

USER ACTIVITY IN FORUMS REPORT



Blackboard Learn

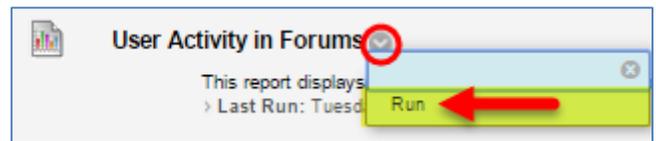
The User Activity in Forums report displays a summary of user activity in discussion board forums in your course. You can see which forums are used the most.

- 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

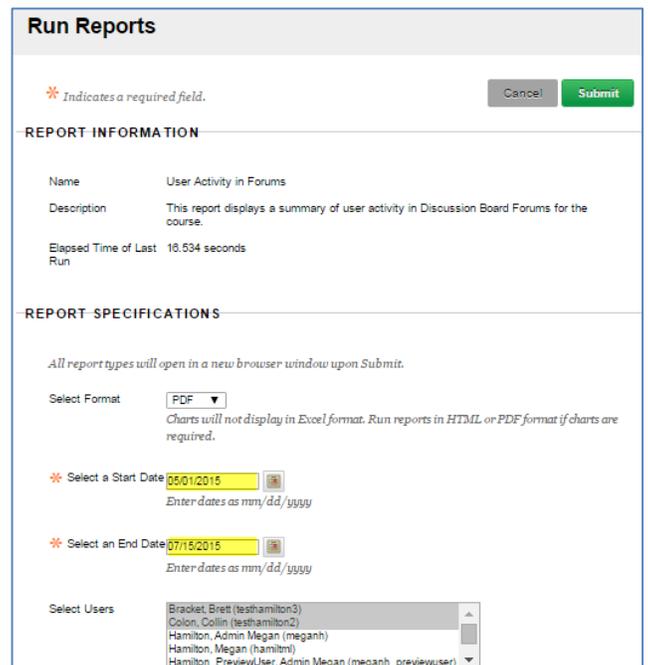
1. In your course’s **CONTROL PANEL**, click on the **EVALUATION** menu. From the expanded list of options, click **COURSE REPORTS**.

2. On the **COURSE REPORTS** page, scroll down the list of report options to find the report called **USER ACTIVITY IN FORUMS**. 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.



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

5. 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: User Activity in Forums

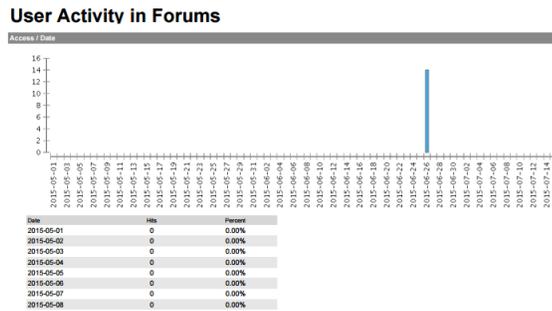
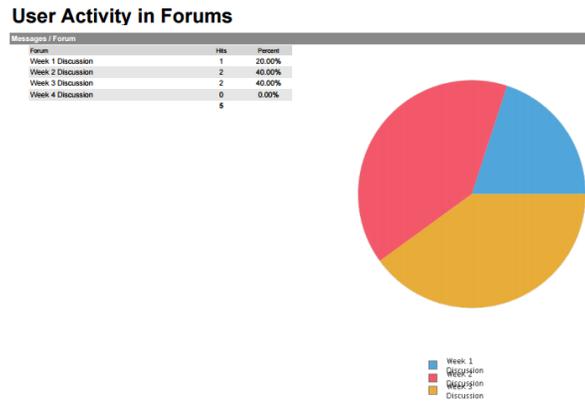
[Save to Content Collection](#)
Save this report to the Content Collection.

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 USER ACTIVITY IN FORUMS REPORT

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



User Activity in Forums

	Week 1 Discussion	Week 2 Discussion	Week 3 Discussion	Week 4 Discussion	Total
Bracke, Brett (bshamilton3)	1	1	1	0	3
Cohen, Colin (cshamilton3)	0	0	0	0	0

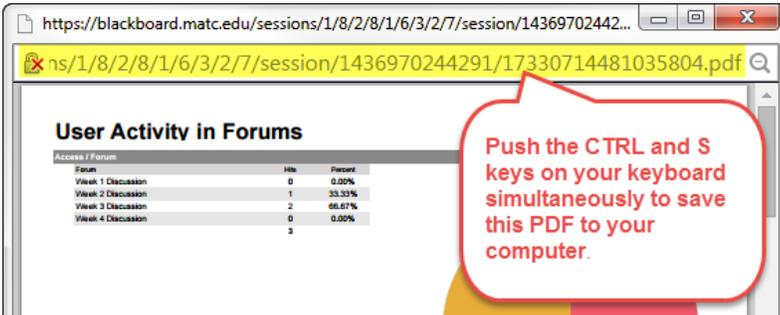
User Activity in Forums

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Bracke, Brett (bshamilton3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
Cohen, Colin (cshamilton3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hamilton, Megan (mshamilton3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Hamilton, Preston (pshamilton3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Alford, Megan (mshamilton3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Love, Kameal (kshamilton3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Love, Todd (tshamilton3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Thibe, Terry (tshamilton3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Guest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3

PRINTING AND SAVING THIS REPORT

When viewing this report 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.



https://blackboard.matc.edu/sessions/1/8/2/8/1/6/3/2/7/session/14369702442...
 ns/1/8/2/8/1/6/3/2/7/session/1436970244291/17330714481035804.pdf

User Activity in Forums

Forum	Hrs	Percent
Week 1 Discussion	0	0.00%
Week 2 Discussion	1	33.33%
Week 3 Discussion	2	66.67%
Week 4 Discussion	0	0.00%
Total	3	

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