

Blackboard Tracking Reports & What They Record

Report Name	Graphs	Exports	What It Records	To Find:
Tool Usage	✓	✓	<p>Provides an overview of the number of times each tool is used in the course</p> <p><i>(Announcements, Assessments, Assignments, Bookmarks, Calendar, Chat, Discussions, Folders, Goals, Help, Mail, Media Library, My Grades, Notes, Search, Syllabus, Web Links, Who's Online)</i></p>	<p>Which tools the students are or are not using:</p> <ul style="list-style-type: none"> • The total number of sessions for each tool. Each time a Student accesses a tool, it is counted as one tool session. • <i>Average Time Per Session</i>: the average time students spent per tool session. • <i>Total Time</i>: the total amount of time spent in all tool sessions. • <i>Percent of Total Sessions</i>: relates the time per tool session to the total time.
Exit Page	✓	✓	<p>Provides an overview of the pages or tools most frequently used as course exit points.</p>	<p>Exit Page or Tool reports contain the following data:</p> <ul style="list-style-type: none"> • <i>Page Name</i>: the name of the page that was used by Students as an exit point from the course. • <i>Tool</i>: the tool with which the page is associated. • <i>Page Usage</i>: the total number of times the page was used as an exit point from the course. • <i>Percent of Total Usage</i>: relates the total number of times the page was used as an exit point to the total usage for all exit point pages.

<p>Student Tracking</p>		<p>✓</p>	<p>Provides a detailed summary of activity in the course displaying both general session information and more detailed tool usage statistics for each individual student in the course.</p>	<p>The Student's first and last names and <i>UserName</i>:</p> <ul style="list-style-type: none"> • First Access: the date and time of the first time the Student accessed the course. • Last Access: the date and time of the last time the Student accessed the course. • Sessions: the total number of user sessions for the Student. <p>NOTE: Each time the Student accesses the course, it is counted as one user session.</p> <ul style="list-style-type: none"> • Total Time: the total time of the Student user sessions. <p>Mail Message Center:</p> <ul style="list-style-type: none"> • Read Messages: the total number of messages the Student read in the Mail tool. • Sent Messages: the total number of messages the Student sent in the Mail tool. <p>Discussions:</p> <ul style="list-style-type: none"> • Read Messages: the total number of messages the Student read in the Discussions tool. <p>NOTE: If a Student reads the same message several times, each reading event is counted in this statistic.</p> <ul style="list-style-type: none"> • Posted Messages: the total number of messages the Student posted in the Discussions tool. <p>Calendar:</p> <ul style="list-style-type: none"> • Viewed Entries: the total number of entries the Student viewed in the Calendar tool. • Added Entries: the total number of entries the Student added to the Calendar tool. <p>Chat:</p> <ul style="list-style-type: none"> • Entered Lobby Page: the total number of times the Student entered the lobby page in the Chat tool. <p>Assessments:</p> <ul style="list-style-type: none"> • Began: the total number of assessments the Student began. • Finished: the total number of assessments the Student finished. • Total Time: the total amount of time the Student spent in the Assessments tool. <p>Assignments:</p> <ul style="list-style-type: none"> • Read: the total number of assignments the Student read. • Submitted: the total number of assignments the Student submitted. • Total Time: the total amount of time the Student spent in the Assignments tool. <p>Web Links:</p> <ul style="list-style-type: none"> • Viewed: the total number of web links the Student viewed. <p>Folders:</p> <ul style="list-style-type: none"> • Viewed: the total number of folders the Student viewed. <p>Files:</p> <ul style="list-style-type: none"> • Viewed: the total number of files the Student viewed. <p>Media Library:</p> <ul style="list-style-type: none"> • Viewed Entries: the total number of entries the Student viewed in the Media Library tool. • Viewed Collections: the total number of collections the Student viewed in the Media Library tool.
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<p>Entry Page Usage</p>	<p>✓</p>	<p>✓</p>	<p>Provides an overview of the pages or tools most frequently used as course entry points by students.</p>	<p>Which of the four possible entry points students are using:</p> <ul style="list-style-type: none"> •Note: If a new assessment, assignment, calendar entry, or discussion topic is available to Students, a <i>New Assessment Available</i>, <i>New Assignment Available</i>, <i>New Calendar Entry Available</i>, or <i>New Discussion Topic Available</i> icon appears in their <i>My Blackboard</i>. If Students click the icon, they are taken directly to the assessment, assignment, calendar entry, or discussion topic, which is then registered as their entry point to the course. • If Students access the course from the linked course title that is always available in their <i>My Blackboard</i>, <i>Home Page</i> is registered as their entry point to the course. • If Students access the course from the <i>My Grades</i> channel or the <i>Who's Online</i> channel in their <i>My Blackboard</i>, that tool is registered as their entry point to the course. • If Students access the course from the <i>Calendar</i> icon in their <i>My Blackboard</i>, and then click a tool link from a calendar entry, the tool is registered as their entry point to the course. <p>Entry Page or Tool reports include the following data:</p> <ul style="list-style-type: none"> • <i>Page Name</i>: the name of the page that was used as an entry point to the course. • <i>Tool</i>: the tool to which the page is associated. • <i>Page Usage</i>: the total number of times the page was used as an entry point to the course. • <i>Percent of Total Usage</i>: relates the total number of times the page was used as an entry point to the total usage for all entry points.
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Course Item Usage	✓	✓	Provides an overview of how often individual items in a course have been used.	<p>The item(s) students have accessed.</p> <ul style="list-style-type: none"> • <i>Visits</i>: the total number of times Students visited the item. Each time a Student accesses an item, it is counted as one item visit. • <i>Average Time per Visit</i>: the average time Students spent per item visit. • <i>Total Time</i>: the total amount of time Students spent in all item sessions. • <i>Percent of Total Visits</i>: relates the time spent in the item to the total time spent in all items.
File Usage	✓	✓	Provides an overview of the content files that are viewed most frequently.	<p>The file(s) that students have accessed</p> <ul style="list-style-type: none"> • <i>Sessions</i>: the total number of file sessions. Each time a Student accesses a file it counts as one file session. • <i>Sessions</i>: the total number of file sessions. • <i>Percent of Total Sessions</i>: relates the number of file sessions to the total number of sessions for all files.
Summary of Activity		✓	Provides an overall summary of user activity in the course	<p>Total number of sessions; average number of sessions per day; average length of each session; busiest time of day; least active time of day; busiest day; least active day; busiest day of week; least active day of week</p>

NOTE: Activity statistics do not appear in reports immediately. It takes approximately 24 hours for them to appear.