

# Running Course Reports (previously Course Statistics)

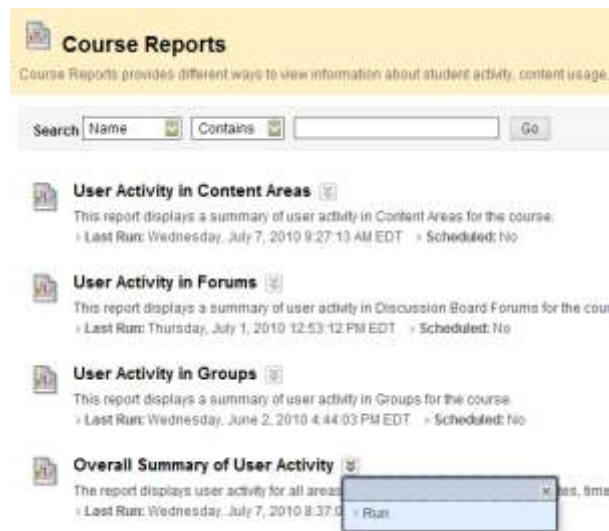
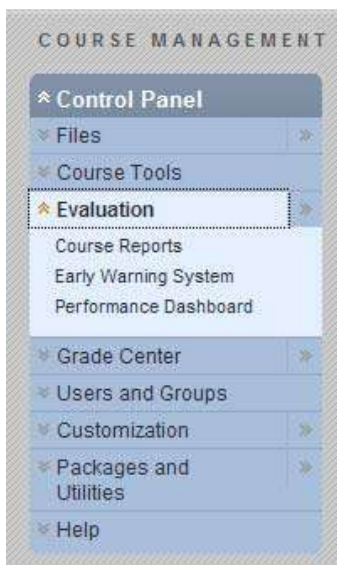
## Blackboard 9.1 Quick Sheet

Blackboard Course Reports (Course Statistics in our previous version of Blackboard) are located within a course's Control Panel. I recommend using the Access/Date area in the Overall Summary Report for identifying first and last day attendance, course withdrawal dates, etc. You should retain the file as part of your record of attendance.

Evaluation  
Course Reports  
Overall Summary of User Activity  
Run  
Choose Format  
Choose Start Date and End Date  
Submit

**Notice:** Students may assume they have entered a course, yet have only accessed the Announcement, Calendar, or Tasks areas under the GC tab (not your course) after logging into Blackboard. This does not show in Course Reports. Send an email reminder of access requirements and attendance expectations to students.

**Do not use the Performance Dashboard or the Grade Center's last access** date to accomplish this. These areas do not pull information from the same records, so discrepancies between data collected in these areas and Course Reports are common.



★ indicates a required field.

**1. Report Information**

Name	Overall Summary of User Activity
Description	The report displays user activity fo
Elapsed Time of Last Run	11,469 seconds

**2. Report Specifications**

Select Format: PDF

Select Users: [Dropdown menu with users: aa (agurone0277), Norman (anderson09), Marianne (ashworth5), Baldwin, Alicia (baldwina5687), Bryant, Della (bryant08894)]

★ Select a Start Date: 03/11/2010  
Enter dates as mm/dd/yyyy

★ Select an End Date: 03/17/2010  
Enter dates as mm/dd/yyyy

Select the format you would like.

Enter Start/End Dates. Make sure the year is correct, the default is 2000. Click Submit.