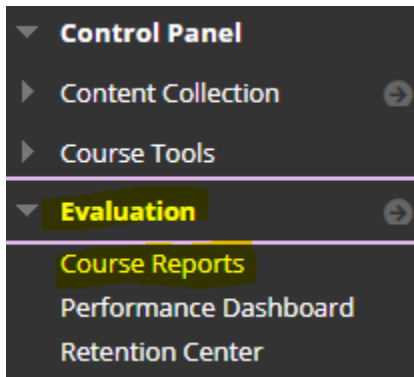


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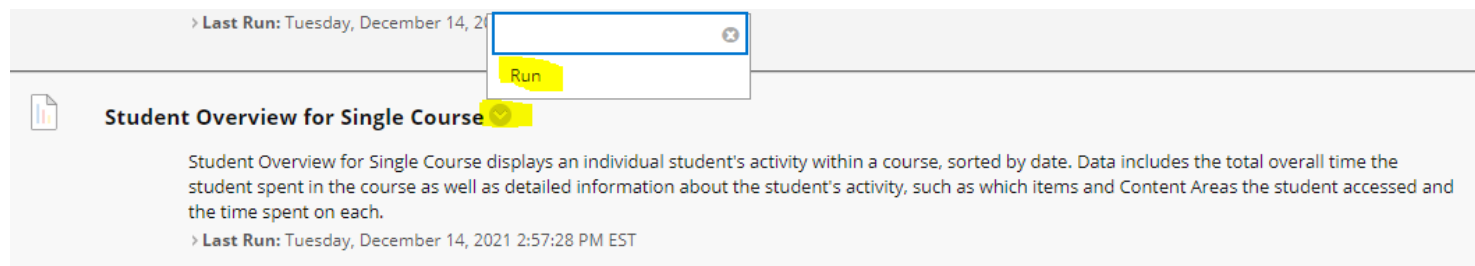
Blackboard – How to Run an Activity Report on a Student or All Students

This instruction shows you how to run an activity report on a student who either has dropped a class or is still enrolled.

1. Under the **Control Panel**, go to **Course Evaluation** and select **Course Report**.



2. Scroll down and click on the round tab at the right of the **Student Overview for Single Course** and select Run – this is to run a report on a selected student.



3. Select the student whom you would like to run a report on. Select the beginning time and ending time and click on "Submit".

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REPORT SPECIFICATIONS

All report types will open in a new browser window upon Submit.

* Select Student

mxcc_training_1, mxcc_training_1 (mxcc_training_1) ▼

* Select a Start Date

08/01/2021 

Enter dates as mm/dd/yyyy

* Select an End Date

12/14/2021 

Enter dates as mm/dd/yyyy

4. Click on **Download Report**.

Successful Run: Student Overview for Single Course

[Download Report](#)

Save the file containing the report data to a local system.

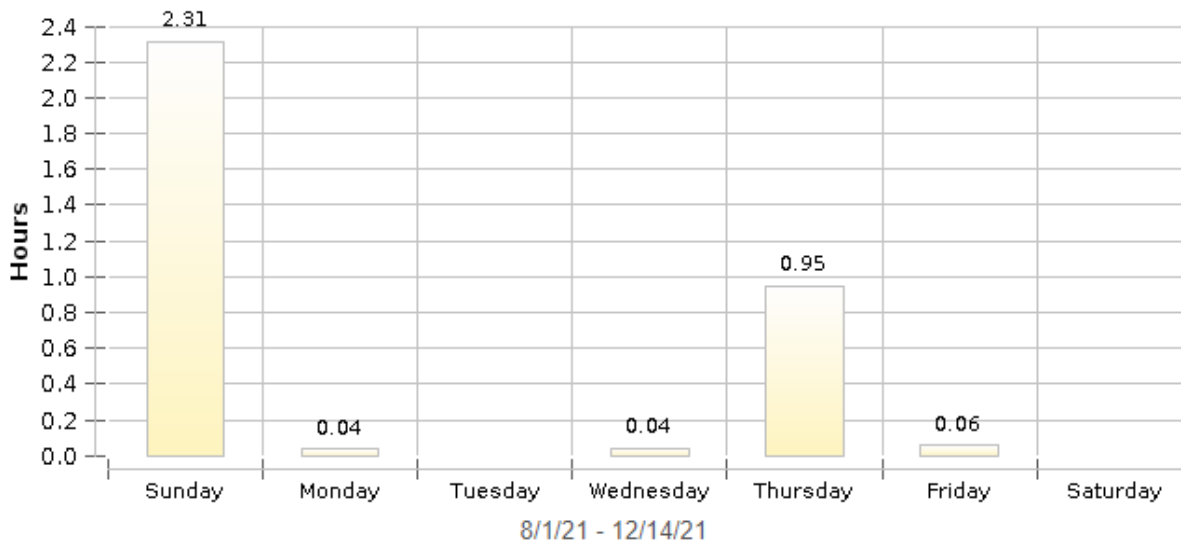
[Run a new Report](#)

Run the report again using different report criteria.

5. The activity report of the student shows the student activity with the time when the assignments are submitted, the last login date and time, and the content areas visited.

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Student Activity by Day




Student Time in Course	03:24:06 HH:MM:SS
Avg Time Per User	52:26:41 HH:MM:SS
Total Items	10
Total Logins	14
Last Login Date	10/4/21 08:59 PM

Student Activity by Item in the Course

Item Name And Type	Total Time Spent in Hours	Number of Times Accessed	Initial Access Date/Time
Course Content Content Folder	0.00	5	Sep 22, 2021, 7:23 PM
Discussion Questions Blank Page	0.05	3	Oct 1, 2021, 12:27 AM

* If you would like to run a report on all students in your course, in Step 2, you will go to **Course Activity Overview** and run a report, follow Step 3 and Step 4.

 **Course Activity Overview** ⌵

Course Activity Overview active student and the

> Last Run: Tuesday, De Run

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From the activity reports of all students, if you would like to see detailed activities for a selected student, you



clicks on the activity bar chart for the student.

Then you click on Download Report to open up the activity report for the student.