HOW TO VIEW A STUDENT’S ACCESS ON BLACKBOARD

Blackboard has a number of reports that showcase a variety of analytics. The student overview for a single course report shows a student’s:

- Average time spent in Blackboard
- Activity by day
- Total logins/last login date/time

1. In the Control Panel, select the “Evaluation” section

2. Select the “Course Reports” section

3. Scroll down to “Student Overview for Single Course” and click on the arrow to bring up the drop down menu and select “Run”

4. On the report information screen, in "Report Specifications"
   - Select the student’s name
   - Select the start and end date of the report

Helpful Tip:
When you are setting up assignments in Blackboard select the "Track Number of Views" checkbox. This shows the student’s activity by item in the course.