Track a Single Item in Blackboard

1. Hover over the item you want to track students’ activities, click **Statistics Tracking (On/Off)** on the dropdown menu.

2. Check **On** for Statistics Tracking. This option is **Off** by default.
3. A description is added to the selected item, indicating the Statistics Tracking is enabled. Hover over the item, click View Statistics Report in the dropdown menu.
4. Hover over **Content Usage Statistics**, then click **Run**.

5. Set up time range you want to report.

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**Course Reports**

**Content Usage Statistics**

This report displays usage statistics for one content item, including user activity for the date, the day, the week, and the month.

**Run Reports**

* Indicates a required field.

1. **Report Information**

   Name: Content Usage Statistics
   Description: This report displays usage statistics for one content item, including user activity for the date, the day, the week, and the month.
   Elapsed Time of Last Run: 4.9 seconds

2. **Report Specifications**

   All report types will open in a new browser window upon Submit.

   **Select Format**
   - PDF

   Charts will not display in Excel format. Run reports in HTML or PDF format if charts are required.

   **Select a Start Date**
   Enter dates as month/day/year

   **Select an End Date**
   Enter dates as month/day/year

   **Select Users**
   - User 1
   - User 2

3. **Run Report**

   Click Submit to run this report. Click Cancel to quit.