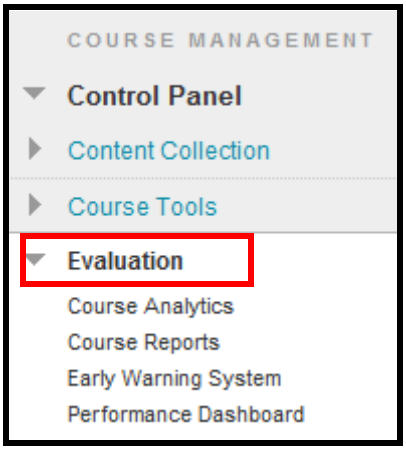
Assessment: View Blackboard Statistics

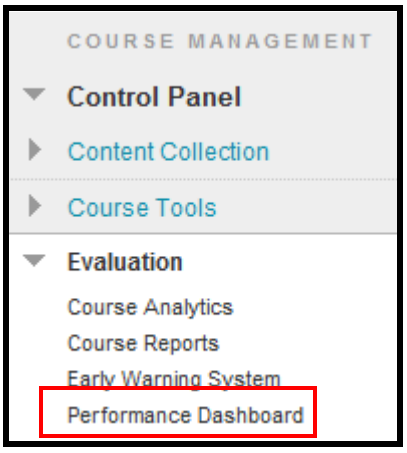
When you start using Blackboard, you may be curious about what students are logging in and looking at your course site. You may even wonder which students have looked at a specific document. This tipsheet shows you how to pull up the "Performance Dashboard" to get a quick view at when the students have last looked at your Blackboard site and how many discussion board entries they have posted.

1. Log in to Blackboard http://eaglebb.coppin.edu
2. Go to your course site.
3. Click **Evaluation** in the **Control Panel** on the left side of the screen.



When have students looked at your site – Performance Dashboard

4. Click the **Performance Dashboard**.

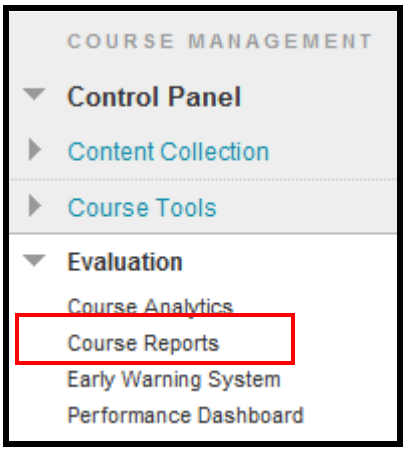


You will see the "**Performance Dashboard**" which shows you a list of all the students in the course. One column is labeled "Last Course Access" and it shows you the last time that the student was in your course site in Blackboard. I can see in the example below that Dionne Curbeam has not accessed the course site.

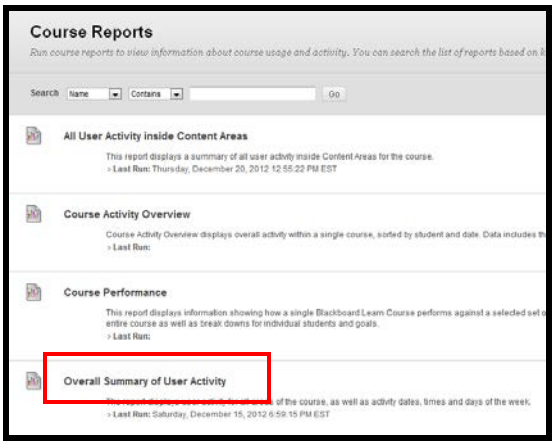
From this window, you can easily check on the student's grades, by clicking the button that appears at the far right side of the screen, on the same line as the student's name.

Overall Course Statistics

5. Go back to the **Control Panel**. Click the **Evaluation** link. Then Click **Course Reports**.

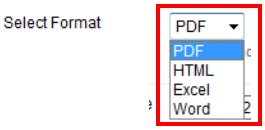


6. The **Course Reports** screen will appear with various options. To see the Overall Summary of Usage for this course, for all students, for this semester, click **Overall Summary of User Activity**.

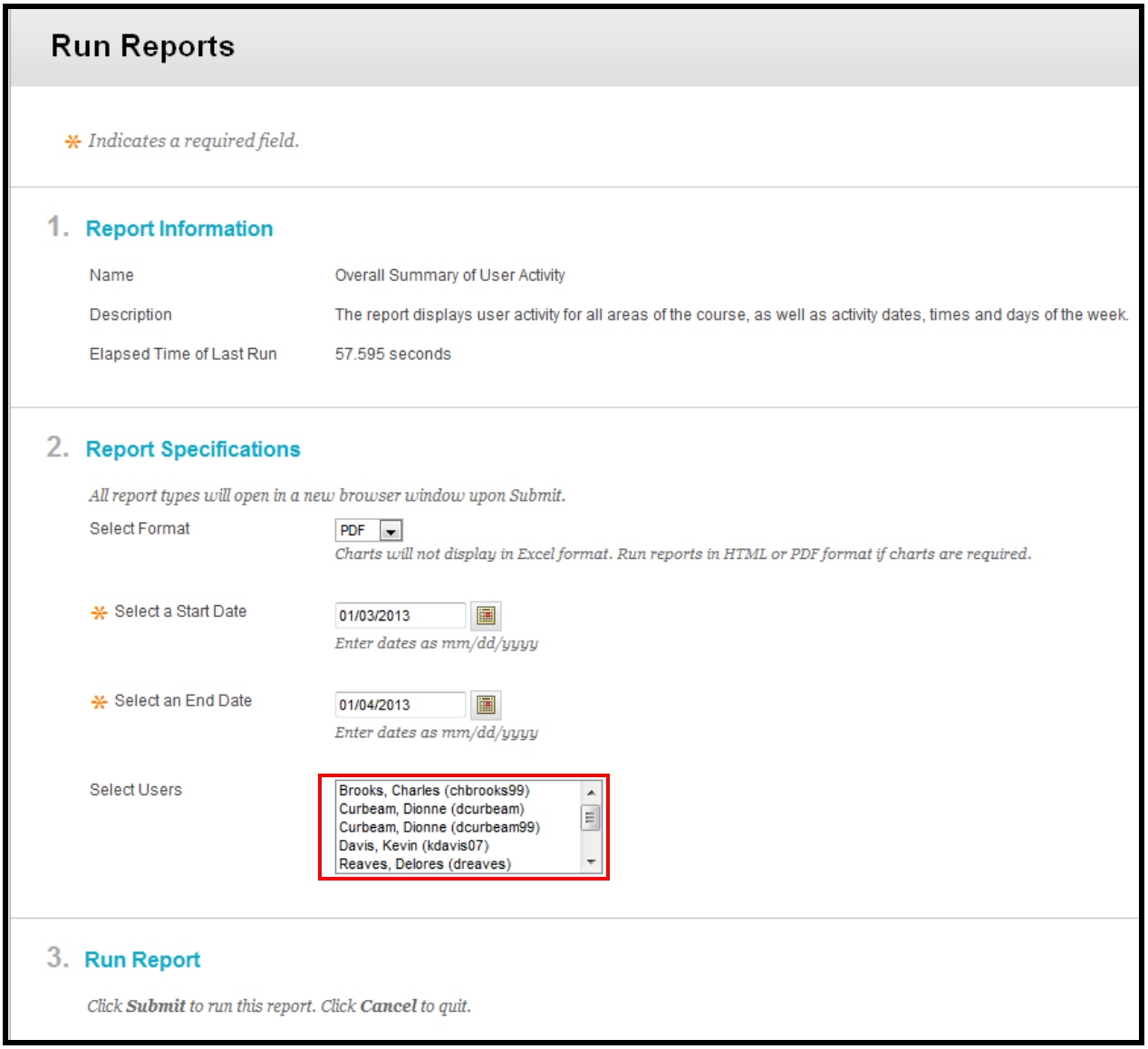


7. Click the arrow and then click **Run**.

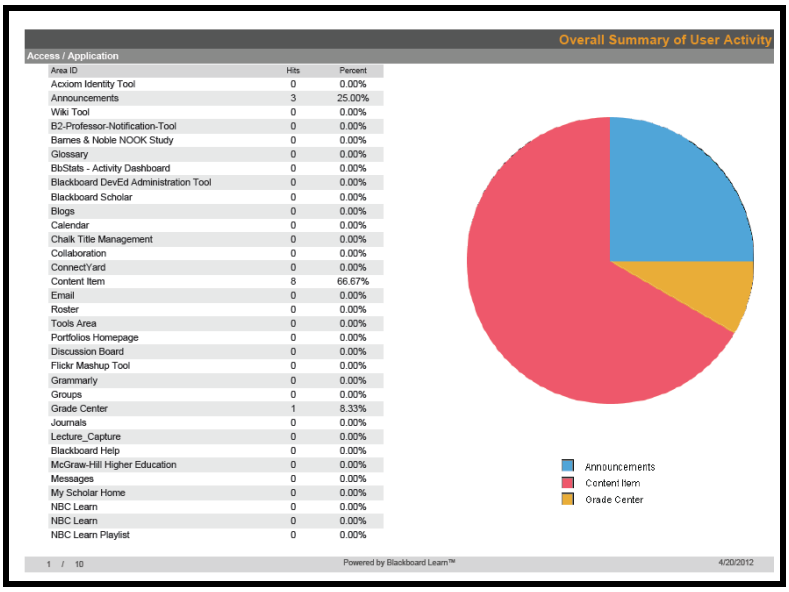
8. Change your **Report Specifications** by selecting a **start** and **end** date. *Note: Select PDF or Word if you do not plan on manipulating data. Select Excel if you would like to use the data for research.



9. Click and hold **ctrl** to select all users. Click **Submit**.



You will see a pie chart indicating the specific sections the students have accessed.



Overall Summary of User Activity

Access / Application

Area ID	Hits	Percent
Acxiom Identity Tool	0	0.00%
Announcements	3	25.00%
Wiki Tool	0	0.00%
B2-Professor-Notification-Tool	0	0.00%
Barnes & Noble NOOK Study	0	0.00%
Glossary	0	0.00%
BbStats - Activity Dashboard	0	0.00%
Blackboard DevEd Administration Tool	0	0.00%
Blackboard Scholar	0	0.00%
Blogs	0	0.00%
Calendar	0	0.00%
Chalk Title Management	0	0.00%
Collaboration	0	0.00%
ConnectYard	0	0.00%
Content Item	8	66.67%
Email	0	0.00%
Roster	0	0.00%
Tools Area	0	0.00%
Portfolios Homepage	0	0.00%
Discussion Board	0	0.00%
Flickr Mashup Tool	0	0.00%
Grammarly	0	0.00%
Groups	0	0.00%
Grade Center	1	8.33%
Journals	0	0.00%
Lecture_Capture	0	0.00%
Blackboard Help	0	0.00%
McGraw-Hill Higher Education	0	0.00%
Messages	0	0.00%
My Scholar Home	0	0.00%
NBC Learn	0	0.00%
NBC Learn	0	0.00%
NBC Learn Playlist	0	0.00%

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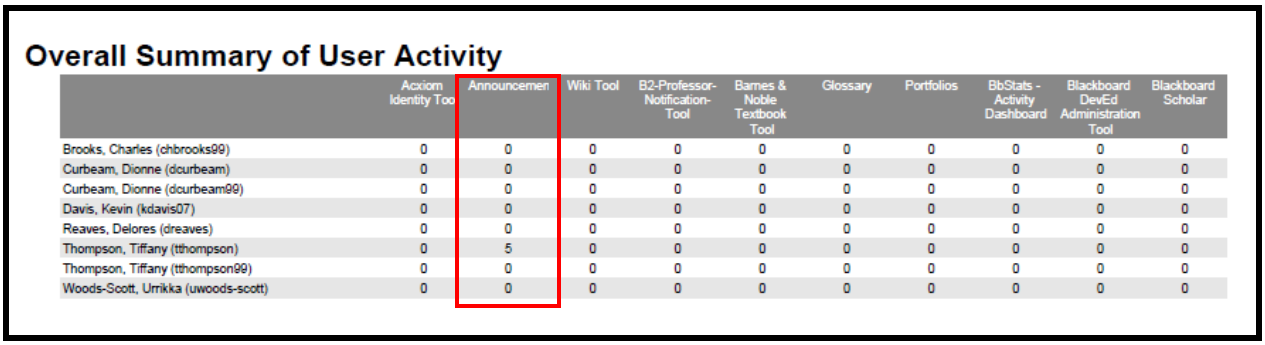
Below the chart, you will see a detailed list of which students have accessed what sections.



Overall Summary of User Activity

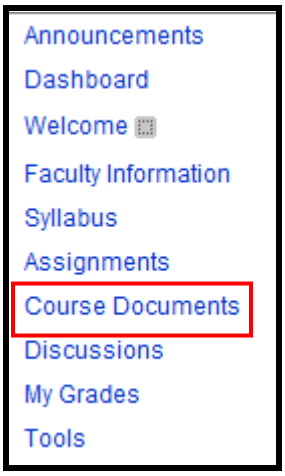
	Acxiom Identity Too	Announcemen	Wiki Tool	B2-Professor-Notification-Tool	Barnes & Noble Textbook Tool	Glossary	Portfolios	BbStats - Activity Dashboard	Blackboard DevEd Administration Tool	Blackboard Scholar
Brooks, Charles (chbrooks99)	0	0	0	0	0	0	0	0	0	0
Curbeam, Dionne (dcurbeam)	0	0	0	0	0	0	0	0	0	0
Curbeam, Dionne (dcurbeam99)	0	0	0	0	0	0	0	0	0	0
Davis, Kevin (kdavis07)	0	0	0	0	0	0	0	0	0	0
Reaves, Delores (dreaves)	0	0	0	0	0	0	0	0	0	0
Thompson, Tiffany (tthompson)	0	5	0	0	0	0	0	0	0	0
Thompson, Tiffany (tthompson99)	0	0	0	0	0	0	0	0	0	0
Woods-Scott, Urrikka (uwoods-scott)	0	0	0	0	0	0	0	0	0	0

Statistics for a specific document

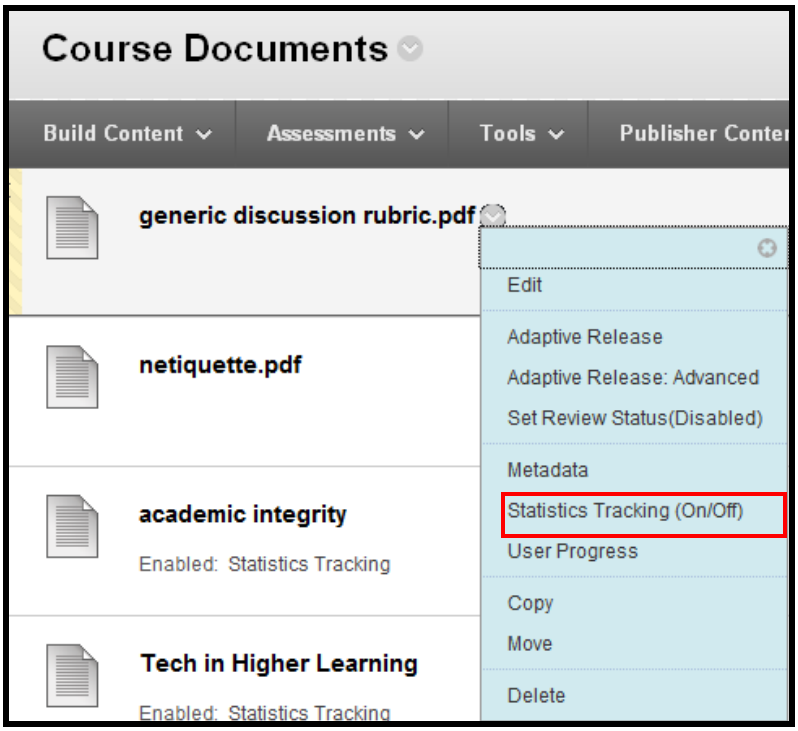
If you would like to find out what students have accessed a specific document, you can view statistics for it. First, you need to go to the document in the Course Documents section, and then pull up the statistics.

10. Go to the **Control Panel** by clicking link in the "cookie trail" at the top of the Blackboard window.

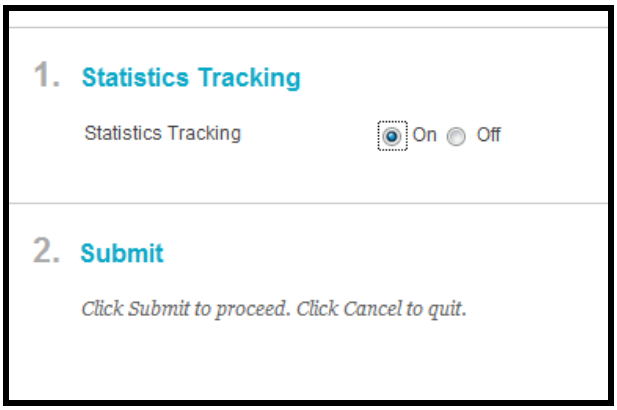
11. Click the **Course Documents** link.



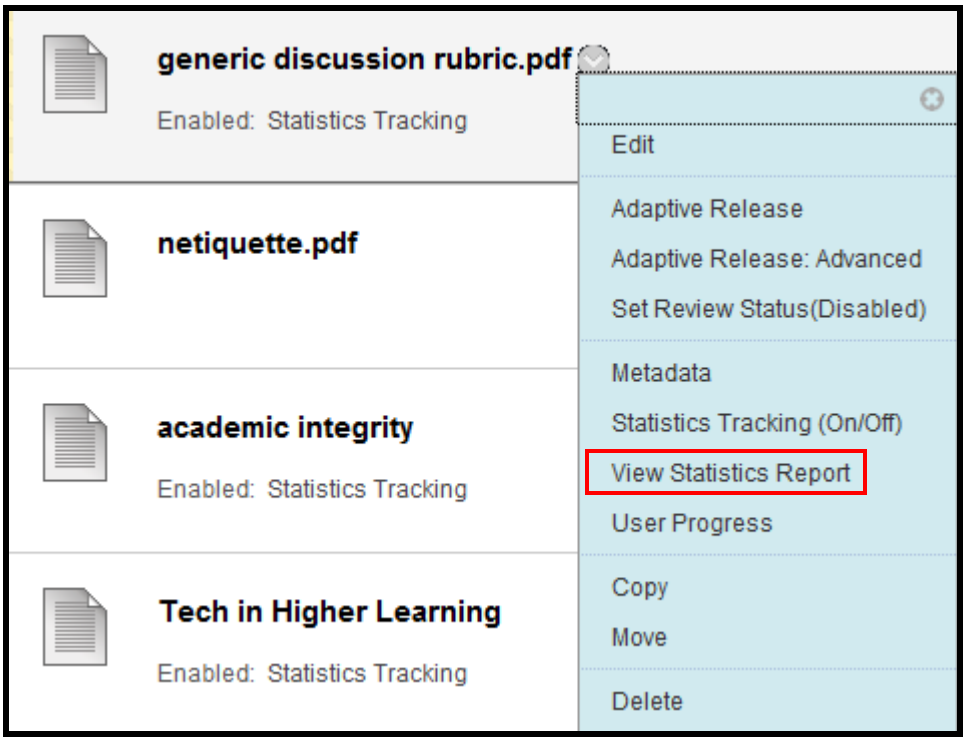
12. Navigate to the specific document that you want to get statistics for and click the **double arrows/manage** button. For example, I want to find out which students have clicked the **General Discussion Rubric**.



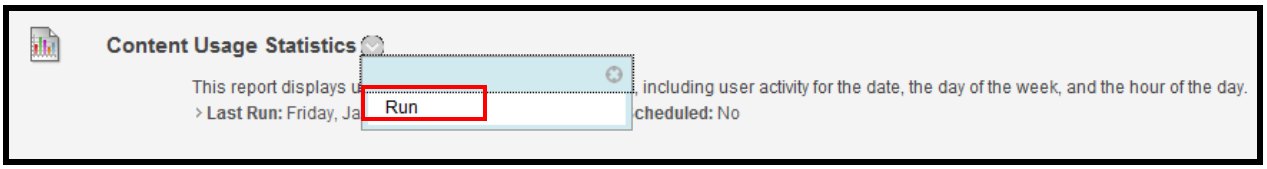
13. Click **Statistics Tracking**. Select **On**. Click **Submit**.



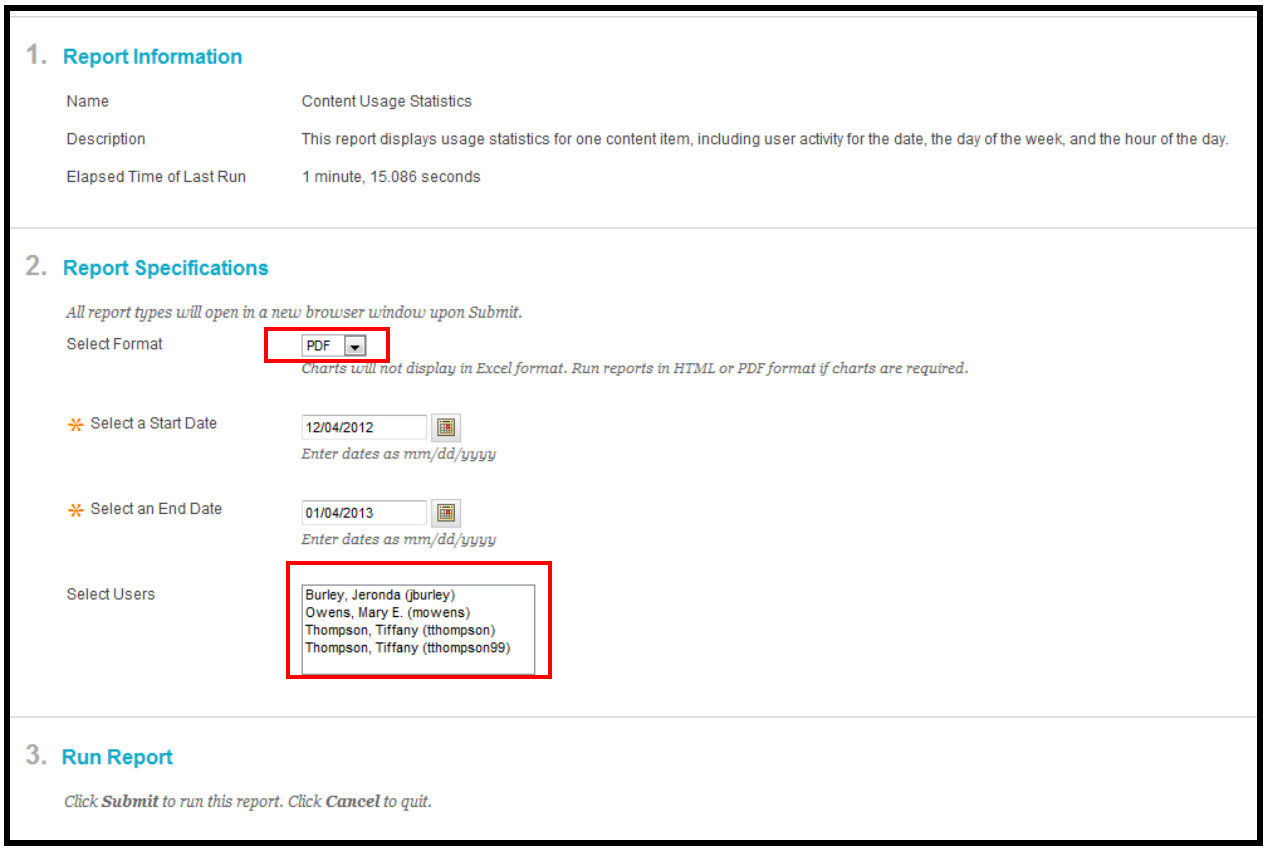
14. Repeat step 12. Then click **View Statistics Report**.



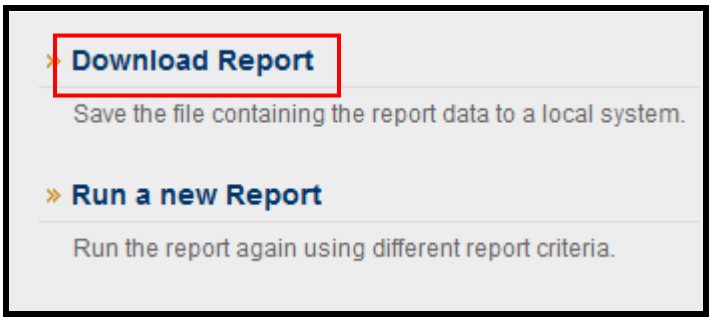
15. The **Content Usage Statistics page** will appear. Click the double arrows . Then click **Run**.

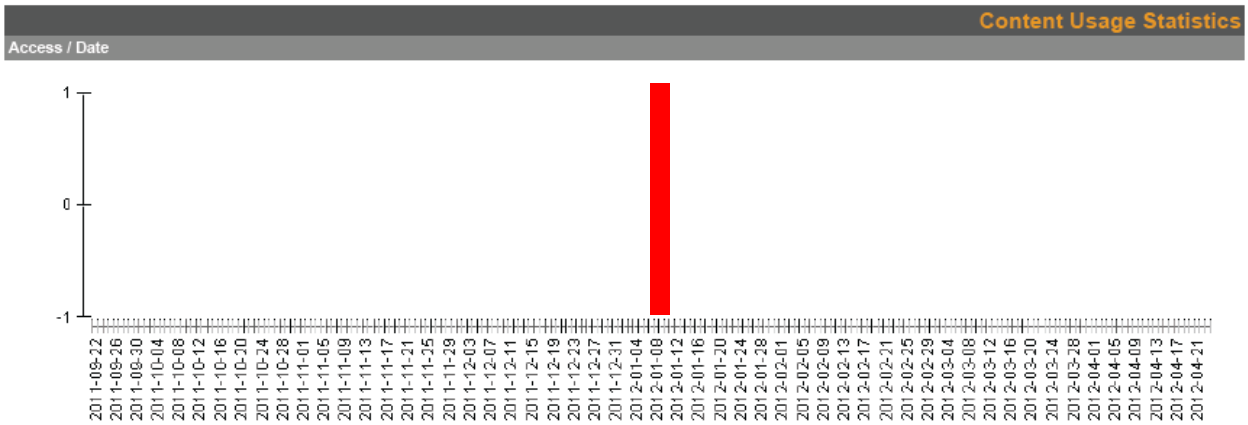


16. Select the **report specifications** such as format, start date, end date and users. This will display a graph, showing the number of hits per day by students. Click **Submit**.



17. Download the completed report.





The chart will list the access dates and number of times the document was accessed. Below the chart is a list of all the students, and which ones have clicked on the syllabus. For example, here is the line with my name:

Thompson, Tiffany (tthompson)	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 12 0 0 0 0 0 **12**

The 12 at the end of the line means that I viewed the syllabus 12 times.

Congratulations, you have now viewed statistical data for your course!

Where to Get Help: Faculty & Staff

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/TLT**
- HelpDesk: **410-951-3888**
- Instructional Technology & Training Center, located in Grace Jacobs, Room 106: **410-951-2643**

Where to Get Help: Students

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/ITSSC**
- IT Student Service Center, located in Grace Jacobs, MC-16: **410-951-3872**