

ACCESSING COURSE REPORTS

1. Select **Evaluation** from the **Control Panel** area.
2. Select **Course Reports** and the desired criteria:
 - **User Activity in Content Areas** displays a summary of user activity in Content Areas.
 - **User Activity in Forums** displays a summary of user activity in Discussion Board Forums.
 - **User Activity in Groups** displays a summary of user activity in Groups.
 - **Overall Summary of User Activity** displays user activity for all areas of the course, as well as activity dates, times and days of the week.
3. Using the drop down menu next to the desired report, select **Run**.
4. Select the **Report Specifications** and click **Submit** to run the report.