Track a Single Item in Blackboard

Purpose of Document

This document provides steps to enable and view detailed usage statistics for enrolled users on a single content item in Blackboard.

Total Number of Pages

6

Topics

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Step 1: Hover your mouse over the item you want to track students’ activities, select Statistics Tracking (On/Off) on the dropdown menu.
Step 2: Check **On** for Statistics Tracking. The option is off by default.

![Statistics Tracking Option](image)

Step 3: A description is added to the selected item, indicating the Statistics Tracking is enabled. Hover your mouse over the item, select **View Statistics Report** in the dropdown menu.

![Dropdown Menu](image)
**Step 4:** Select the drop down arrow next to **Content Usage Statistics**, then select **Run**.

**Step 5:** Set up time range you want to report.
Step 6: Select the name of the students you would like to run reports for. If you need to select multiple students, hold down Command on a Mac or Ctrl on a PC and select additional names.

Step 7: Select Submit.
Step 8: A new page will open saying “Please Wait... processing your request” Please note: Some browsers may block the pop up window from appearing, so you may need to enable popups for Backboard to open this window.

Step 9: A new window will open with the statistics for you to view.
Step 10: The main browser page will allow you to either:

- **Save to Content Collection**: Saves the report to the course content collection.

- **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.

  
  - **Save to Content Collection**: Saves the report to the course content collection.
  
  - **Download Report**: Save the file to your local computer.
  
  - **Run a new Report**: Allows you to return to the report page to select a new date range and/or students from the list.