

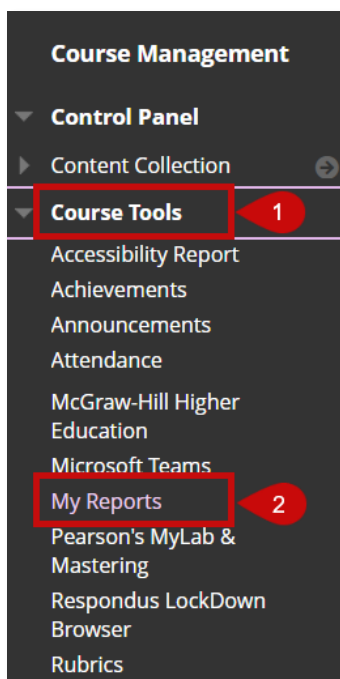
## Course Tools – Reports – Accessing Instructor Reports

The following instructions explain how to access TCSG created course reports for instructors in Blackboard. The Blackboard reports can still be found in the Control Panel by selecting Evaluation > Course Reports.

**NOTE:** Before running reports, be sure to allow pop-ups in the browser.

### How to Access Reports

1. Navigate to a Blackboard course.
2. From the *Control Panel*, select **Course Tools** > **My Reports**. The *My Reports* page will open in a new tab.



### How to Run a Report

1. On the *My Reports* page, select a **report**. The *Run Report* page will open in a new tab.



2. Under *Report Parameters*, choose the appropriate course ID. The course IDs are preceded by the course term.

**NOTE:** Course IDs are sorted by Term and only courses for which the user is enrolled as an active instructor will appear.

3. Under *Output*, choose the format of the report by selecting the **Display** drop-down menu. To view the report in the browser, leave this option set to *Display*. When viewing in the browser display view the various column headers are sortable.

Run Report: Gradebook Configuration Report  
*Specify the parameters to launch a report.*

\* Indicates a required field.

**REPORT PARAMETERS**

\* Course ID  2

**OUTPUT**

Output Selection  3

Load Saved Parameters  ☐

**NOTE:** The excel (XLS) output feature is recommended if the report is to be downloaded locally.

4. Select **Run Report**. The report will open in a new window.
5. After reviewing the report close the report window and return to the *Successful Run* tab. Choose *Run a new report* to run the same report for a different course. If done with this report, close the report tab to return to the report list.
6. When done, close all report tabs.