



ELM Reporting Features

ELM provides clients with the ability to:

- Register users
- Create and schedule Blackboard Collaborate sessions
- Invite participants to the scheduled sessions
- Allow access to recorded sessions
- Generate usage reports

There are several standard reports available to Server and Application Administrators in the ELM environment. To access these reports, the Administrator must log into the ELM server and select Reports from the toolbar. These reports allow Administrators to track attendance and usage for all Blackboard Collaborate sessions and recordings.

Tools	Report Name ▲	Description	Delete
	Current Active Sessions Report	Display current attendance in the session(s)	<input type="checkbox"/>
	Recordings Report	Display recording(s) information	<input type="checkbox"/>
	Requested Recordings Report	Display recording(s) that were viewed by user(s)	<input type="checkbox"/>
	Session Attendance Report	Display participant(s) that attended each session	<input type="checkbox"/>
	Session Instance Attendance Report	Display participant(s) that attended each session instance	<input type="checkbox"/>
	Sessions Report	Display session(s) information	<input type="checkbox"/>

In this document we will focus on the standard reports available and the information that can be retrieved from them. The available standard reports are:


- **Current Active Sessions Report** - allows Administrators to generate a report on the sessions which are currently running and the names of the attendees currently participating. This report is a great way to see the current usage on your server.

- **Recordings Report** - allows Administrators to view a listing all of the recordings that have been created over a particular time period.
- **Requested Recordings Report** - allows Administrators to generate a report showing the details of each requested recording. This report is a great way to see how often your session recordings are being viewed on your server.
- **Sessions Attendance Report** - provides Administrators the ability to create detailed attendance reports for sessions over a defined period. This report allows you to view which sessions have the most active participation.
- **Sessions Instance Attendance Report** - provides Administrators the ability to create detailed attendance reports for each instance of scheduled sessions over a defined period. This report allows you to view which session instances have the most active participation. The report includes the name of the attendees, their user role, when they joined the session, when they left the session and how long they were in the session.
- **Sessions Report** - allows Administrators to view a listing of all the sessions that are scheduled to run over a particular time period. The report includes the date/time and the name of the user that created the session. If applicable, the cost center and number of seats reserved for the session are also displayed.

Notes:

- All reports can be generated as:
 - A CSV file, an HTML page, a PDF file or as an XML file.
 - A CSV (Comma Separated Value) file can be opened using any spreadsheet application.
 - All reports can be saved and edited / saved for future reference (where applicable).
 - All reports can be emailed. The server will use the email address saved in the Profile tab.
- Customized reports can also be created. Server Administrators should review the installation guide for more information on how to do this. Customized reports can be made available to Administrators, Moderators and Participants.
- Application Administrators only see their own data. Server Administrators will see all data.

View Reports

All reports can be viewed onscreen in either an html format or pdf format. After selecting the Reports tab, click the  button next to the report you want to generate

To view a report onscreen

1. Select **View Report** in the **Report Schedule** section
2. Select the **Start Date** and **End Date** in the **Report Period** section (this choice not available in Current Session Report)
3. Select the **Report Format** (html or pdf)

- Click the **Submit** button in the **Schedule** section.

Schedule Report [Current Active Sessions Report - Display current attendance in the session(s)]

Date format: MM/DD/YYYY
Note: An (*) indicates required field

1 Report Schedule

- View Report
- Email Report
- Delay Report

2 Report Format

Select Format:

3 Schedule

Click **Submit** to finish. Click **Cancel** to quit.

Current Active Sessions Report HTML View

Current Active Sessions Report				Page 1
Current active sessions for Tuesday Jun 23, 2009 6:43 PM				
Session Name	Creator	Started	Type	
Pre-Sales	ayanamurphy@illuminate.com (Server Administrator)		Public	
<u>Attendee Name</u>				<u>Duration (Days hh:mm:ss)</u>
Mary	Moderator	Tuesday Jun 23, 2009 6:20 PM to 6:43		00:22:45
Ayana Murphy	Moderator	Tuesday Jun 23, 2009 6:22 PM to 6:43		00:21:25
Total Number of Attendee(s)				2
Team Meeting	ayanamurphy@illuminate.com (Server Administrator)		Public	
<u>Attendee Name</u>				<u>Duration (Days hh:mm:ss)</u>
Mary	Moderator	Tuesday Jun 23, 2009 6:17 PM to 6:43		00:26:06
Kathrine	Moderator	Tuesday Jun 23, 2009 6:18 PM to 6:43		00:25:00
Total Number of Attendee(s)				2
Customer Advocate Meeting	ayanamurphy@illuminate.com (Server Administrator)		Public	
<u>Attendee Name</u>				<u>Duration (Days hh:mm:ss)</u>
Janice	Participant	Tuesday Jun 23, 2009 6:16 PM to 6:43		00:27:32
Donna	Participant	Tuesday Jun 23, 2009 6:19 PM to 6:43		00:23:48
Total Number of Attendee(s)				2

The report provides information for each session currently running including the name of the person who created the session, when the session room started, the type of session (Public or Private) and the list of all of the attendees including their duration in the session. A summary of the number of sessions and the number of seats currently in use is also provided.

Recordings Report HTML View

Recordings Report			
Recordings from Tuesday Jun 23, 2009			Page 1
Session Name	Time	Size	Cost Center
Pre-Sales	Tuesday Jun 23, 2009 6:53 PM	0.03	
Team Meeting	Tuesday Jun 23, 2009 6:53 PM	0.03	
Customer Advocate Meeting	Tuesday Jun 23, 2009 6:54 PM	0.02	

The report provides the names of all the recordings that were created over the selected time period. The report also includes the corresponding name of the session, the name the user that created the session, the date/time the recording was created, the size of the recording and the cost center (if applicable). A summary of the number of recordings and the total amount of space for the recordings storage is also provided.

Requested Recording Report HTML View

Requested Recordings Report			
Recordings from Tuesday Jun 23			Page 1
Session Name	Time Recorded	Time of Request	Login Name/IP
Customer Advocate Meeting	Tuesday Jun 23, 10:16 PM	Tuesday Jun 23, 10:16 PM	(Tammy Anderson)
Pre-Sales	Tuesday Jun 23, 10:12 PM	Tuesday Jun 23, 10:12 PM	ayanam@

The report provides the names of all the recordings that were accessed over the selected time period. It includes the corresponding name of the session and the date/time the recording was created. The report also provides the time that the recording was requested and the Login Name or IP address of the user. The Login Name is displayed if the user logged into ELM to access the recording. An IP address is displayed if the recording was public and therefore the user did not have to log in to access the recording.

Session Attendance Report HTML View

Session Attendance Report			
Sessions for Tuesday Jun 23, to Wednesday Jun 24,			Page 1
Session Name	Date and Time	Duration (Days hh:mm)	
Customer Advocate Meeting	Monday Jun 22, 12:56 PM to 1:14 PM	00:18:20	
Attendee Name	Role	Date and Time	Duration (Days hh:mm:ss)
ayanam	Participant	Monday Jun 22, 12:56 PM to 1:12 PM	00:15:13
Total Number of Attendee (s)		1	Total Active 0:15:13
Session Name	Date and Time	Duration (Days hh:mm)	
Customer Advocate Meeting	Tuesday Jun 23, 6:15 PM to 6:54 PM	00:38:21	
Attendee Name	Role	Date and Time	Duration (Days hh:mm:ss)
Donna	Participant	Tuesday Jun 23, 6:19 PM to 6:51 PM	00:31:54
Janice	Participant	Tuesday Jun 23, 6:16 PM to 6:52 PM	00:36:01
Total Number of Attendee (s)		2	Total Active 1:07:55
Session Name	Date and Time	Duration (Days hh:mm)	
Pre-Sales	Monday Jun 22, 12:55 PM to 1:14 PM	00:18:29	
Attendee Name	Role	Date and Time	Duration (Days hh:mm:ss)
ayanam	Moderator	Monday Jun 22, 12:56 PM to 1:12 PM	00:15:19

The report provides detailed information on every session and the attendees. Session information includes the start date/time and the total duration and number of instances for each session. Attendee information includes their name, their user role, when they joined and logged out of the session and how long they were in the session.

Session Instance Attendance Report HTML View

Session Instance Attendance Report			
Sessions instances for Monday Jun 22, to Wednesday Jun 24,			Page 1
Session Name	Date and Time	Duration (Days hh:mm)	
Customer Advocate Meeting	Monday Jun 22, 12:56 PM to 1:14 PM	00:18:20	
Attendee Name	Role	Date and Time	Duration (Days hh:mm:ss)
ayanam	Participant	Monday Jun 22, 12:56 PM to 1:12 PM	00:15:13
Total Number of Attendee (s)		1	Total Active 0:15:13
Session Name	Date and Time	Duration (Days hh:mm)	
Customer Advocate Meeting	Tuesday Jun 23, 6:15 PM to 6:54 PM	00:38:21	
Attendee Name	Role	Date and Time	Duration (Days hh:mm:ss)
Donna	Participant	Tuesday Jun 23, 6:19 PM to 6:51 PM	00:31:54
Janice	Participant	Tuesday Jun 23, 6:16 PM to 6:52 PM	00:36:01
Total Number of Attendee (s)		2	Total Active 1:07:55
Session Name	Date and Time	Duration (Days hh:mm)	
Pre-Sales	Monday Jun 22, 12:55 PM to 1:14 PM	00:18:29	
Attendee Name	Role	Date and Time	Duration (Days hh:mm:ss)
ayanam	Moderator	Monday Jun 22, 12:56 PM to 1:12 PM	00:15:19
Total Number of Attendee (s)		1	Total Active 0:15:19
Session Name	Date and Time	Duration (Days hh:mm)	
Pre-Sales	Tuesday Jun 23, 6:20 PM to 6:53 PM	00:32:27	
Attendee Name	Role	Date and Time	Duration (Days hh:mm:ss)
Ayana Murphy	Moderator	Tuesday Jun 23, 6:22 PM to 6:51 PM	00:28:57
Mary	Moderator	Tuesday Jun 23, 6:20 PM to 6:51 PM	00:30:29

The report provides detailed information on every session instance and the attendees. Session information includes the start date/time of each room, the corresponding cost center and session type (whether the session was public or private). Attendee

information includes their name, their user role, when they joined and logged out of the session and how long they were in the session for.

Session Report HTML View




The screenshot shows a web interface titled "Sessions Report" for the period from Monday, June 22 to Wednesday, June 24. The report is on page 1 of 1. It contains a table with the following columns: Session Name, Date/Time, Creator, Seats, Type, and Cost Center. The data rows are as follows:

Session Name	Date/Time	Creator	Seats	Type	Cost Center
Customer Advocate Meeting	Friday Jun 19, 8:30 AM to Thursday Jun 25, 9:00 AM	(Server Administrator)	0	Public	
Team Meeting	Friday Jun 19, 8:30 AM to Wednesday Jun 24, 9:00 AM	(Server Administrator)	0	Public	
Pre-Sales	Monday Jun 22, 8:15 AM to Thursday Jun 25, 8:45 AM	(Server Administrator)	0	Public	
Test Session	Monday Jun 22, 12:00 PM to 12:30 PM	(Application Administrator)	0	Public	
Test Session	Tuesday Jun 23, 12:00 PM to 12:30 PM	(Application Administrator)	0	Public	
Test Session	Wednesday Jun 24, 12:00 PM to 12:30 PM	(Application Administrator)	0	Public	




The report provides the names of all the sessions that were scheduled over the selected time period. The report includes the date/time and the name of the user that created the session. If applicable, the cost center and number of seats reserved for the session are also displayed.

Emailing a Report


All reports can be generated and then emailed to the address in your profile in csv, pdf or xml format. After Selecting the Reports tab, click the  button next to the report you want to generate.

To Email a Report:

1. Select **Email Report** in the **Report Schedule** section.
2. Select the **Start Date** and **End Date** in the **Report Period** section (this choice not available in Current Session Report).
3. Select the Report Format (csv, pdf or xml).
4. Click the **Submit** button in the **Schedule** section. Report will be emailed to email address in your profile.





1 Report Schedule	
<input type="radio"/> View Report	
<input checked="" type="radio"/> Email Report	
<input type="radio"/> Delay Report	
2 Report Period	
* Start Date: 06/06/2012 	* End Date: 06/06/2012 
3 Report Format	
Select Format:	pdf 
	csv
	pdf
	xml
4 Schedule	
Click Submit to finish. Click Cancel to quit.	
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Scheduling a Report



All reports can be scheduled to automatically generated and then emailed to the address in your profile in csv, pdf or xml format. After Selecting the Reports tab, click the  button next to the report you want to generate.

To Schedule an Automatic Generation of a Report:

1. Select **Delay Report** in the **Report Schedule** section and select the **Date** and **Time** you want the report to start generating. Time must be in 15 minute increments.
2. Select the **Start Date** and **End Date** in the **Report Period** section (this choice not available in Current Session Report).
3. Select the Report Format (csv, pdf or xml)
4. Click the **Submit** button in the **Schedule** section. Report will be emailed to email address in your profile after generation is complete.

1 Report Schedule	
<input type="radio"/> View Report	
<input type="radio"/> Email Report	
<input checked="" type="radio"/> Delay Report	*Date: 06/11/2012  Time: 01:15 PM MDT
2 Report Period	
* Start Date: 06/06/2012 	* End Date: 06/06/2012 
3 Report Format	
Select Format:	csv 
4 Schedule	
Click Submit to finish. Click Cancel to quit.	
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>





To View Details Edit or Delete a Scheduled Report:

1. Select the **Scheduled Reports** tab in the **Report** screen.
 - To edit a report, click the  button next to the scheduled report you want to edit. Make edits and click the **Update** button
 - To view report details, click the  button next to the scheduled report
 - To delete a report, select the checkbox under the **Delete** column next to the scheduled report to be deleted and click the **Delete** button

Reports
Requested report has been scheduled.

Upload Report

Available Reports | Scheduled Reports

Tools	Scheduled Time ▲	Report Name	Report Description	Delete
 	Jun 11, 2012 1:30 PM	Session Attendance Report	Display participant(s) that attended each session	<input type="checkbox"/>
 	Jun 14, 2012 1:30 PM	Sessions Report	Display session(s) information	<input type="checkbox"/>

[Clear All](#) [Select All](#) [Delete](#)

