

## USER GUIDE

### 'Login Exception' Report

#### What can this report do for me?

- This report provides a list of students or instructors that meet specified criteria related to logins from Blackboard Learn Course(s). For example, the report can generate a list of students who have not logged into their Blackboard Learn courses during the first week of an academic term.
- This report can be useful to find and contact students who are not engaged with their courses and who may be in need of assistance. The students' instructor(s) can also be contacted using this report. It can also be useful to find instructors who are not using Blackboard Learn to the extent desired by the institution.

#### Running the Report

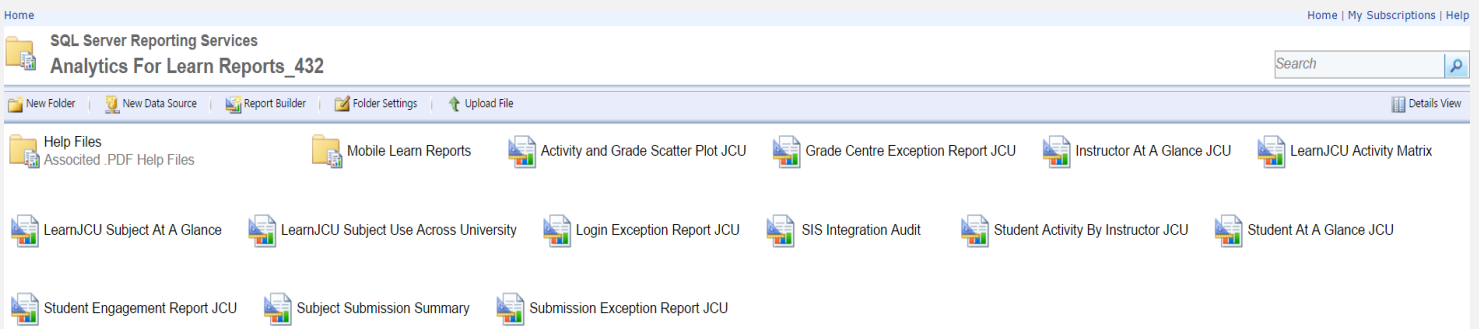
**Step 1** • From the Teaching @ JCU webpage, select the Learning Analytics webpage.

**Step 2** • Select **Level 2 Report Access** to login with the Blackboard login

- **Level 2 Report Access**
- [Managing your Blackboard Account](#)
- [Information for Staff](#)
- [Information available to students via LearnJCU](#)
- [Frequently Asked Questions](#)
- [Reports and Dashboards](#)
- [Glossary](#)

**Step 3** • Click on '**Analytics for Learn Reports \_432**'.

**Step 4** • This will bring you to the below page. Click on the '**Login Exception**' report. To run this report, several parameters need to be supplied. Fill in the required parameters (and optional parameters if desired) and click the **View Report** tab in the right hand corner. A description of each parameter is provided below.





Browser tabs: Login Exception Report, Behind the Blackboard

Address bar: [https://cook-analytics.blackboard.com/33001/Reports/Pages/Report.aspx?ItemPath=%2fAnalytics+For+Learn+Reports\\_432%2fLogin+Exception+Report+JCU](https://cook-analytics.blackboard.com/33001/Reports/Pages/Report.aspx?ItemPath=%2fAnalytics+For+Learn+Reports_432%2fLogin+Exception+Report+JCU)

Home > Analytics For Learn Reports\_432 > Login Exception Report JCU

Home | My Subscriptions | Site Settings | Help

Year:	2017	Study Period:	Study Period 1	View Report
Subject Division:	<Select a Value>	Option:		
Since:		Group By:		
Mode:	BLO - Block, EXT - External, INT - Ir	Subject Status:	All	

## Report Parameters

- **Study Period (Required):** The academic Study Periods at your institution (e.g. Study Period 1, 2015). Selecting a Study Period automatically filters down the LearnJCU Subjects that can be selected.
- **Division (Required):** The organisational units at your institution (e.g. Division of Tropical Environments and Societies). Selecting a division automatically filters down the LearnJCU Subjects that can be selected.
- **Option (Required):** The condition by which the report will be generated.
- **Since (Required):** A date can be entered, which is used in conjunction with the Option parameter to establish the conditions for returning students or instructors. Please note, the date needs to be entered in the following format: month/day/year.
- **Group by (Required):** Controls the way in which results will be displayed, for example, grouping by Student or Subject Coordinator.



### Handy tip!

The report can be printed or exported using the below icon at the top of the page.





## Interpreting and Using the Report

After the report has been run successfully, all of the students or instructors that meet the selected criteria are displayed.

The following information about each student or instructor and their course(s) is displayed:

- **Student:** The name of the student.
- **Phone Number:** The phone contact for the student.
- **LearnJCU Subject(s):** The name of the subject in which the condition specified was true.
- **Days Ago:** The number of days since the student has accessed a given subject.
- **Primary Instructor:** The name of the primary instructor for each subject.
- **Instructor email:** This provides a direct link to the primary instructors email.

Some of the columns in this report can be sorted by clicking the  icon.