

OVERALL SUMMARY OF USER ACTIVITY REPORT



Blackboard Learn

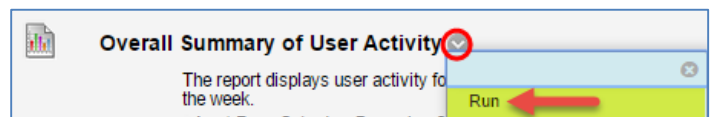
An Overall Summary of User Activity report displays user activity for all areas of your course, as well as activity dates, times, and days of the week. Use this report to view student access as well as how often course tools are used.

- 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 **OVERALL SUMMARY OF USER ACTIVITY**. 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.

If desired, you may select one or more students from the **SELECT USERS** pane to evaluate. Otherwise, this report will evaluate all users in the course.

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

Run Reports

* Indicates a required field. Cancel Submit

REPORT INFORMATION

Name	Overall Summary of User Activity
Description	The report displays user activity for all areas of the course, as well as activity dates, times and days of the week.
Elapsed Time of Last Run	10.560 seconds

REPORT SPECIFICATIONS

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

Select Format:
Charts will not display in Excel format. Run reports in HTML or PDF format if charts are required.

* Select a Start Date:
Enter dates as mm/dd/yyyy

* Select an End Date:
Enter dates as mm/dd/yyyy

Select Users:
Bracket, Brett (testhamilton3)
Colon, Collin (testhamilton2)
Hamilton, Admin Megan (meganh)
Hamilton, Megan (hamiltm)
Hamilton_PreviewUser, Admin Megan (meganh_previewuser)

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 ****

5. 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: Overall Summary of User Activity

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

[Download Report](#)

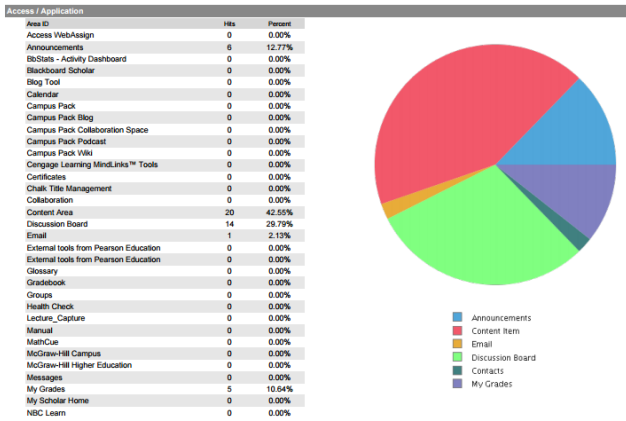
Save the file containing the report data to a local system.

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

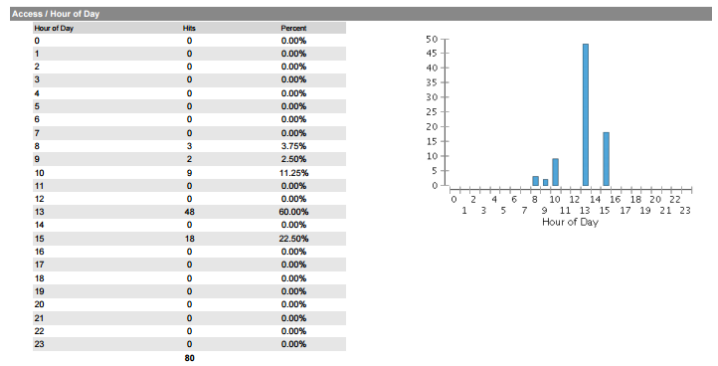
EXAMPLE OVERALL SUMMARY OF USER ACTIVITY REPORT

The report will provide tables and charts that visualize what tools and content areas of the course have been accessed by course users, their frequency of access (ie. page views), and the dates of access.

Overall Summary of User Activity



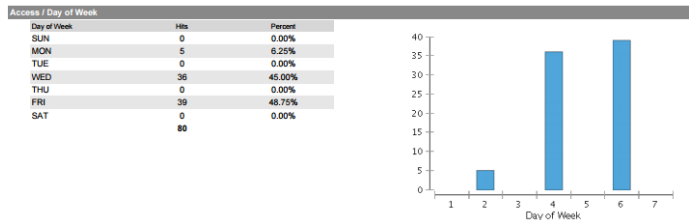
Overall Summary of User Activity



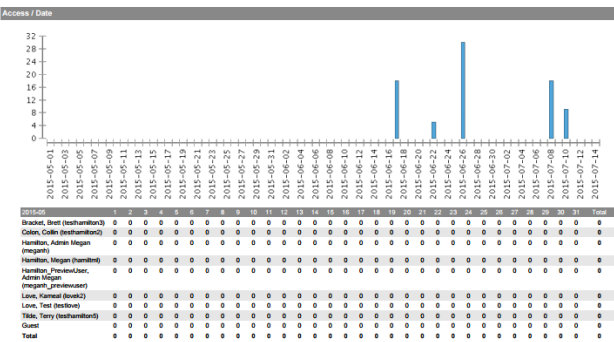
Overall Summary of User Activity

	Collaboration	Content Area	course_materials_viewer	Feedback	Gradebook	Discussion Board	Email	External tools from Pearson Education	External tools from Pearson Education
Bracket, Brett (ashamilton)	0	0	0	0	0	0	14	0	0
Colin, Colin (ashamilton)	0	11	0	0	0	0	1	0	0

Overall Summary of User Activity

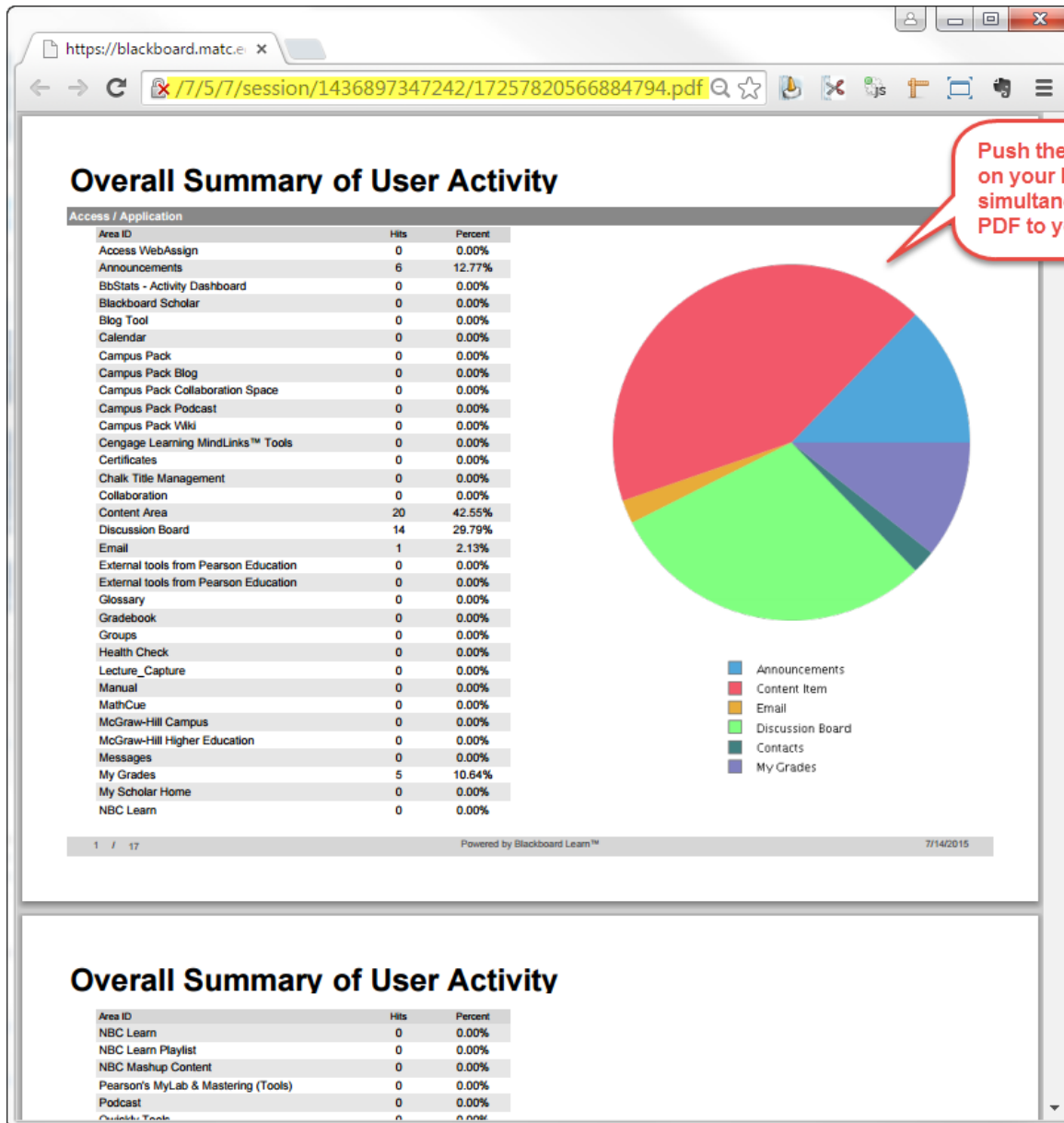


Overall Summary of User Activity



PRINTING AND SAVING THIS REPORT

When viewing the Overall Summary of User Activity in your web browser, it will load as a PDF document automatically. Use your browser's print function to print the report. Or, push the CTRL and S keys on your keyboard simultaneously to save the PDF to a location on your computer.



Overall Summary of User Activity

Access / Application	Area ID	Hits	Percent
Access WebAssign	0	0	0.00%
Announcements	6	12.77%	
BbStats - Activity Dashboard	0	0	0.00%
Blackboard Scholar	0	0	0.00%
Blog Tool	0	0	0.00%
Calendar	0	0	0.00%
Campus Pack	0	0	0.00%
Campus Pack Blog	0	0	0.00%
Campus Pack Collaboration Space	0	0	0.00%
Campus Pack Podcast	0	0	0.00%
Campus Pack Wiki	0	0	0.00%
Cengage Learning MindLinks™ Tools	0	0	0.00%
Certificates	0	0	0.00%
Chalk Title Management	0	0	0.00%
Collaboration	0	0	0.00%
Content Area	20	42.55%	
Discussion Board	14	29.79%	
Email	1	2.13%	
External tools from Pearson Education	0	0	0.00%
External tools from Pearson Education	0	0	0.00%
Glossary	0	0	0.00%
Gradebook	0	0	0.00%
Groups	0	0	0.00%
Health Check	0	0	0.00%
Lecture_Capture	0	0	0.00%
Manual	0	0	0.00%
MathCue	0	0	0.00%
McGraw-Hill Campus	0	0	0.00%
McGraw-Hill Higher Education	0	0	0.00%
Messages	0	0	0.00%
My Grades	5	10.64%	
My Scholar Home	0	0	0.00%
NBC Learn	0	0	0.00%

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Overall Summary of User Activity

Area ID	Hits	Percent
NBC Learn	0	0.00%
NBC Learn Playlist	0	0.00%
NBC Mashup Content	0	0.00%
Pearson's MyLab & Mastering (Tools)	0	0.00%
Podcast	0	0.00%
Quizzes Tools	0	0.00%

Push the CTRL and S keys on your keyboard simultaneously to save this PDF to your computer.