

Capturing the 10% Reporting Statistics in a Blackboard Online Course (Simplified Process)

Enter the Control Panel

The Start Date of this course is Jan. 8 and the 10% or Census Date is Jan. 17.

Content Areas	Use Management
Instructor Info	List / Modify Users
Course Info	Create User
Modules	Enroll User
eTerminology	Remove Users from Course
	Manage Groups
Course Tools	Assessment
Announcements	Test Manager
Course Calendar	Survey Manager
Staff Information	Pool Manager
Tasks	Gradebook
Send Email	Gradebook Views
Discussion Board	Performance Dashboard
Course Options	Help
Manage Course Menu	Support
Course Design	Manual
Manage Tools	Contact System Administrator
Settings	
Recycle Course	
Course Copy	
Import Course Cartridge	
Import Package	
Export Course	
Archive Course	

1 Select Report

Select Report: Overall Summary of Usage

2 Filter Options

Time Period:

From this date:

Start Date

Jan 08 2007

Until this date:

End Date

Jan 18

Users:

All Users Selected

Appleby, Ammie
Ches, Doreen
Dunn, Jason
Frankie, Patricia
Jones, Karen

IMPORTANT:
Enter the day AFTER the official 10% or Census date

Even though the 10% date is Jan. 17, we enter Jan. 18

Course Statistics

Change Filter Print Export Data

Note: Due to the way statistics are collected, not all totals are consistent.

1 Access / Folder

Folder	Hits	Percent
eTerminology	15	1.63%
Course Info	104	11.3%
Instructor Info	40	4.35%
Modules	761	82.72%
Course Information	0	0%
Course Documents	0	0%
Assignments	0	0%
Total	920	100%

Click on the print button at the top of the Course Statistics screen that appears.

Save the file and submit to your Division according to their instructions.