Instruction No.1

HOW TO USE
BLACKBOARD ANALYTICS
Tools

COURSE MANAGEMENT

Control Panel

▶ Content Collection

▶ Course Tools

▼ Evaluation

Course Analytics
Course Reports
Performance Dashboard
Retention Center
SCORM Reports

Course Analytics

✔ **Course At-a-Glance** ⊙
This report compares this course against other courses in the same department.
▸ **Last Run:** Tuesday, June 13, 2017 6:50:24 PM EDT

✔ **Activity and Grade Scatter Plot**
This report plots the distribution of student activity against their grades in this course.
▸ **Last Run:** Tuesday, June 13, 2017 6:55:17 PM EDT

✔ **Activity Matrix**
This report shows a visual representation of student activity in the course.
▸ **Last Run:** Thursday, June 15, 2017 12:24:12 AM EDT

✔ **Course Submission Summary**
Summary of User Submissions for this Course
▸ **Last Run:** Monday, June 12, 2017 8:40:55 AM EDT

Course Analytics

✔ **Course At-a-Glance** ⊙
This report com   urses in th
▸ **Last Run:** Su   T

Run

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XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word

Course Access

Course Analytics

How to Access a Report

1. Scroll on the left-hand side down to Course Management, then click on the Control Panel
2. Under Control Panel, click on the Evaluation button to expand menu.
3. Click on Course Analytics which will give you access to all four reports
4. Click on any report, then press Run.
5. Upon completion, it will populate in a new tab. The report can be printed or exported using the icons at the top of the page.