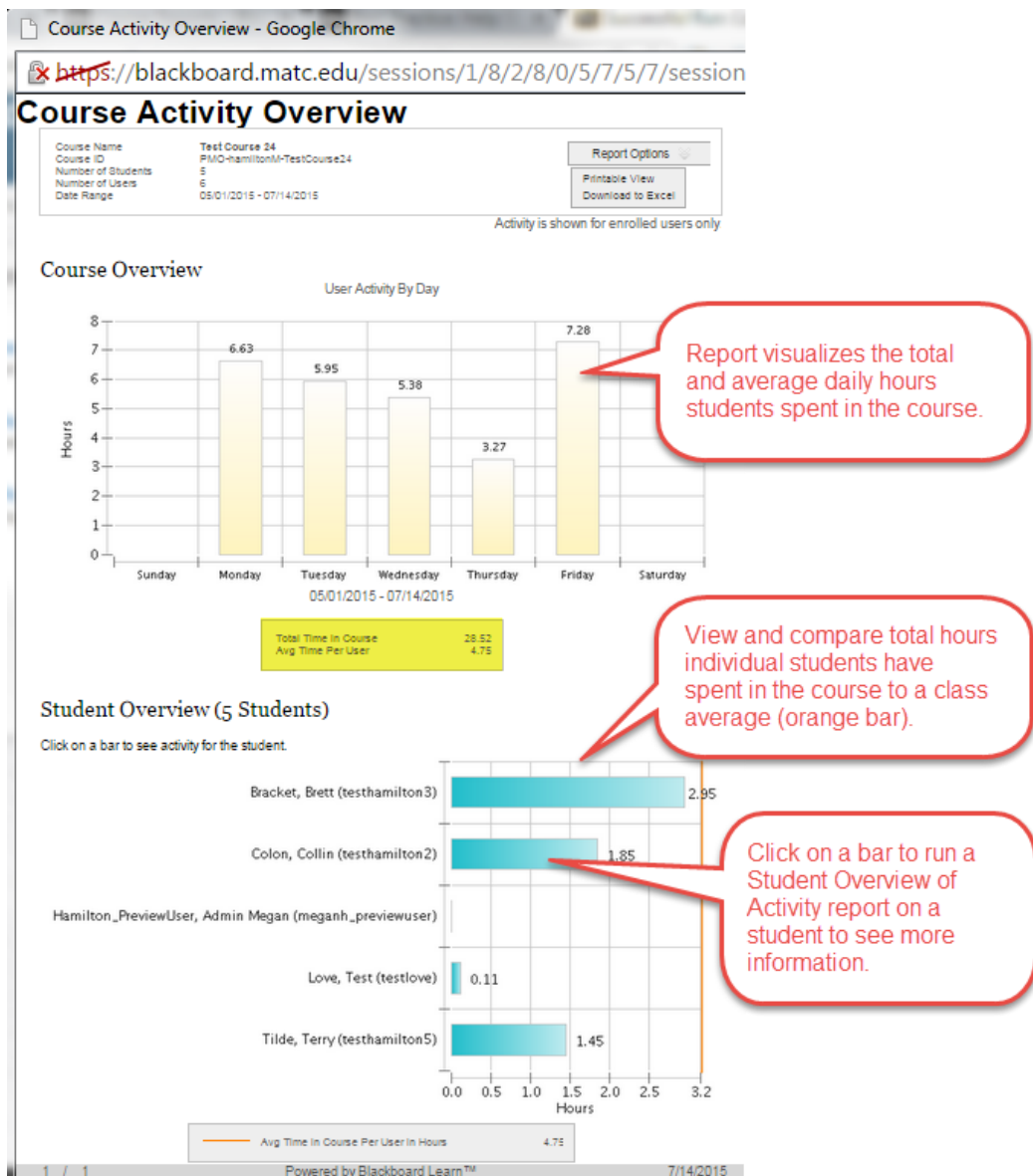
[Save to Content Collection](#)
Save this report to the Content Collection.

Download Report 
Save the file containing the report data to a local system.

[Run a new Report](#)
Run the report again using different report criteria.

EXAMPLE COURSE OVERVIEW REPORT

The reported total and average time reflects the amount of time students spent in the course in hours. When you click on a bar in the Student Overview chart, a Student Overview of Activity Report will automatically be generated for the selected student!



PRINTING AND SAVING A REPORT

When viewing the report in your web browser, click the **REPORT OPTIONS** button and select **PRINTABLE VIEW**. After the page refreshes, you may use your browser's print function to print the report.

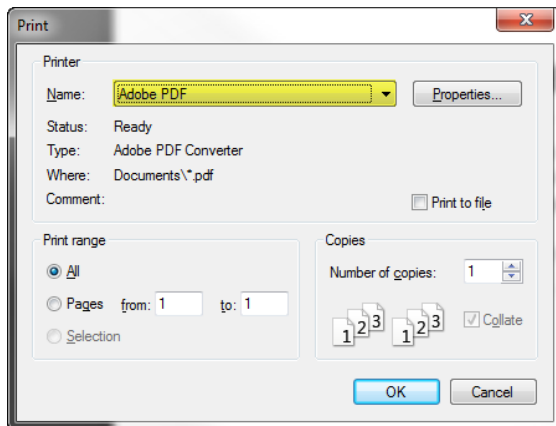
Course Activity Overview

Course Name	Test Course 24	Report Options ▾ Printable View ← Download to Excel
Course ID	PMO-hamiltonM-TestCourse24	
Number of Students	5	
Number of Users	6	
Date Range	05/01/2015 - 07/14/2015	

Activity is shown for enrolled users only.

If you are using Firefox or Google Chrome as your web browser, the browser's print window will provide options to change your printer to PDF. This allows you to save the document as a PDF on your computer.

Firefox



Google Chrome

