



Blackboard Quick Reference Guide

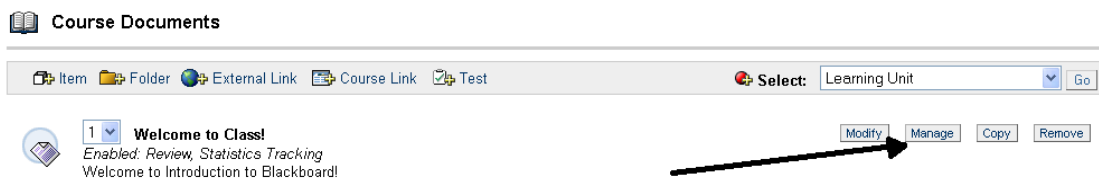
Statistics Tracking

Course Statistics are accessed through the Control Panel and give information on content area access. Statistics Tracking provides item-by-item information for all course users. These statistics help determine how many times and when a particular content item was accessed.

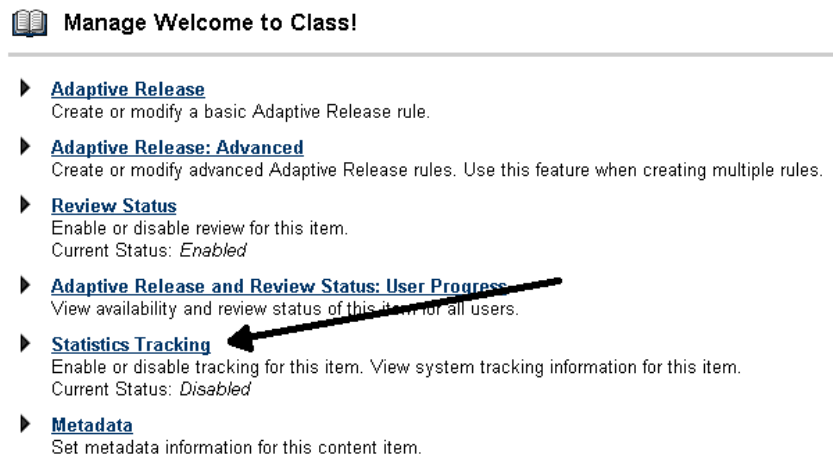
Enabling Statistics Tracking

Step 1: From the **Control Panel** select the content area.

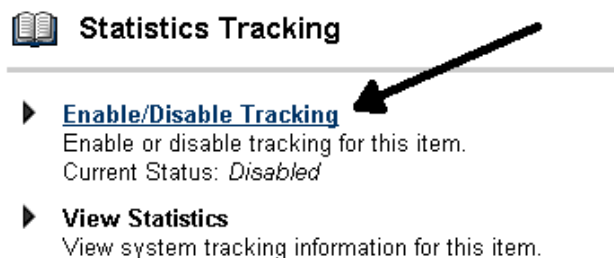
Step 2: Select **Manage** next to the item you wish to track.



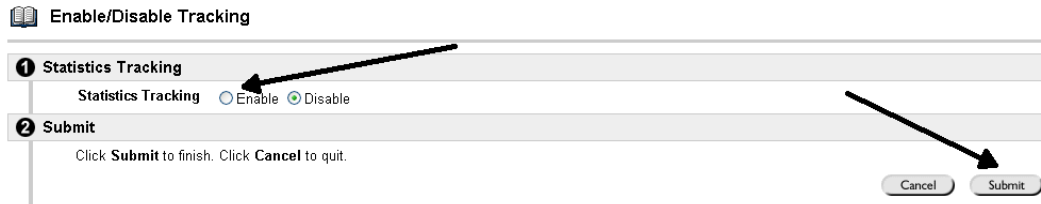
Step 3: Select **Statistics Tracking**.




Step 4: Select **Enable/Disable Tracking**.



Step 5: Select **Enable** to turn tracking on and click on **Submit**.

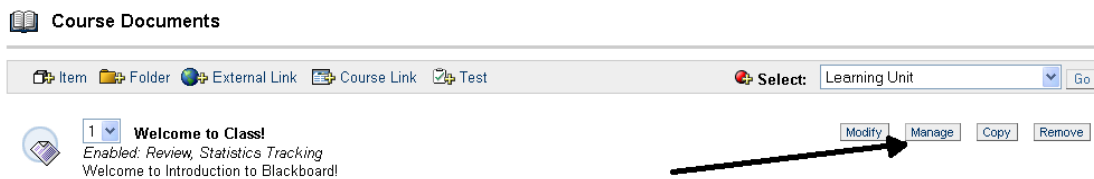


 Statistics Tracking only displays data for students who access the content item after statistics tracking is turned on. Any students who access a content item PRIOR to tracking being enabled are not tracked.

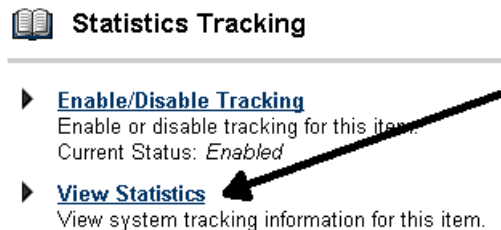
Viewing Statistics

Step 1: From the **Control Panel** select the content area.

Step 2: Select **Manage** next to the item you wish to track.



Step 3: Select **Statistics Tracking, View Statistics**.



Step 4: Set the Time Period for the report.

1 Select Report

Report: Content Usage

2 Filter Options

Time Period:

From this date:

Start Date

Nov 02 2005

Until this date:

End Date

Nov 03 2005

Users:

All Users Selected Users:

Russo, Karen (karus70031)

Shivmani, Michelle (micag04441)


Step 5: Select the users (All or Selected—you can use the Ctrl or Shift keys to manually

select more than one user without selecting them all.)

Step 6: Click on **Submit**.

The report displays three areas of information: Access by Date, Access by Hour of the Day, and Access by Day of the Week.

Three buttons at the top of the report allow you to Change Filter (modify), Print, and Export the report to a comma-separated value file that can be analyzed statistically via Excel.

 **Welcome to Class!: Statistics**

 Change Filter  Print  Export Data

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