

## How Do I ..... ? Track Student Participation

### Types of Reports

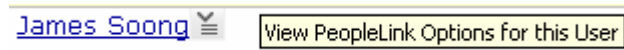
The Learning Management System tracks student participation in a number of ways. You can track your students' participation by running the following types of reports:

- Summary of Activity
- Tool Usage
- Course Item Usage
- Entry/Exit Page or Tool
- File Usage
- Student Tracking

You can also track an individual student's participation by viewing that student's performance report.

### To View a Performance Report for an Individual Student

This function relies on the **PeopleLinks Tool**. The **PeopleLinks** tool is a dropdown menu which appears next to a student's name in the **Grade Book**, **Assignment Dropbox**, **Assessment Manager** and **Discussions**.



PeopleLinks

Depending on the location of the student record, options provided by the **PeopleLinks** tool include:

- Edit Member – allows you to change some student information and overwrite some grades
- Send Mail
- Reset Entire Submission – available only in Assessment Manager
- Deny Access – available only in Grade Book. Occasionally it may be necessary to disallow a student's entry to your LMS unit perhaps because of abuse of the system.
- View Performance Report

Selection of **View Performance Report** displays the following report for an individual.











#### Tool Usage

**Data last updated:** 5 February 2008

For more complete tracking information, go to the Tracking tool.

[View Student Grades](#)

[Print](#)

Tool	Action	Usage	Section Average
 <b>Mail</b>	Messages read	2	0.67
	Messages sent	1	0.10
 <b>Discussions</b>	Messages read	44	25.43
	Messages sent	8	2.19
 <b>Calendar</b>	Entries viewed	0	0.00
	Entries added	0	0.00
 <b>Chat</b>	Tool entered	0	0.00
 <b>Assessments</b>	Assessments started	1	0.67
	Assessments completed	1	0.62
	Total time:	00:01:12	00:01:17
 <b>Assignments</b>	Assignments read	2	0.67
	Assignments completed	1	0.43
	Total time:	00:12:15	00:01:23
 <b>Web Links</b>	Web Links viewed	0	0.00
 <b>Folders</b>	Folders viewed	29	14.33
 <b>Files</b>	Files viewed	7	6.62
 <b>Media Library</b>	Media Library entries viewed	0	0.00
	Media Library collections viewed	0	0.00

Individual Performance Report

## Running Reports

- To run a report From the **Teach** Tab, select **Tracking**. Then choose the report type and date range.

### Summary of Activity

A Summary of Activity Report provides an overview of Student and Auditor Activity in your unit.

Statistic	Value
Total user sessions:	2244
Average user session length:	00:01:49
Average user sessions per day:	7
Average user sessions per day on weekdays:	8
Average user sessions per day on weekends:	2
Most active day:	11 May 2007
Least active day:	3 February 2007
Most active hour of the day:	2:00 PM - 3:00 PM
Least active hour of the day:	5:00 AM - 6:00 AM

Times given are in hours, minutes, and seconds.

## Tool Usage

A Tool Usage Report provides an overview of the tools Students are using in your unit. NOTE: If a tool has not been used, it is not listed in the Tool Usage Report. The Tool Usage can be reported as a Graph.

Tool ↕	Sessions	Average Time per Session	Total Time	Percent of Total Sessions
Announcements	273	00:00:08	00:38:05	0.50 %
Assessments	20	00:03:35	01:11:51	0.95 %
Discussions	323	00:02:25	13:03:21	10.33 %
File	1163	00:02:37	50:55:56	40.30 %
File Manager	4	00:01:26	00:05:45	0.08 %
Folder	2811	00:00:42	33:17:38	26.34 %
Lectopia Link	3	00:00:40	00:02:00	0.03 %
Mail	198	00:00:41	02:15:23	1.79 %
My Grades	182	00:00:23	01:11:35	0.94 %
Printable View	2	00:02:23	00:04:46	0.06 %
Who's Online	931	00:01:31	23:36:51	18.68 %
Total	5910	00:16:31	126:23:11	100.00 %

## Course/Unit Item Usage

Course/Unit items, such as assignments, chat rooms, discussion topics, and web links, are created using course tools. The Course Item Usage report provides an overview of how often each item in the course is used by Students. NOTE: If an item has not yet been accessed by Students, it is not listed in the Course Item Usage report.

Course Item Usage reports contain the following data:

- Item: the item Students have accessed.
- Visits: the total number of times Students visited the item. Each time a Student accesses an item, it is counted as one item visit.
- Average Time per Visit: the average time Students spent per item visit.
- Total Time: the total amount of time Students spent in all item sessions.
- Percent of Total Visits: relates the time spent in the item to the total time spent in all items.

## Entry/Exit Page Reports

Entry/Exit Page or Tool reports provide an overview of the pages and tools Students use as exit points from your unit. Entry/Exit Page or Tool reports contain the following data:

- Page Name: the name of the page that was used by Students as an entry or exit point from the unit.
- Tool: the tool with which the page is associated.
- Page Usage: the total number of times the page was used as an entry/exit point from the unit.
- Percent of Total Usage: relates the total number of times the page was used as an entry or exit point to the total usage for all entry/exit point pages.

## File Usage

File Usage reports provide an overview of the files Students are using in your unit. NOTE: If a file has not yet been accessed by Students, it is not listed in the File Usage report.

File Usage reports contain the following data:

- File: the file that Students have accessed.
- Sessions: the total number of file sessions. Each time a Student accesses a file it counts as one file session.
- Percent of Total Sessions: relates the number of file sessions to the total number of sessions for all files.

## Student Tracking

The Student Tracking report provides an overview of Student activities in the unit displaying both general session information and more detailed tool usage statistics for each Student.

Student ↕	First Access	Last Access	Sessions	Total Time	Mail
<i>For an individual report, click the person's name.</i>					
<a href="#">Abu Karim Muhammad al-Jamil</a>	28/09/2006	30/11/2006	3	01:17:59	<a href="#">Read Messages</a> 1
<a href="#">Maria Brandauer</a>	4/12/2006	4/12/2006	2	00:11:48	1
<a href="#">Ralph Carmabody</a>	26/10/2006	1/12/2006	4	01:05:00	1
<a href="#">Thomas Clarke</a>	26/10/2006	1/12/2006	3	00:36:56	2
<a href="#">Katelijn de Root</a>	26/10/2006	8/12/2006	6	01:24:23	1
<a href="#">Joseph Fischer</a>	27/09/2006	28/09/2006	5	00:52:05	1
<a href="#">Roman Kennedy</a>			0	00:00:00	0
<a href="#">Gong Li</a>	27/09/2006	1/12/2006	6	02:33:34	2

All report types can be exported in .csv (comma separated value) and opened in MS Excel or a similar spreadsheet application.