

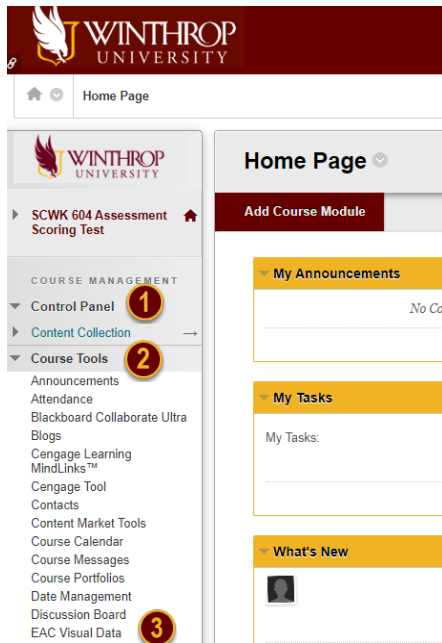
Generate a Blackboard Assessment Report

Overview

This tutorial will explain how to generate, print, and export a Blackboard Assessment Report.

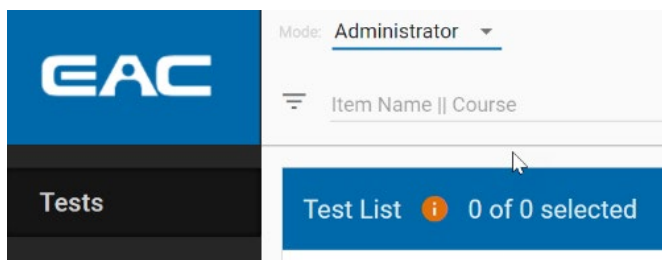
Step 1

Open any course on Blackboard. From the bottom left [1] *Control Panel menu*, click [2] *Course Tools*, then click [3] *EAC Visual Data*.



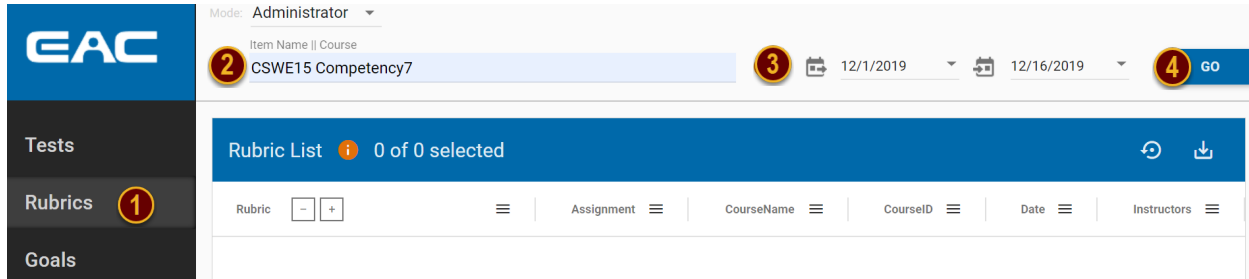
Step 2

A new page will open with the EAC logo in the top left corner. You should see a dropdown menu at the top of the screen that has two options - Administrator or Instructor. Select Administrator.



Step 3

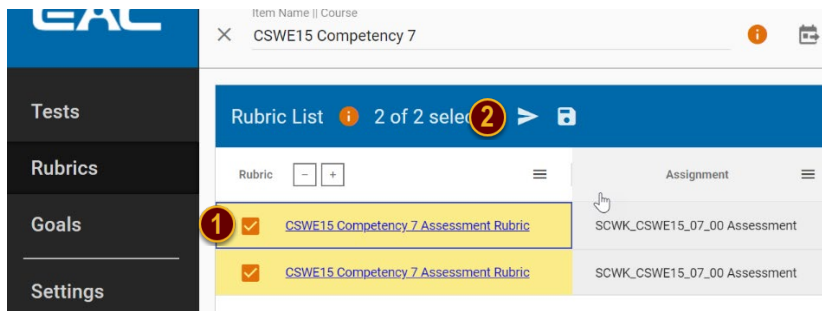
Click [1] Rubrics in the left-side menu. Type [2] the name of the assessment rubric in the space labeled *Item Name || Course*, then choose [3] the start and end dates of the course or assessment period. Click [4] the blue GO button.



The screenshot shows the EAC interface. On the left, the 'Rubrics' menu item is highlighted with a red circle 1. The search bar at the top contains 'CSWE15 Competency 7' with a red circle 2. The date range is set to 12/1/2019 to 12/16/2019 with a red circle 3. The 'GO' button is highlighted with a red circle 4. The main area shows a 'Rubric List' with '0 of 0 selected'.

Step 4

Each instance where the rubric was used for assessment during the chosen time period will be displayed in the Rubric List. Click on the [1] check box next to the Rubric you want to include in the report. Click the [2] arrow button on the blue banner to generate the report for the selected rubric in all of the listed courses.



The screenshot shows the EAC interface with two rubrics selected in the list, each with a checkmark and a red circle 1. The blue banner at the top now shows '2 of 2 selected' and a right-pointing arrow button highlighted with a red circle 2. The table below shows the following data:

Rubric	Assignment
<input checked="" type="checkbox"/> CSWE15.Competency.7.Assessment.Rubric	SCWK_CSWE15_07_00 Assessment
<input checked="" type="checkbox"/> CSWE15.Competency.7.Assessment.Rubric	SCWK_CSWE15_07_00 Assessment



If you have multiple rubrics displaying, all rubrics with the same name will be selected automatically after selecting the first rubric. This tells you that the selected rubric was used for assessment for more than one course or assignment during the chosen time period.

Step 5

The report will automatically open in a new tab on your browser.

CSWE15 Competency 7 Assessment Rubric (12/3/2019 - 12/12/2019)

STANDARD SUMMARY FULL CURRENT

Courses Included						
Assignment	Course	Instructo...	Enrollment	Responses	Percent	
SCWK_CSWE15_07_00...	SCWK 640 Scoring Test (SCWK640_Scori...	Whetstone, ...	6	2	33	
SCWK_CSWE15_07_00...	SCWK 604 Assessment Scoring Test (SC...	Blanding, J...	15	15	100	

Step 6

You can add to or remove sections from the report by clicking on the plus (to add) and minus (to remove) icons in the left-side menu.


EAC CSWE15 Competency 7 Assessment Rubric (12/3/2019 - 12/12/2019)

Downloads STANDARD SUMMARY FULL CURRE


- Courses Included
- Summary Statistics
- + Row Analysis
- + Details
- + Student Rows
- + Goals Summary

Courses Included						
Assignment	Course	Instructo...	Enrollment	Responses	Percent	
SCWK_CSWE15_07_0...	SCWK 640 Scoring Test (SCWK640_Sco...	Whetstone,...	6	2	33	
SCWK_CSWE15_07_0...	SCWK 604 Assessment Scoring Test (S...	Blanding, J...	15	15	100	

Summary Statistics			
Description	Value	Description	Value

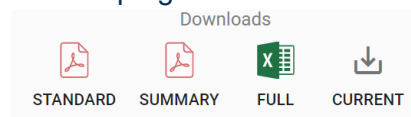
In the blue Title banner for some sections, you will see a field to enter a pass threshold or DI value. Type the desired value in the field, then click the  icon. Only the data in that section will update based on the value entered.

Goals Summary							Pass Threshold		
Outcomes	Scored	Avg	Threshold	Percent Met	# Rows	% Rows	0.6		

Below the title banner, click the  button on a column header to filter, or click the column header name to sort on that column.

Step 7: Export a Blackboard Assessment

In the top right corner there are four options to export your Blackboard Assessment Report.




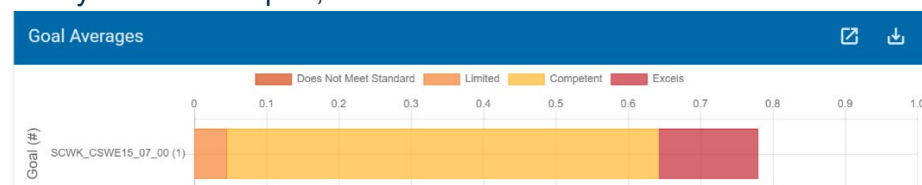
Option 1: Download the **Standard** Report in PDF format. This option creates a PDF with the data from all of the sections available on the EAC left-side menu.

Option 2: Download a **Summary** Report in PDF format. This option creates a PDF with only the Summary Statistic (Courses, Summary Statistics, and Details).

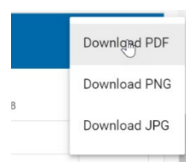
Option 3: Download the **Full** Report in Excel format. This option creates an Excel workbook with a separate tab for each data section in the EAC left-side menu.

Option 4: Download the **Current** Report. This option creates a report with only the data sections that you have made visible on your screen (using the plus icons in the left-side menu). You can choose from three formats to download in - Excel, OpenDocument, or CSV.

Option 5: Download One Section of the Report. This option is useful for downloading visuals for reports and presentations. For this option, you will need to open the data block you want to use. Each data block has a blue title banner with icons on the right side. Navigate to the section of data you want to export, then click on the  icon.



You will see a list of available formats to choose from. Select the desired format and the item will download.



Note on Removing Student and Faculty Names



When you download the Full Report in Excel format, there will be student names and usernames included in the spreadsheet. You will need to go in and delete both the student and faculty columns that include identifying information (names and usernames) before sharing this report with faculty.