

Tracking and reporting

Step-by-step guide for instructors

For Blackboard Vista 4.x

The Tracking tool generates reports about:

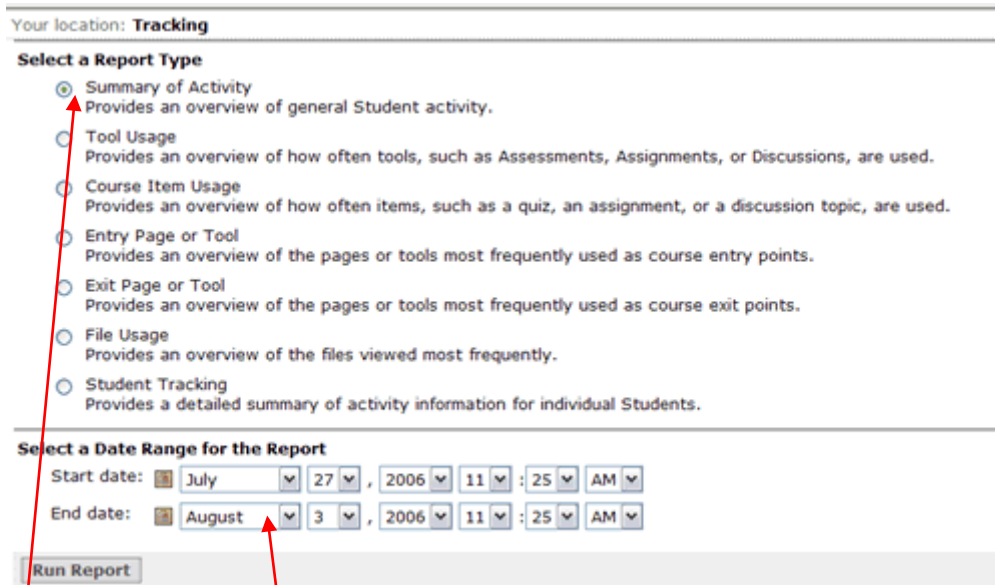
- a particular student's use of course components and general progress through the online course
- overall class use of particular tools, components and pages in your course.

In all, seven different types of reports can be generated.

Note: Only instructors have access to the Tracking tool.

Accessing the tracking tool

1. Click on **Tracking** under the **Instructor Tools** menu to open the **Tracking** page.



Your location: **Tracking**

Select a Report Type

- Summary of Activity
Provides an overview of general Student activity.
- Tool Usage
Provides an overview of how often tools, such as Assessments, Assignments, or Discussions, are used.
- Course Item Usage
Provides an overview of how often items, such as a quiz, an assignment, or a discussion topic, are used.
- Entry Page or Tool
Provides an overview of the pages or tools most frequently used as course entry points.
- Exit Page or Tool
Provides an overview of the pages or tools most frequently used as course exit points.
- File Usage
Provides an overview of the files viewed most frequently.
- Student Tracking
Provides a detailed summary of activity information for individual Students.

Select a Date Range for the Report

Start date: July 27, 2006 11:25 AM

End date: August 3, 2006 11:25 AM

Run Report

2. Click on the radio button next to the type of report you wish to generate. (See next section for a brief outline of reports possible.)
 3. Use the pull-down lists to select **Start** and **End** dates for the report.
 4. Click **Run Report**. The relevant **Report** screen appears.
 5. To export the data to a spreadsheet on your computer, click **Export** at the bottom of the screen. [Data is exported in comma separated value (CSV) format.]
 6. To produce a graph of the data, click **Graph** at the bottom of the screen.
- Note:** **Summary of Activity** and **Student Tracking** reports can't be graphed.

Report types

Seven types of report are possible.

Summary of activity

This provides an overall summary of user activity in the course – visiting patterns; average session times etc.

Tool usage

This provides an overview of how often and how long a tool (Assessments, Discussions etc) has been used.

Note: If a tool hasn't been used, it won't be listed in the report.

Course item usage

This provides an overview on how often individual items/components (Discussions topic, quiz, web link etc.) has been used.

Entry page or tool

This provides an overview of the page or tools most frequently used as a course entry point.

Note: There are various course access points in addition to the course Home Page (the access point when the course title is clicked in **MyLO home**). In **MyLO home**, students may enter via **My Grades**, **Calendar**, *New [Assessment/Assignment/Discussion] Available* icon, or **Who's Online**.

Exit page or tool

This provides an overview of the page or tools most frequently used as a course exit point.

File usage

This provides an overview of the content files (html, word, PDF, media file etc) that are viewed most frequently.

Student tracking



This provides a detailed summary of activity information for individual students in the course – access dates, times and session lengths; tools/items used. To generate a report on an individual student, click on the student's name in the list.

Note: You can sort much of the data by column – for example, by number of messages read in Discussions. To do this:

1. Click on the title of the column in the column table header (if it is underlined) to sort students by this column.
2. You can sort in either ascending or descending order – simply click the arrow next to the title to reverse the order.

Other reporting options

You can generate a number of assessment/grade-related reports with other tools in **MyLO**:

- In **Assessment Manager** you can generate a number of different reports about student performance on a particular assessment – see the section ‘Viewing performance and student data’ in the comprehensive guide **Managing assignment submissions**.
- In the **Grade Book** you can generate statistics by column (column average, standard deviation and a histogram) - e.g. for a particular graded assignment. Simply click on the *ActionLinks*  icon next to the column’s title and select  **Column Statistics** from the drop-down menu that appears. You can also export data from the Grade Book to MS Excel or other report generating software.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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