

## Making use of Blackboard Learn Data

This guide provides some tips and tools for making use of data available through Blackboard Learn. It aims to help you to gauge if students are engaging with your course content. Note that as other tools, such as Microsoft Teams, may be used to deliver some teaching and learning, Blackboard Learn data will not reflect the entirety of the activity a student is engaged in. Nevertheless, it provides a good insight.

### Why

When teaching using a blended environment, it can be harder to know if your students are engaging or not. Over the Autumn Term, things will be different for students and this is especially the case for our returning students. In order to effectively support our students and provide teaching which meets their needs, data can help you to identify how/if students are engaging with content which in turn can help you to tailor your teaching and provide further support or guidance as necessary.

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## Blackboard Learn

### Performance Dashboard

The Performance Dashboard shows you all types of user activity in your course. All users enrolled in your course are listed, including instructors, students, teaching assistants and markers, with information about each user's progress and activity.

In particular, you can see:

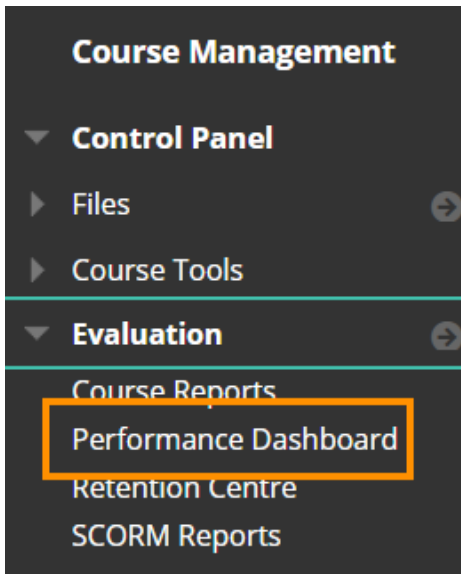
- the date the student last accessed the course (also visible from the Grade Centre)
- number of days since last course access.

LAST NAME	FIRST NAME	USERNAME	ROLE	LAST COURSE ACCESS	DAYS SINCE LAST COURSE ACCESS 	REVIEW STATUS	ADAPTIVE RELEASE	DISCUSSION BOARD	CUSTOMISE RETENTION CENTRE	VIEW MARKS
Minghella	Anthony	ema_eatest03	Student	16-Jul-2020 15:16:42	0	0		0	0/4	
Ephron	Nora	ema_eatest15	Student	14-Jul-2020 15:49:50	2	0		0	0/4	
Lee	Ang	ema_eatest20	Student	14-Jul-2020 10:57:52	2	0		0	0/4	
Allen	Woody	ema_eatest23	Student	08-Jul-2020 16:50:06	8	0		0	0/4	
Fellini	Federico	ema_eatest17	Student	06-Jul-2020 16:51:06	10	0		0	0/4	

Click on the column heading to sort the screen – this makes it easier to identify students who have not accessed the course recently. The Discussion Board column will be useful in courses where you want to monitor student engagement with discussion forums.

You can also set up rules in the [Retention Centre](#) to monitor course access and other indicators of student engagement and success.

To find your Performance Dashboard, go to: Control Panel > Evaluation > Performance Dashboard



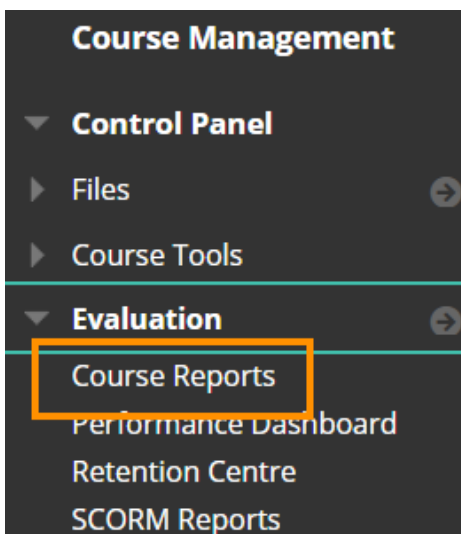
See the Blackboard Help page [Performance Dashboard](#) for further details.

## Course Reports

Blackboard Learn has functionality which allows you to run various reports inside your course to view information about course usage and student activity. Note that for each report:

- Data only covers the last 180 days
- In order for statistics to be shown for content items in the Course Reports, [Statistics Tracking/Track Number of Views](#) must be enabled for each item during setup. If this option is off, statistics for it will only be collected once turned on.
- Reports in Blackboard do not capture access via the mobile app, so use caution in drawing conclusions from data based only on web browser access.

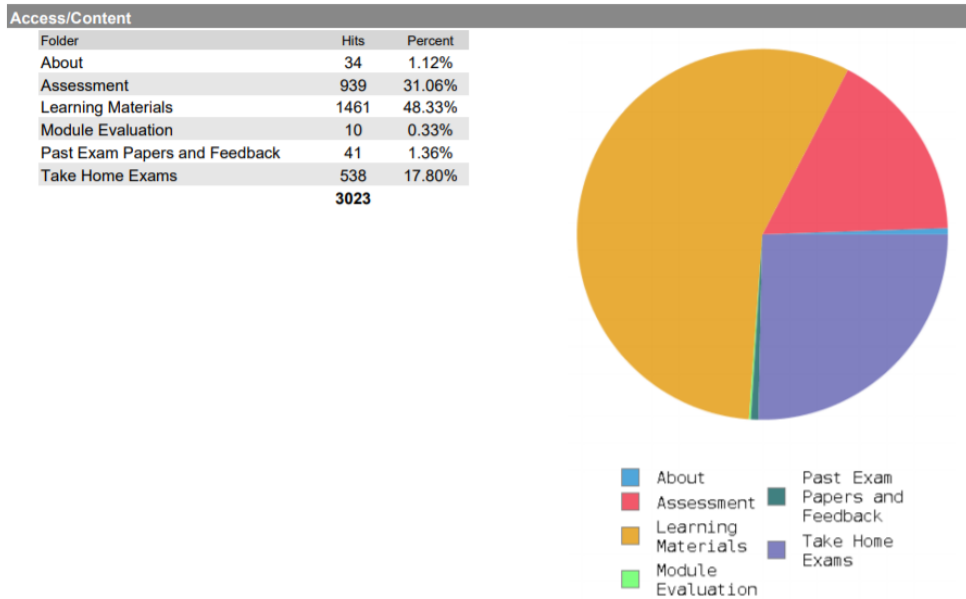
To find your Course Reports, go to: Control Panel > Evaluation > Course Reports



## Useful reports you can run include:

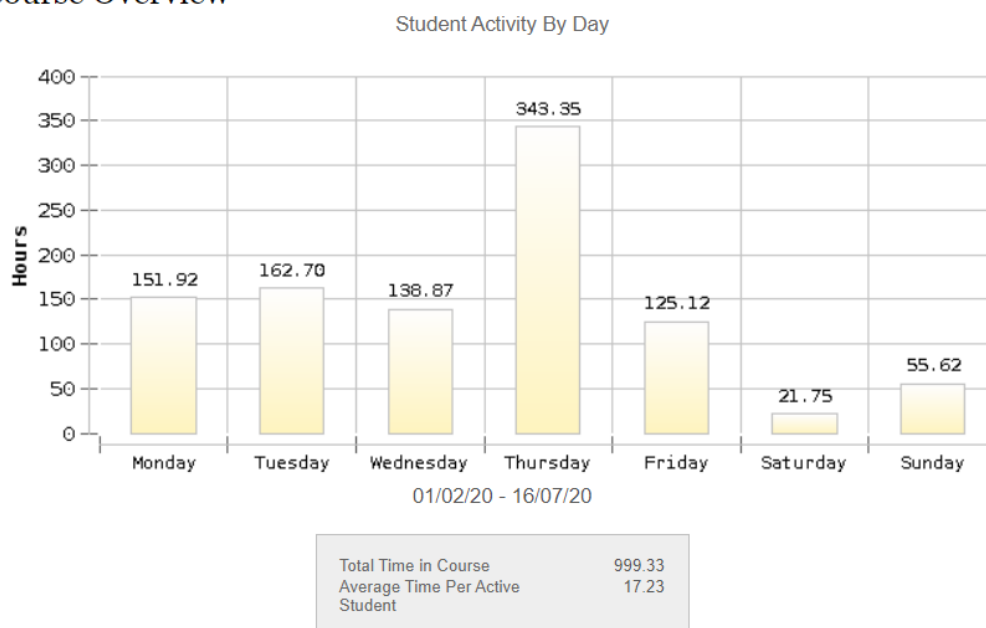
- **All User Activity inside Content Areas-** This allows you to see at a glance which content areas of your course are most visited. The report excludes areas associated with Blackboard Tools e.g. Announcements and Discussion Boards.

### All User Activity inside Content Areas



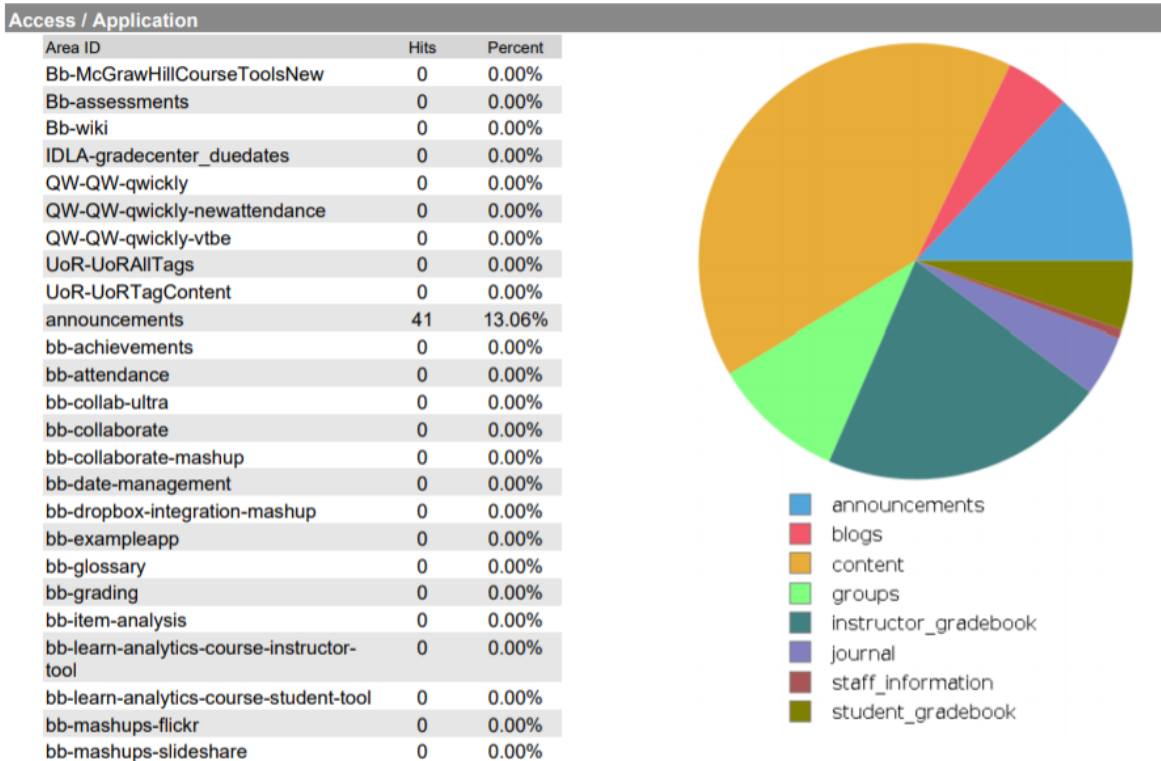
- **Course Activity Overview-** This shows time spent in the course. You get a summary showing access by day of the week and then a chart showing how long each student spent in the course. Click on a student's name and you get a report of their individual activity.

### Course Overview



- **Overall Summary of User Activity-** This is probably the most comprehensive report. It displays user activity for all areas of the course, as well as activity dates, times and days of the week. At the bottom of the report it shows the total number of hits on the course in the selected period, which you might find useful. Hits are also shown by time of day and day of the week. Note that the amount of data shown can make it quite confusing, especially if the report is run for a long period and for the whole class.

## Overall Summary of User Activity



- **Single Course User Participation Report-** This produces an Excel file showing a summary of student engagement with Blackboard assignments, tests and tools such as discussion boards and blogs. Unfortunately, it does not include Turnitin assignments in the submission data.
- **Student Overview for Single Course-** This shows a summary of a student's activity in the course, and a breakdown of the content items they accessed, and when.

### Student Activity by Item in the Course

Item Name And Type	Total Time Spent in Hours	Number of Times Accessed	Initial Access Date/Time
1. Food Regulation and Allergens Content Folder	0.00	1	15 Apr 2020, 11:34
3. Science vs Politics Content Folder	0.08	1	30 Apr 2020, 08:28
4. Brexit - Taking back control? Content Folder	1.19	1	30 Apr 2020, 08:32

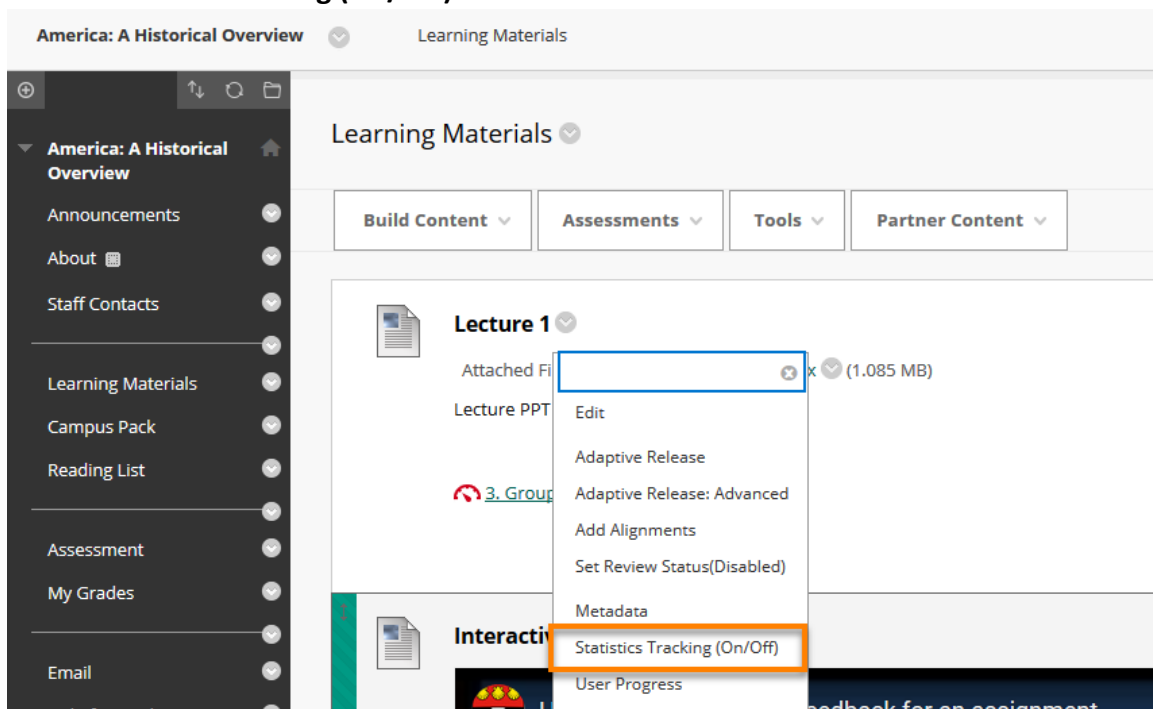
You can find details of all of the reports available on this Blackboard Help page: [Course Reports](#)

## Statistics Tracking on Content Items

Within a Blackboard Course, it is possible to track the number of clicks on particular items. You may wish to track which is the most popular learning resource on your Blackboard course, or simply check that students are viewing content you have put up, to clarify that they have access to it.

### To apply Statistics Tracking:

- Go to the content item you wish to apply Statistics Tracking to. From the drop-down menu click **Statistics Tracking (On/Off)**



- Select **On** and click **Submit**
- You have now applied statistics tracking to the content item. When users click on this item it will register

### To review statistics:

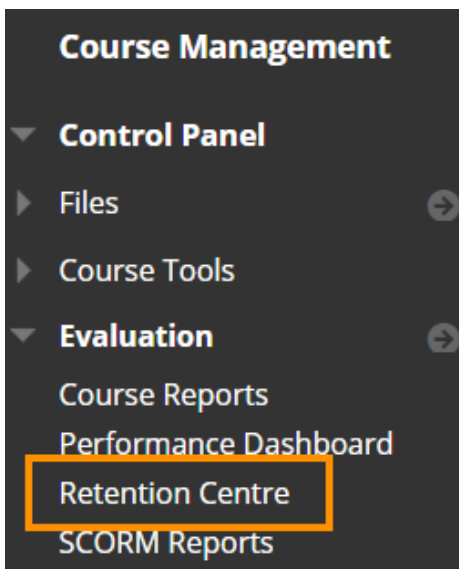
- After completing the steps above, a new item appears on the drop-down menu called '**View Statistics Report**'. Click this to access the report for the selected item
- You will then see a '**Content Usage Statistics**' screen. Select the drop-down menu and click **Run**
- On the Run Reports screen, **select all users or selected users** by clicking on their names
  - o You will need to hold 'Ctrl' to select and highlight more than one user
  - o Alternatively use the Shift key to highlight a block of users. This can be used to highlight all users
- Click **Submit** and a Pdf report will show the statistics – the number of clicks on the content
- Any content item you have turned Statistics Tracking on for will also be included in any [Course Reports](#) you run

## Retention Centre

The Retention Centre is designed to help you discover which students in your course are at risk, based on certain default rules, plus rules which you create in your course, looking at students' engagement, assessment performance etc. You could use it, for instance, to monitor:

- students who have not accessed the course for 5 days or more
- students whose marks are below 50% on a given assessment
- students whose overall mark on a module is below 50%

To access the Retention Centre go to: **Control Panel > Evaluation > Retention Centre**



**Important note:** In practice, we have found that the Retention Centre does not always perform as reliably as it should when you customise rules or create new rules - **please check with the [Technology Enhanced Learning \(TEL\) team](#) for advice before using this feature.**

See the Blackboard Help page [Retention Centre](#) for more information.

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## Help

For further help making use of Blackboard Data or help setting up options above you can look at the following help page: <https://sites.reading.ac.uk/tel-support/category/reports-and-statistics/>

Or please get in touch with the TEL Team: [Ask TEL a question](#)