



## Creating Tegrity Reports- For Merit Packages

You can easily run Tegrity reports to gather a summary of your activity in Tegrity, suitable for including in your Merit package.

### Go to the Blackboard site for your course

1. Log in to Blackboard : <http://eaglebb.coppin.edu>
2. In the My Courses area, click on one of the courses that you are teaching.

### The Tegrity Viewing Report – what students have viewed your class

3. In your Blackboard course site, click the **Tegrity Classes** button in the left column.

A new window opens and displays a list of your recorded class lectures.

4. In the lower left hand corner, click **Actions** and select **Reports**.

## Select the Viewing report parameters

In the left, you can select the “Grouping” fields. To see a summary report of the viewing activity for all the courses you taught in Fall 2007, set the report fields to match the following:

My Courses > SOWK 460 SEC150 Fall 2008 > Viewing Report By course, class, instructor, viewer

Viewing Report

Grouping 1: Instructor Department :   
 Grouping 2: Course Course : none   
 Grouping 3: None Instructor : Abby Byrnes   
 Grouping 4: None Class : none   
 Grouping 5: None Viewer : none

Notes  From: 8/15/2007 To: 12/30/2007 Time Aggregation : Year

Run Report

5. Grouping1 = Instructor
6. Grouping2 = Course
7. Grouping3 = None
8. Course = none
9. From: 8/15/2007
10. To: 12/30/2007

## Run the Viewing report

11. Click the **Run Report** button.

You will see a report like the following:

My Courses > SOWK 460 SEC150 Fall 2008 > Viewing Report By course, class, instructor, viewer

Viewing Report

Grouping 1: Instructor Department :   
 Grouping 2: Course Course : none   
 Grouping 3: None Instructor : Abby Byrnes   
 Grouping 4: None Class : none   
 Grouping 5: None Viewer : none

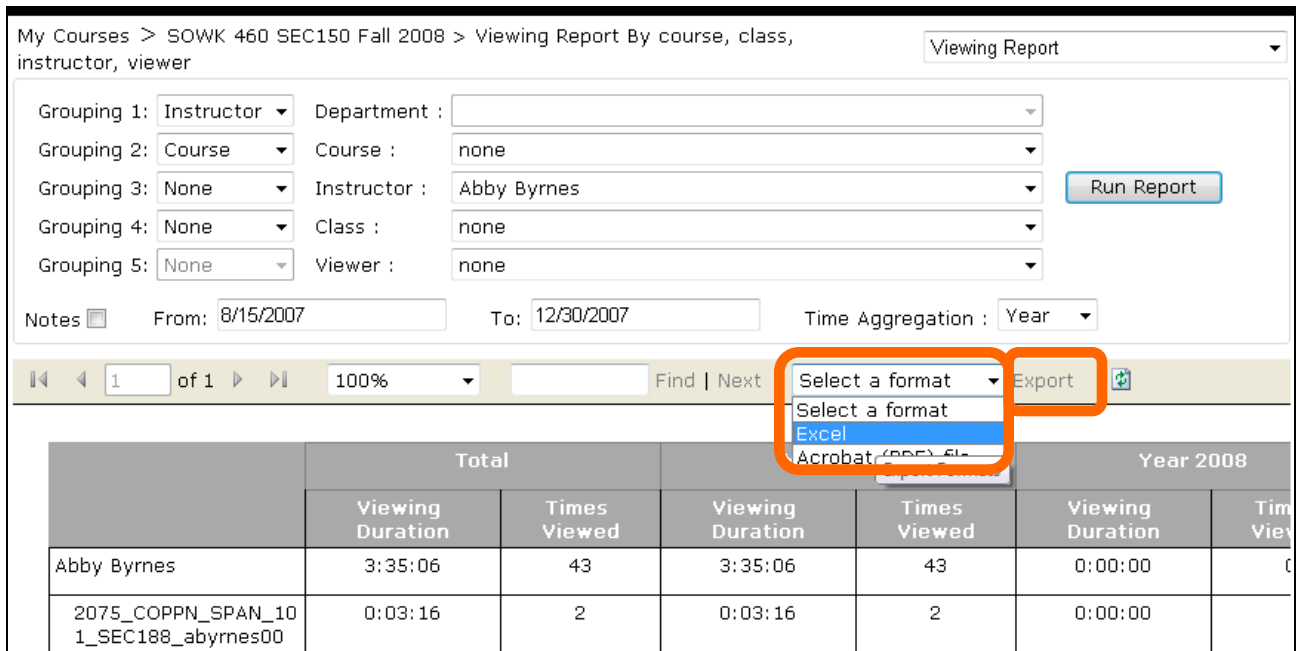
Notes  From: 8/15/2007 To: 12/30/2007 Time Aggregation : Year

1 of 1 100% Find | Next Select a format Export

	Total		Year 2007		Year 2008	
	Viewing Duration	Times Viewed	Viewing Duration	Times Viewed	Viewing Duration	Times Viewed
Abby Byrnes	3:35:06	43	3:35:06	43	0:00:00	0
2075_COPPN_SPAN_10_1_SEC188_abyrnes00	0:03:16	2	0:03:16	2	0:00:00	
Abby's Sandbox class site	0:04:29	4	0:04:29	4	0:00:00	
SOWK 460 SEC150 Fall2007	3:27:21	37	3:27:21	37	0:00:00	

## Export the report to Excel and print it

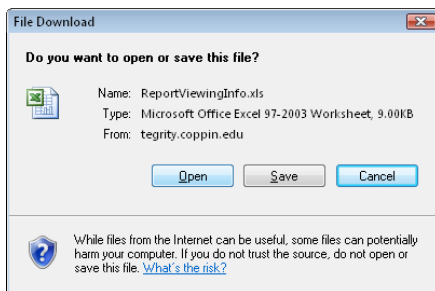
12. Click the “Select a format” menu and select **Excel**



The screenshot shows the Tegrity Reporting interface. At the top, there is a breadcrumb trail: "My Courses > SOWK 460 SEC150 Fall 2008 > Viewing Report By course, class, instructor, viewer". Below this, there are several dropdown menus for "Grouping 1" through "Grouping 5", with values like "Instructor", "Course", and "None". There are also input fields for "Department", "Course", "Instructor" (Abby Byrnes), and "Class" (none). A "Run Report" button is visible. Below these fields, there are "Notes" checkboxes, "From" and "To" date fields (8/15/2007 to 12/30/2007), and a "Time Aggregation" dropdown set to "Year". At the bottom of the form, there is a "Select a format" dropdown menu with a blue highlight on "Excel". Other options in the menu include "Select a format" and "Acrobat (PDF) file". To the right of the dropdown is an "Export" button with a download icon. Below the form is a table with columns for "Total" and "Year 2008", each containing "Viewing Duration" and "Times Viewed". The table has two rows: one for "Abby Byrnes" and one for "2075\_COPPN\_SPAN\_10 1\_SEC188\_abyrnes00".

	Total				Year 2008	
	Viewing Duration	Times Viewed	Viewing Duration	Times Viewed	Viewing Duration	Times Viewed
Abby Byrnes	3:35:06	43	3:35:06	43	0:00:00	0
2075_COPPN_SPAN_10 1_SEC188_abyrnes00	0:03:16	2	0:03:16	2	0:00:00	0

13. Click the **Export** button.

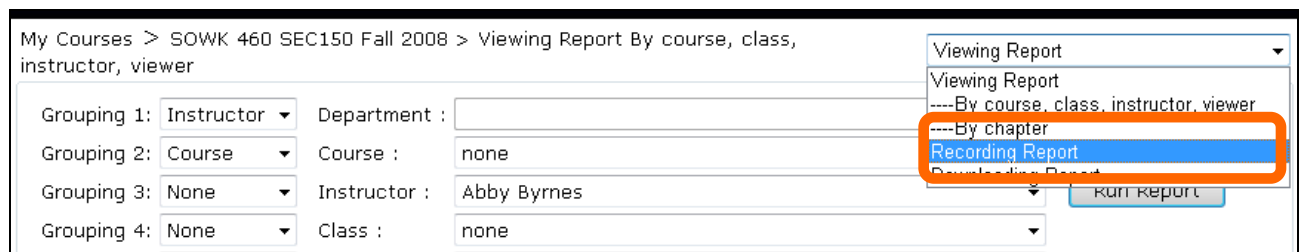


14. Click **Open**.

You can now print the Excel spreadsheet file. We recommend setting the print orientation to Landscape.

## The Tegrity Recording Report – what you have recorded with Tegrity

1. Switch back to the Internet Explorer window that displays your report information.
2. In the upper right corner of the Report web page, select **Recording Report**.



The screenshot shows the Tegrity Reporting interface, similar to the previous one. The "Select a format" dropdown menu is open, and "Recording Report" is highlighted in blue. Other options in the menu include "Viewing Report", "Viewing Report", "By course, class, instructor, viewer", "By chapter", and "Download Report". The "Run Report" button is visible to the right of the dropdown.

3. To run a report for Fall 2007, set the report options to match the following:

4 Grouping 1: Instructor Course : none

5 Grouping 2: Course Instructor : Abby Byrnes

7  Show recordings copied to courses

8 From: 8/15/2007 To: 12/30/2007 Time Aggregation : Year

10 Run Report

4. Grouping1 = Instructor
5. Grouping2 = Course
6. Course = none
7. [check] Show recordings copied to courses
8. From: 8/15/2007
9. To: 12/30/2007

### Run the report

10. Click the **Run Report** button.

You will see a report like the following:

My Courses > SOWK 460 SEC150 Fall 2008 > Recording Report

Recording Report

Grouping 1: Instructor Course : none

Grouping 2: Course Instructor : Abby Byrnes

Show recordings copied to courses

From: 8/15/2007 To: 12/30/2007 Time Aggregation : Year

1 of 1 100% Find | Next Select a format Export

	Total		Year 2007		Year
	Recording Duration	# of Recordings	Recording Duration	# of Recordings	Recording Duration
Abby Byrnes	8:37:56	48	8:37:56	48	0:00:00
2075_COPPN_SPAN_10 1_SEC188_abyrnes00	1:32:21	1	1:32:21	1	0:00:00
Abby's Sandbox class site	0:01:06	1	0:01:06	1	0:00:00
Abby's Sandbox class site	0:04:10	1	0:04:10	1	0:00:00
DVMT 108 Redesign	0:08:43	2	0:08:43	2	0:00:00
Faculty - Tegrity	0:00:36	1	0:00:36	1	0:00:00
Not listed courses	0:21:05	2	0:21:05	2	0:00:00
SOWK 390 SEC001 Fall2007	1:55:33	2	1:55:33	2	0:00:00

### Export the report to Excel and print it

11. Click the "Select a format" menu and select **Excel**

12. Click the **Export** button.

13. Click **Open**

You can now print the Excel spreadsheet file. We recommend setting the print orientation to Landscape.

## The Tegrity Downloading Report - to track students who downloaded your lecture to their computers and/or iPods as MP3 files

1. Switch back to the Internet Explorer window that displays your report information.
2. In the upper right corner of the Report web page, select **Downloading Report**.

The screenshot shows the Tegrity Reporting interface for 'SOWK 460 SEC150 Fall 2008'. The 'Recording Report' dropdown menu is open, and 'Downloading Report' is highlighted. The interface includes fields for 'Grouping 1' (Instructor), 'Grouping 2' (Course), 'Instructor' (Abby Byrnes), 'From' (8/15/2007), 'To' (12/30/2007), and 'Time Aggregation' (Year). An 'Export' button is visible at the bottom right.

3. To run a report for Fall 2007, set the report options to match the following:

The screenshot shows the 'Downloading Report' interface with several fields highlighted by yellow arrows and numbered 4 through 9. Arrow 4 points to 'Grouping 1: Instructor', arrow 5 to 'Grouping 2: Course', arrow 6 to 'Course: none', arrow 7 to 'From: 8/15/2007', arrow 8 to 'To: 12/30/2007', and arrow 9 to the 'Run Report' button. The 'Run Report' button is also circled in orange.

4. Grouping1 = Instructor
5. Grouping2 = Course
6. Course = none
7. From: 8/15/2007
8. To: 12/30/2007

### Run the report

9. Click the **Run Report** button.

You will see a report like the following:

My Courses > SOWK 460 SEC150 Fall 2008 > Downloading Report Downloading Report

Grouping 1: Instructor ▾ Department : ▾  
 Grouping 2: Course ▾ Course : none ▾  
 Grouping 3: None ▾ Instructor : Abby Byrnes ▾ Run Report  
 Grouping 4: None ▾ Class : none ▾  
 Grouping 5: None ▾ Downloader : none ▾

From: 8/15/2007 To: 12/30/2007 Time Aggregation : Year ▾

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1 of 1 100% Find | Next Select a format Export

	Total				Year 2007		
	Podcast Downloads	MP3 Downloads	MP4 Downloads	Session Downloads	Podcast Downloads	MP3 Downloads	MP4 Downloads
Abby Byrnes	1	1	0	1	1	1	0
Abby's Sandbox class site	1	0	0	0	1	0	0
SOWK 460 SEC150 Fall2007	0	1	0	1	0	1	0

**Export the report to Excel and print it**

10. Click the “Select a format” menu and select **Excel**
11. Click the **Export** button
12. Click **Open**

You can now print the Excel spreadsheet file. We recommend setting the print orientation to Landscape.