CENTER FOR TEACHING AND LEARNING WITH TECHNOLOGY
Information Technology Division

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.

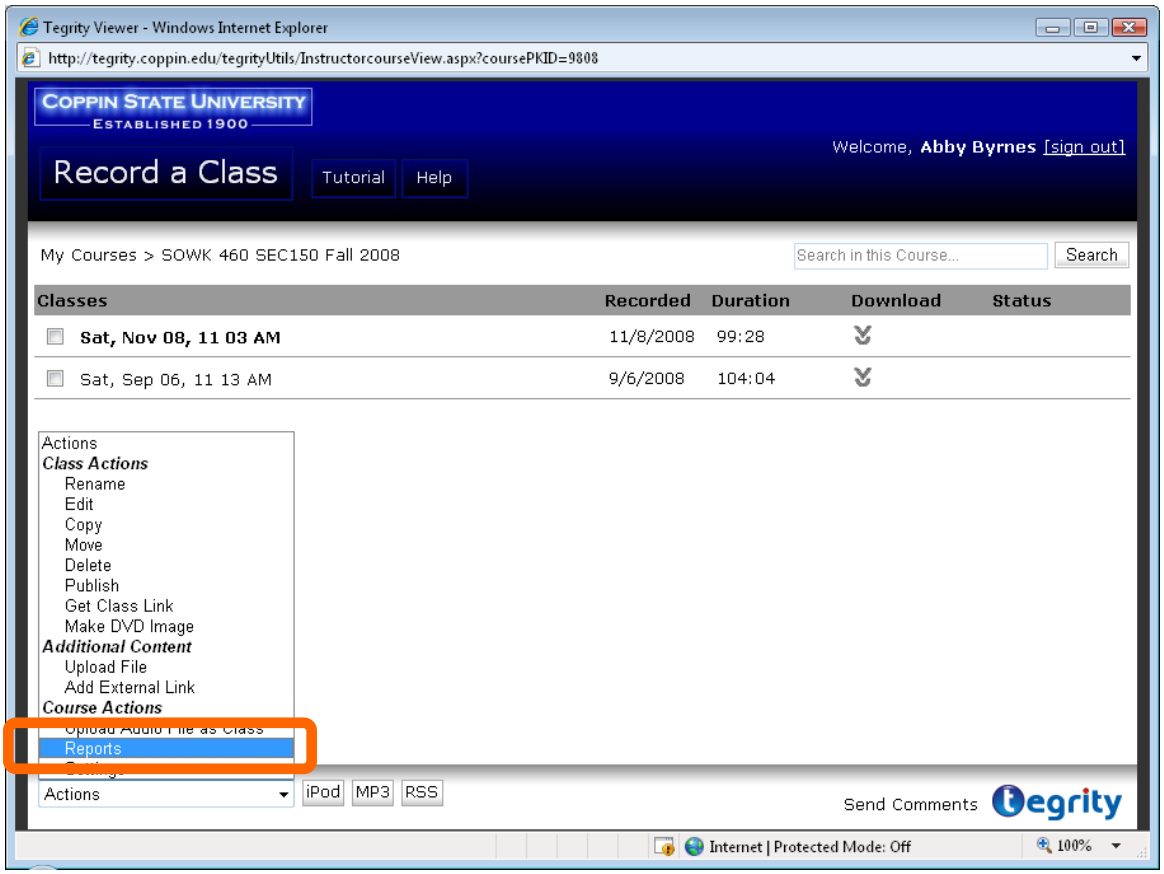
Go to the Blackboard site for your course

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.

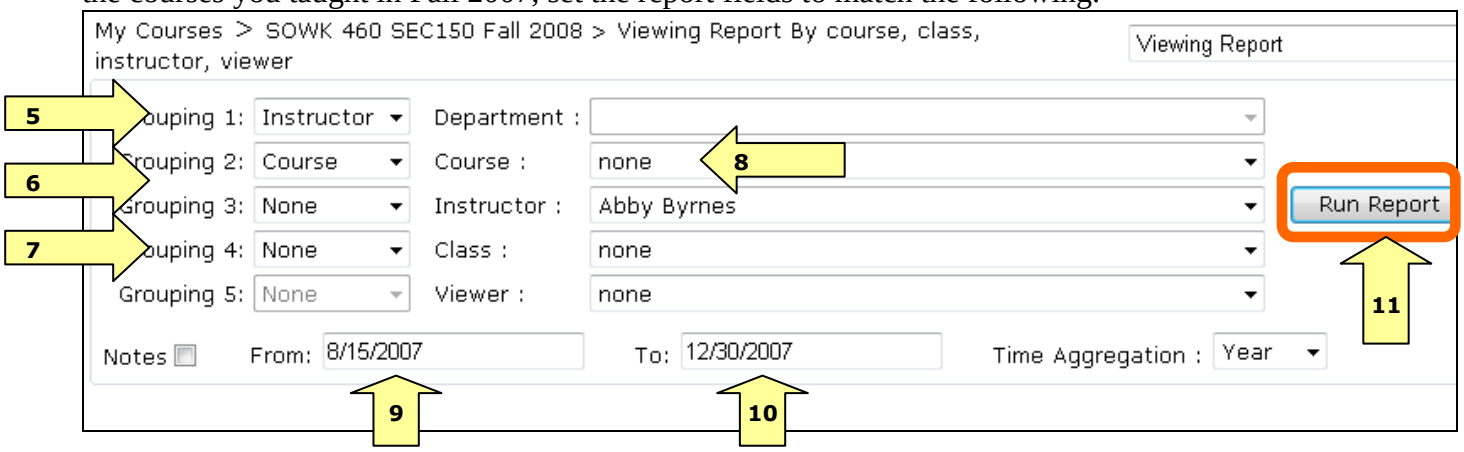
   A new window opens and displays a list of your recorded class lectures.



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:

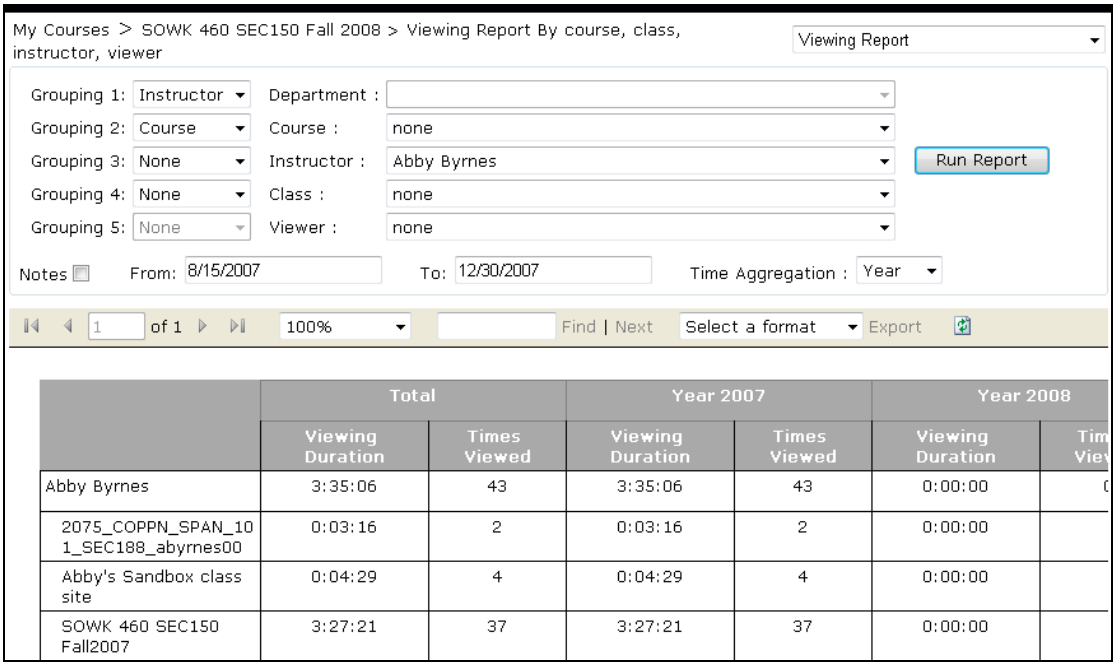


5. Grouping1 = Instructor
6. Grouping2 = Course
7. Grouping3 = None
8. Course = none
9. From: 8/15/2007
10. To: 12/30/2007

Run the Viewing report

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

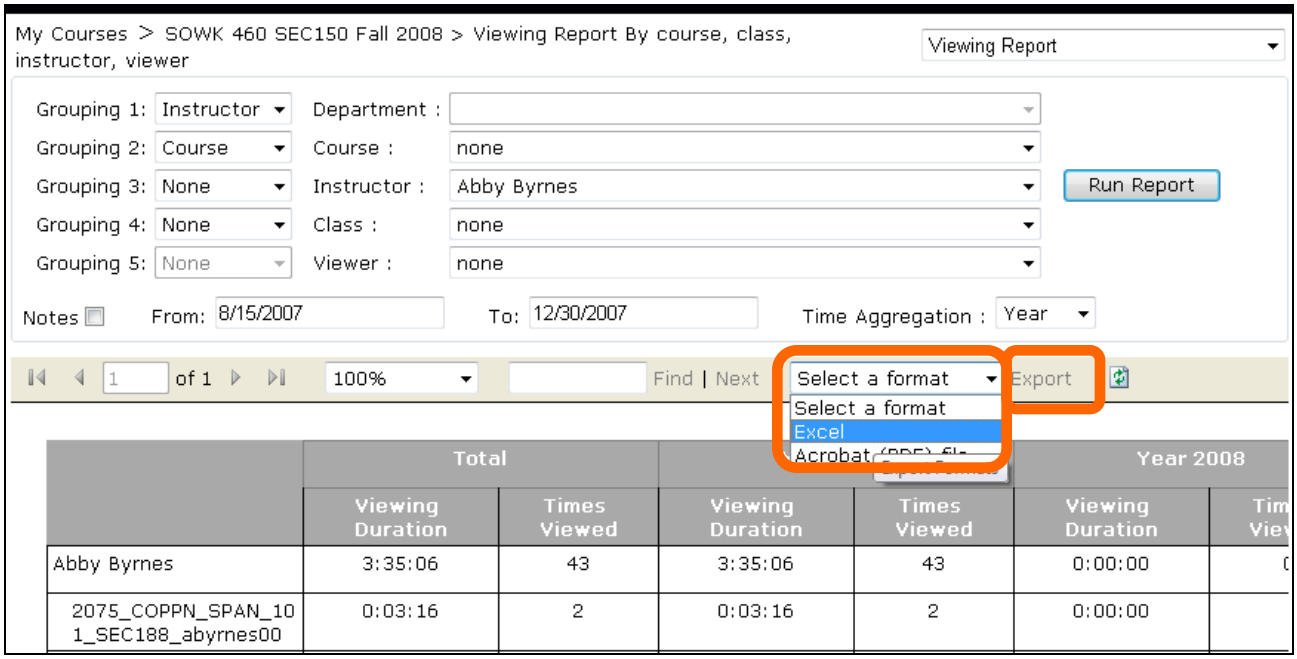
You will see a report like the following:



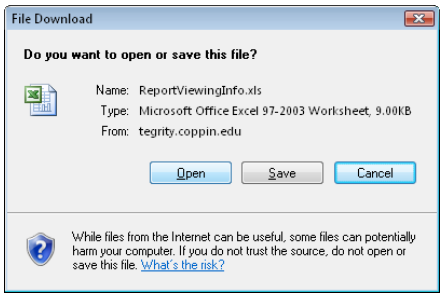
	Total		Year 2007		Year 2008	
	Viewing Duration	Times Viewed	Viewing Duration	Times Viewed	Viewing Duration	Tim Vie
Abby Byrnes	3:35:06	43	3:35:06	43	0:00:00	0
2075_COPPN_SPAN_101_SEC188_abyrnes00	0:03:16	2	0:03:16	2	0:00:00	
Abby's Sandbox class site	0:04:29	4	0:04:29	4	0:00:00	
SOWK 460 SEC150 Fall2007	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**



13. Click the **Export** button.

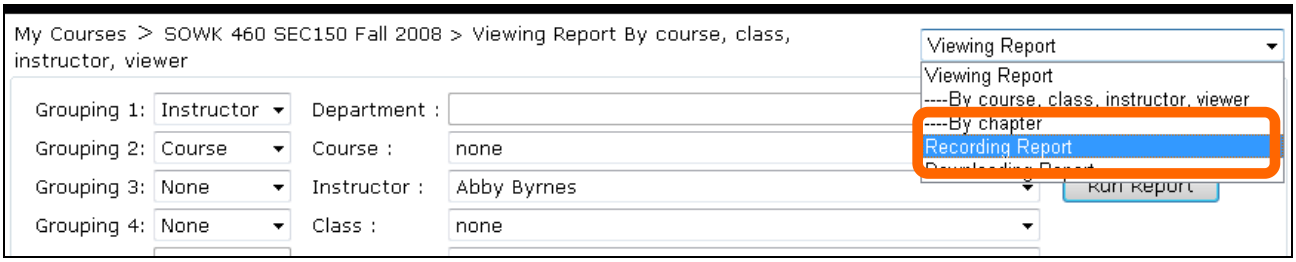


14. Click **Open**.

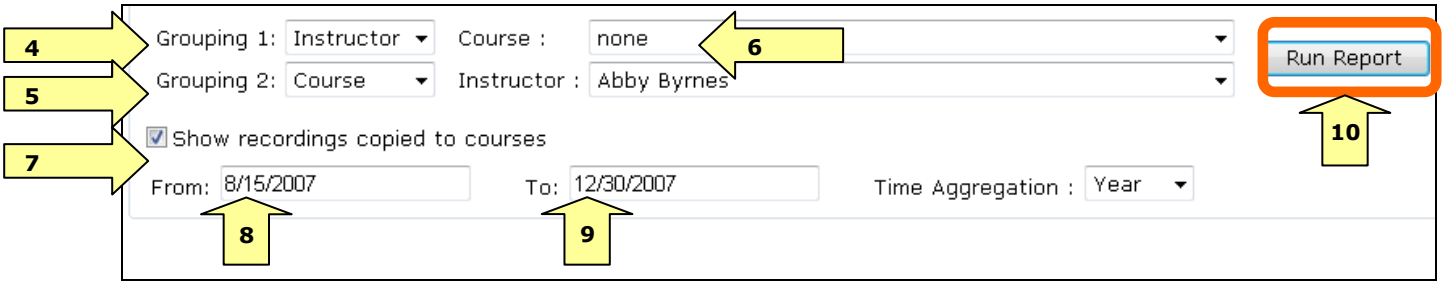
    You can now print the Excel spreadsheet file. We recommend setting the print orientation to Landscape.

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.**



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

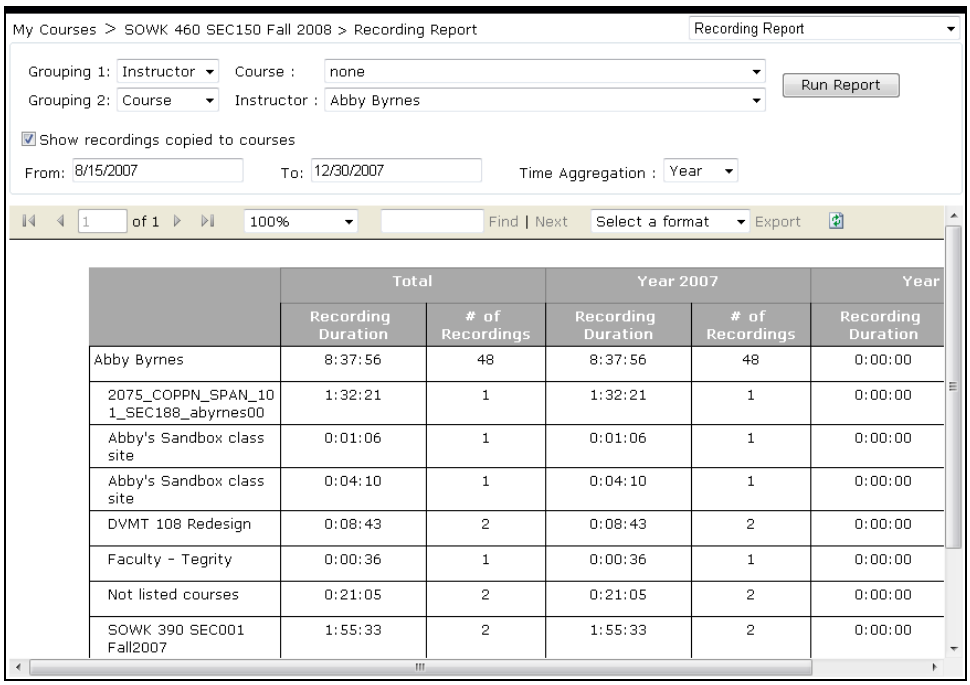


4. Grouping1 = Instructor
5. Grouping2 = Course
6. Course = none
7. [check] Show recordings copied to courses
8. From: 8/15/2007
9. To: 12/30/2007

Run the report

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

You will see a report like the following:



	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_101_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

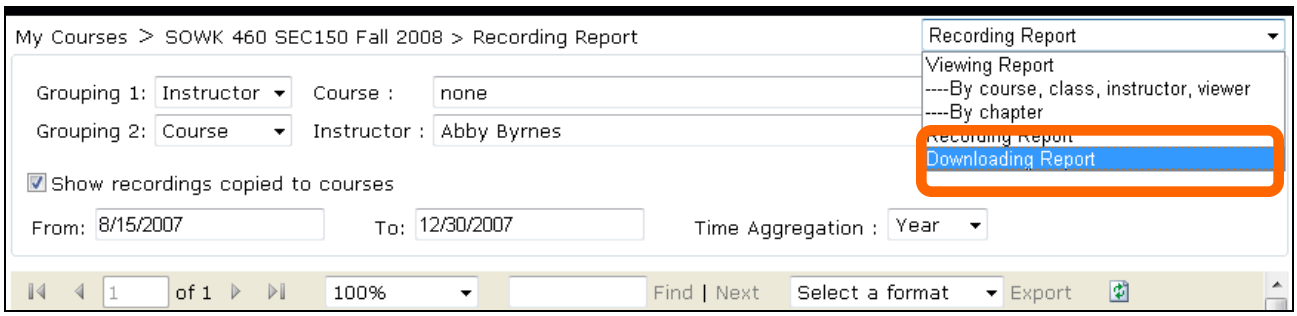
11. Click the "Select a format" menu and select **Excel**

12. Click the **Export** button.
13. Click **Open**

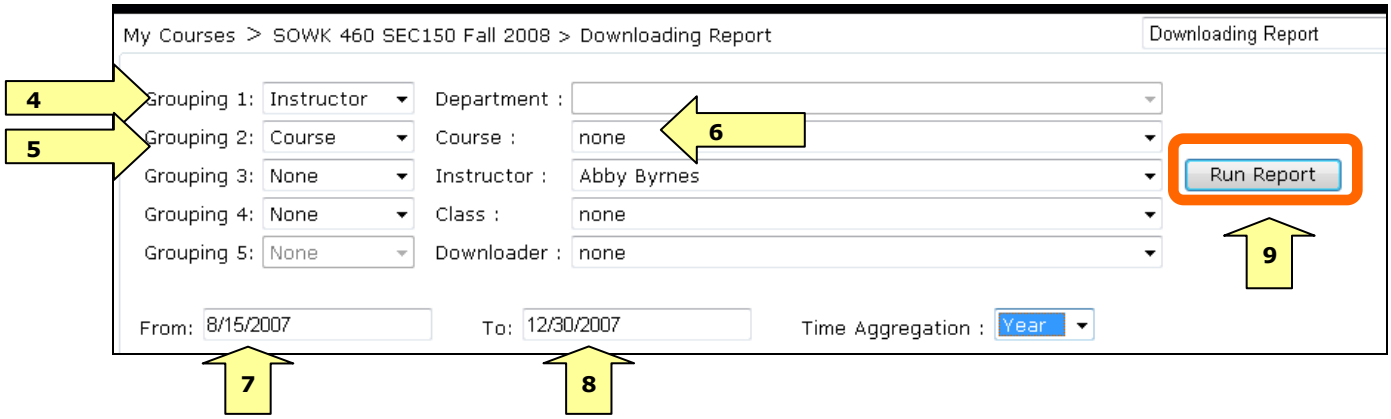
    You can now print the Excel spreadsheet file. We recommend setting the print orientation to Landscape.

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.**



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

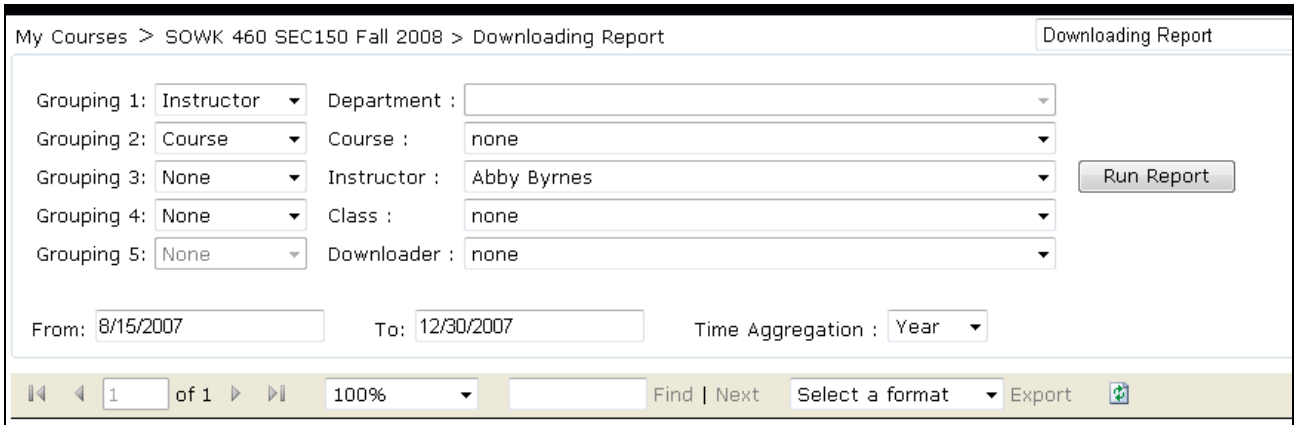


4. Grouping1 = Instructor
5. Grouping2 = Course
6. Course = none
7. From: 8/15/2007
8. To: 12/30/2007

Run the report

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

You will see a report like the following:



	Total				Year 2007		
	Podcast Downloads	MP3 Downloads	MP4 Downloads	Session Downloads	Podcast Downloads	MP3 Downloads	MP4 Download
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.