

SINGLE COURES USER PARTICIPATION REPORT



Blackboard Learn

The *Single Course User Participation Report* displays detailed statistics on each student's assignment, test, and discussion board activity within a specified timeframe. The report downloads as an Excel spreadsheet.

- 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, roll your mouse over the report called **SINGLE COURES USER PARTICIPATION 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 student activity in the course.

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

Run Reports

* Indicates a required field. Cancel Submit

REPORT INFORMATION

Name	Single Course User Participation Report
Description	Displays detailed statistics on assessment and collaboration tool submissions for all users in this course during a specified timeframe
Elapsed Time of Last Run	0.683 seconds

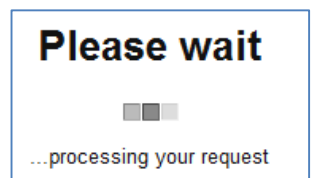
REPORT SPECIFICATIONS

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

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

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

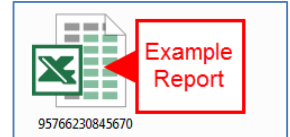
Successful Run: Single Course User Participation Report

Save to Content Collection
Save this report to the Content Collection.

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

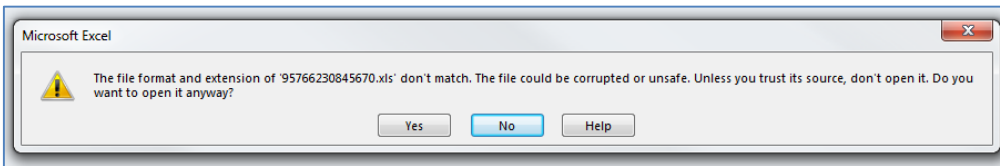
Run a new Report
Run the report again using different report criteria.

- Depending upon the browser you use, the report will either immediately download an Excel file to your computer's **Downloads folder** or you will be prompted to save the file to a location of your choice.

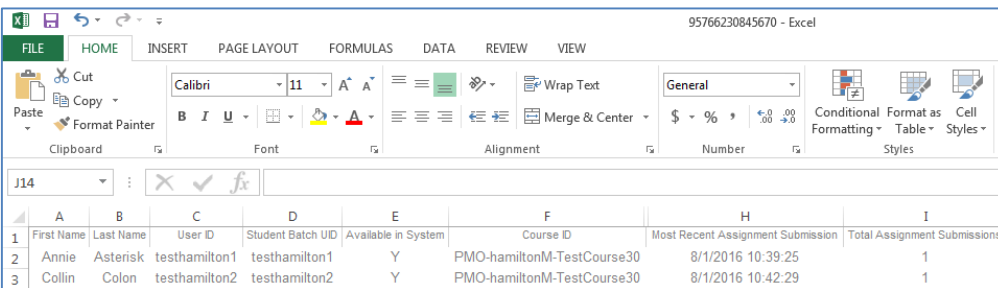


VIEWING THE REPORT

Once you have downloaded the report, open it in Excel. If you see a warning message like the one below, click the “Yes” button to proceed with viewing the file.



The report will open and display a spreadsheet containing results for each student in the course.



	A	B	C	D	E	F	H	I
	First Name	Last Name	User ID	Student Batch UID	Available in System	Course ID	Most Recent Assignment Submission	Total Assignment Submissions
1	Annie	Asterisk	testhamilton1	testhamilton1	Y	PMO-hamiltonM-TestCourse30	8/1/2016 10:39:25	1
2	Collin	Colon	testhamilton2	testhamilton2	Y	PMO-hamiltonM-TestCourse30	8/1/2016 10:42:29	1

If you see a column containing a series of hashtags, double-click on the right-border of the column's header to expand the column's width.

