
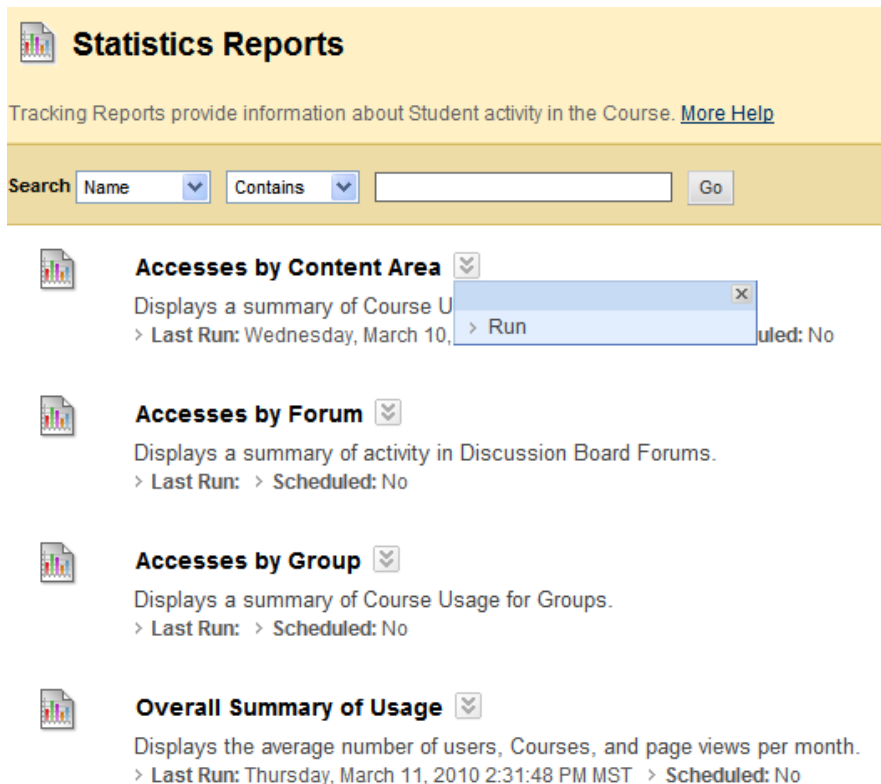


The **Tracking Reports** feature of Blackboard offers faculty an informative way to generate reports on the Course Usage and activity. The report appears in the form of graphical charts.

**NOTE:** When viewing reports that include hit or access statistics, a hit is tracked every time a request is sent to the Blackboard Learning System. For example, when tracking use of the Communication Area: a Student accesses the Communication area (1 hit), clicks Discussion Boards (2 hits), clicks a forum (3 hits), and clicks a message to read (4 hits).

 Tracking Reports will not include any data from the current date.



1. From the Control Panel, Click Evaluation, Select **Tracking Reports**.
2. Click the Double Chevron  and select Run for the type of report you wish to generate:
  - Accesses by Content Area – displays only content (e.g., Course Materials, Assignments).
  - Accesses by Forum – displays only Discussion Board forum results.
  - Accesses by Groups – displays results if groups were assigned.
  - Overall Summary of Usage – this default choice gives you all reports and graphs.







**Statistics Reports**



Tracking Reports provide information about Student activity in the Course. [More Help](#)

Search

 **Accesses by Content Area**   
Displays a summary of Course U  
> Last Run: Wednesday, March 10, > Run  Scheduled: No

 **Accesses by Forum**   
Displays a summary of activity in Discussion Board Forums.  
> Last Run: > Scheduled: No

 **Accesses by Group**   
Displays a summary of Course Usage for Groups.  
> Last Run: > Scheduled: No

 **Overall Summary of Usage**   
Displays the average number of users, Courses, and page views per month.  
> Last Run: Thursday, March 11, 2010 2:31:48 PM MST > Scheduled: No

3. Under the Report Specifications section, select format (PDF, HTML, Excel, Word) from the drop down for the report, determine if you want all students or just selected ones and select date range.
- Narrowing the date range will speed report generation and make charts easier to read.
  - Ctrl-click to select more than one student from the list box.
  - If you choose ALL students, be aware that this will include students who dropped before the class started.
  - The report will open in a new window, where you can download it to your personal computer if you wish.

**1. Report Information**

Name	Accesses by Content Area
Description	Displays a summary of Course Usage by Content Area.
Elapsed Time of Last Run	8.528 seconds

**2. Report Specifications**

Select Format: PDF

Select Users:   
 [List box containing multiple names, with "Gaucho, Annie (gccstudent)" selected]

\* Select a Start Date: 01/01/2010   
 Enter dates as mm/dd/yyyy

\* Select an End Date: 03/08/10   
 Enter dates as mm/dd/yyyy

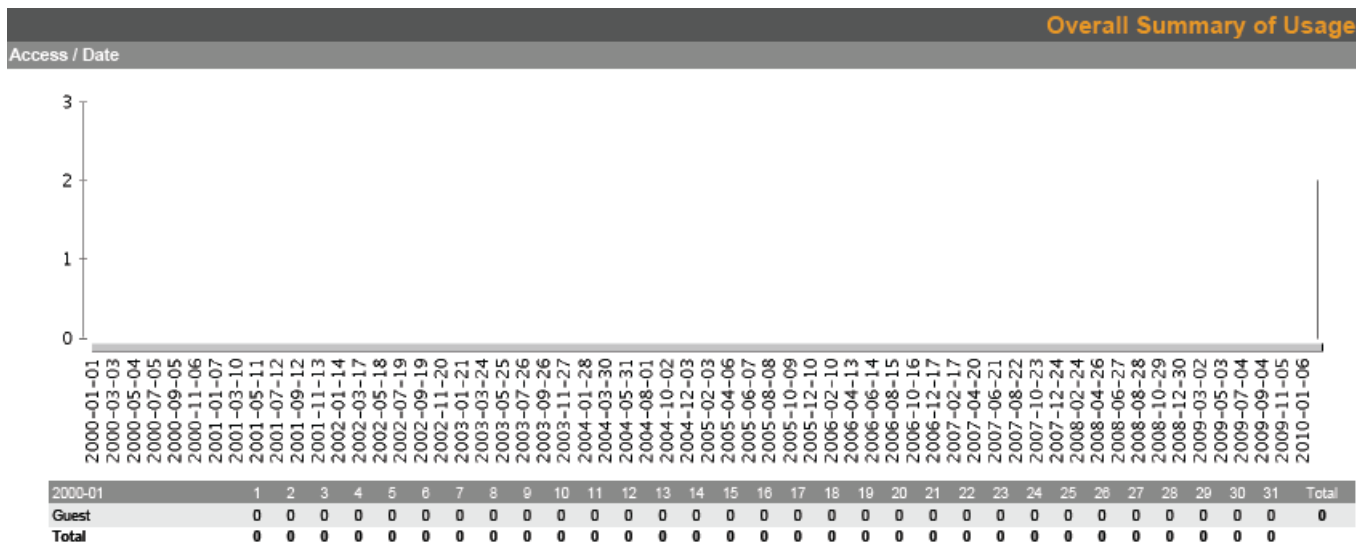
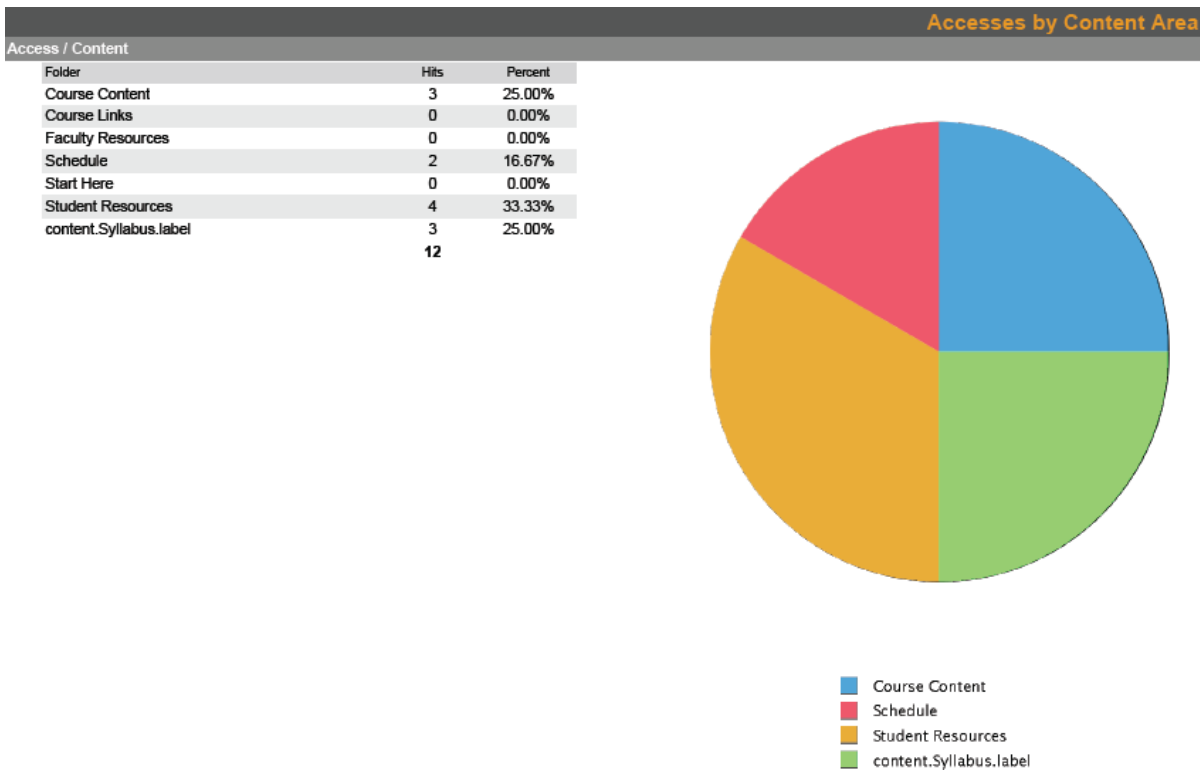
**3. Run Report**

Click **Submit** to run this report. Click **Cancel** to quit.

Cancel Submit

4. Click **Submit**.

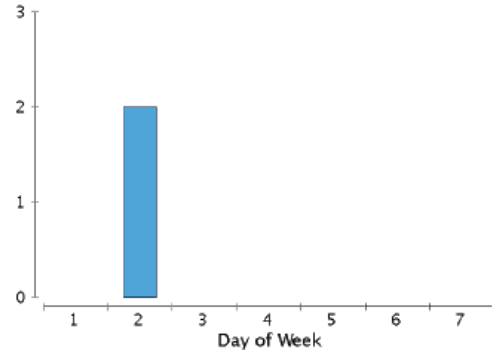
What follows on the next two pages are sample results, for your reference.



Overall Summary of Usage

Access / Day of Week

Day of Week	Hits	Percent
SUN	0	0.00%
MON	2	100.00%
TUE	0	0.00%
WED	0	0.00%
THU	0	0.00%
FRI	0	0.00%
SAT	0	0.00%
	<b>2</b>	



Overall Summary of Usage

Access / Hour of Day

Hour of Day	Hits	Percent
1	199	1.89%
2	161	1.53%
3	57	0.54%
4	33	0.31%
5	64	0.61%
6	47	0.45%
7	71	0.67%
8	170	1.61%
9	565	5.36%
10	727	6.89%
11	707	6.70%
12	777	7.37%
13	1137	10.78%
14	799	7.57%
15	402	3.81%
16	767	7.27%
17	595	5.64%
18	411	3.90%
19	556	5.27%
20	648	6.14%
21	561	5.32%
22	729	6.91%
23	365	3.46%
24	0	0.00%
	<b>10548</b>	

