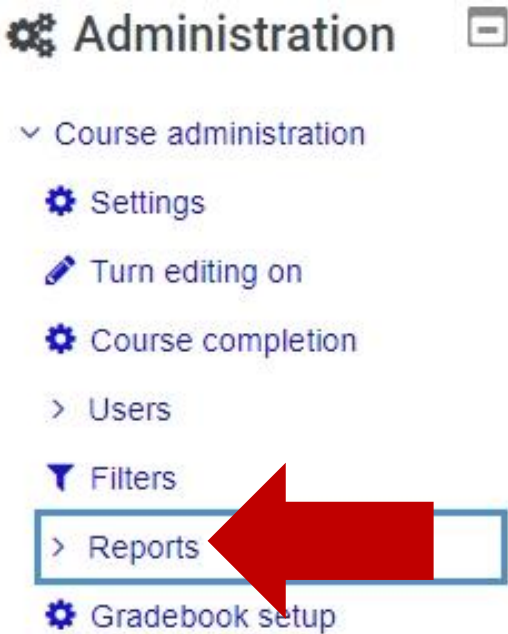







Use Course Reports to Track Student Activity

Moodle 4.0 Help (For Staff): <https://www.lttc.eduhk.hk/moodle/help-staff>

 <p>The screenshot shows the 'Administration' block in Moodle. It contains a list of options: 'Course administration', 'Settings', 'Turn editing on', 'Course completion', 'Users', 'Filters', 'Reports', and 'Gradebook setup'. The 'Reports' option is highlighted with a blue box, and a large red arrow points to it from the right.</p>	<ol style="list-style-type: none">1. In your course 'Administration' block, click on 'Reports' and then choose a type of reports:<ol style="list-style-type: none">a. Activity Report - showing the number of views by user for each activity and resource.b. Course Participation Report - provides a sortable list showing all class members, with details about a particular resource or activity. You can see who has viewed a resource or submitted an activity.c. Logs - generates a filtered report showing information about a particular activity or student.d. Activity Completion Report - generates a list of all participants and displays whether they have completed activities.e. Statistics - generates statistical graphs and tables show how many hits there have been on various parts of the Moodle course during various time frames.
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Activity Report

The Activity report is a simple report with no filters that shows all the activities on the course.

Activity report			
 Filter			
Computed from logs since Monday, 9 January 2023, 9:37 AM.			
Activity	Views	Related blog entries	Last access
 Course Announcements	7783 views by 1 users	-	Wednesday, 3 May 2023, 6:11 PM (4 days 16 hours)
 Useful tips of Moodle (Standard forum displayed in a blog-like format)	7787 views by 1 users	-	Wednesday, 3 May 2023, 6:11 PM (4 days 16 hours)
 Join a Zoom Online Lesson Through Moodle LMS	1 views by 1 users	-	Friday, 5 May 2023, 11:07 AM (2 days 23 hours)
 Testing quiz	6 views by 1 users	-	Friday, 5 May 2023, 11:07 AM (2 days 23 hours)

1. In your course '**Administration**' block, click on '**Reports**' and then choose '**Activity Report**' to generate the Activity report. In the Activity report page will open, listing course activities. Items are listed in order of appearance in the course sections.
 - The **Activity** column shows the icon for the activity type and the name of the activity.
 - The **Views** column tells you how many times each item has been viewed.
 - The **Last access** column tells you the date the item was last viewed and the elapsed time since it was last viewed.

Course Participation Report

The Course participation report provides an easy way to monitor general participation in your course. It is particularly useful for monitoring activity in forums. You can see if students have viewed readings or forums, and if (and how many times) they have posted in the forum or activity.

Course participation

Activity module

Course Announcements

Look back

6 weeks

Show only

Student

Show actions

All actions

Go

Groups

All participants

Forum Views
Forum Posts

16

[Reset table preferences](#)


First name / Surname	All actions	<input type="checkbox"/> Select
test01 load	Yes (5084)	<input type="checkbox"/>

- In your course **'Administration'** block, click on **'Reports'** and then choose **'Course Participation'**. Choose your options from the drop-down menus:
 - Activity module** – Select the Activity type for which you wish to report (e.g., Assignments, Forums, Quizzes, etc.).
 - Look back** – Select the period for which you wish to report (you can only go back the number of days since the first activity occurred).
 - Show only** – Choose what course role to filter by.
 - Show actions** – Choose whether to report on Views, Posts, or both (All Actions).
 - Groups** – Choose which groups to filter by.
- Once you have set values, select **'Go'**. Users matching the criteria you selected will be listed in a table sorted by Name. Under **'All actions'**, you can see whether (and how many times) they have completed the action. To sort the table, select the column header **'All actions'**.

Logs

Course logs allow you to see when and which resources or activities have been accessed. You can check to see if an individual student has viewed a specific resource or participated in a particular activity. You can limit your search to a specific day or get results for a specified period of time.

Choose which logs you want to see:

Course Fullname 101 ▾ All participants ▾ All days ▾ All activities ▾
 All actions ▾ All events ▾  Get these logs
 Help with All events

1. In your course '**Administration**' block, click on '**Reports**' and then choose '**Logs**' to open the '**Choose which logs you want to see**' page, select any combination of group, student, date, activities, actions and level, then click the '**Get these logs**' button. The page will refresh, displaying logs based on your chosen filters.

Tip: The Group menu is only available if Groups is set to Visible groups or Separate groups.

Tip: Click the (?) icon for more information about events filters.

- **Teaching:** an event or action performed by a teacher (usually) which affects the students' learning experience. This might be for instance, grading a student or adding a module to the course.

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
30 Apr, 08:09	Mr Brown	-	Forum: Poetry discussion	System	Course module updated	The forum module with instance id 40 was updated by user with id 12	web	86.130.123.176
30 Apr, 08:07	Mr Brown	-	Forum: Poetry discussion	System	Course module created	The forum module with instance id 40 was created by user with id 12	web	86.130.123.176
27 Apr, 13:11	Ms Wilson	Jacques Baimat	Assignment: Summer Poem	Assignment	Grading form viewed	The user with the id 2 viewed the grading form for the user with the id 5 for the assignment with the id 40.	web	86.130.123.176

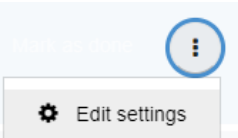
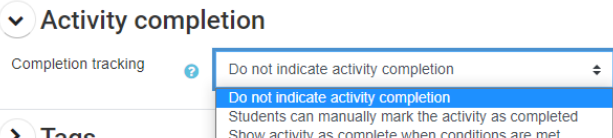
- **Participating:** an event or action which could be related to a user's learning experience. This might be for instance a student posting to a forum or submitting an assignment.

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
30 Apr, 08:11	Jacques Baimat	-	Forum: Poetry discussion	Forum	Discussion viewed	The user 5 has viewed the forum discussion 5	web	86.130.123.176
30 Apr, 08:11	Jacques Baimat	-	Forum: Poetry discussion	Forum	Post created	The user 5 has created a post in the discussion 5 in forum 40.	web	86.130.123.176

Activity Completion Report

- Activity completion allows the teacher to set completion criteria in a specific activity's settings.
- A check (tick) ☒ appears against the activity when the student meets this criterion.
- The criterion might be viewing, receiving a certain score or a student marking it as complete.

To set completion criteria:

	<p>1. 'Turn editing on' on your course, click 'Edit settings' to the right of the Activity or Resource name you wish to set completion criteria.</p>
	<p>2. In 'Activity completion' section, the Activity completion configuring options will appear. Configure the criteria for completion and then click 'Save' to finish.</p>

To generate Activity completion report:

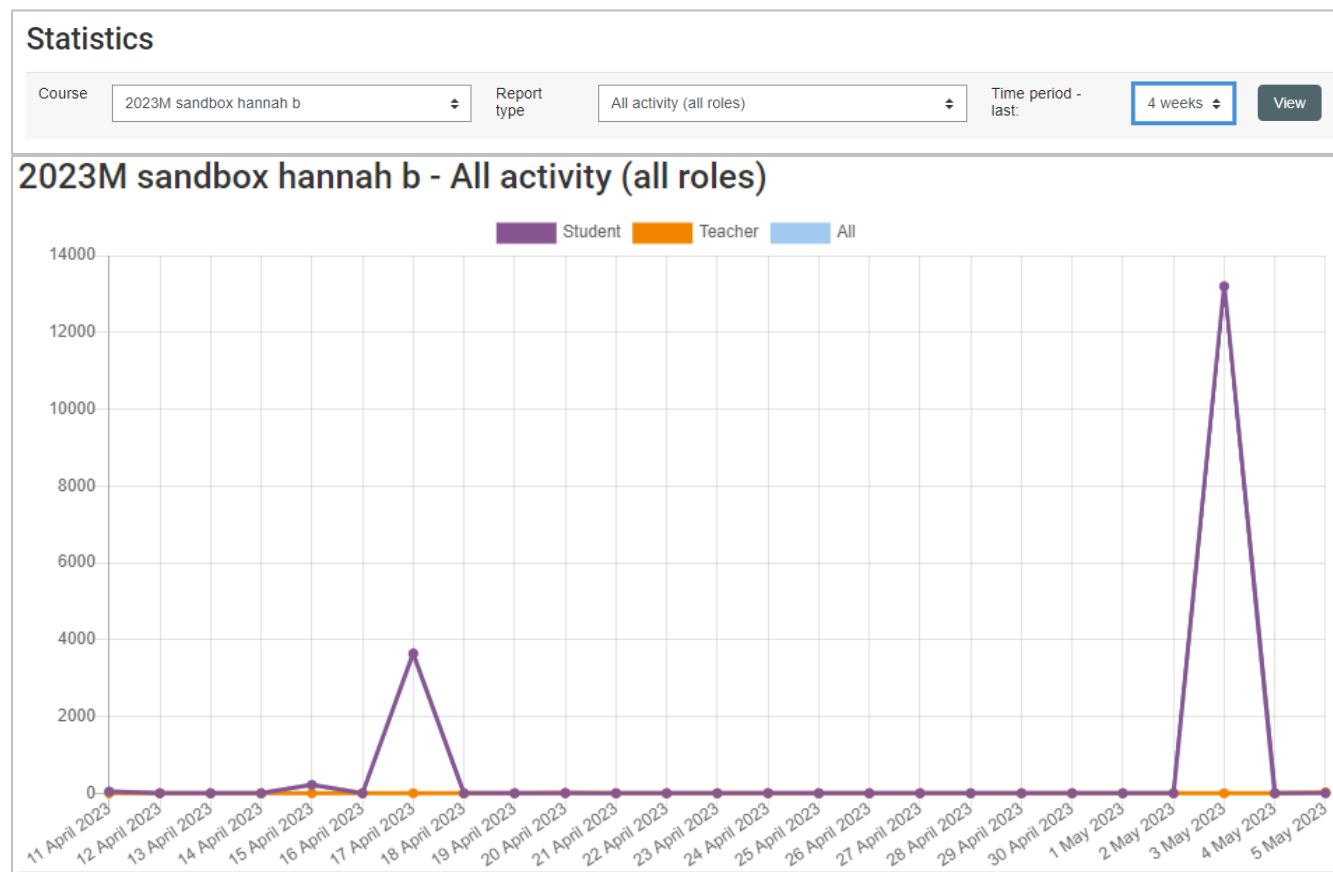
First name / Surname	Course chat	Background	Video: Who wa	Lesson: Suffi	Glossary of ter	Weblink: Suffra	Weblink: The fi	USA Voting tim	Votes for wom	Forum code of	Class Poll	Discussion: The	Discussion: Ext	General Discus	Picture Gallery	Lesson materia	Images: When	Suffrage quiz	Assignment: In	Assignment pr	Assignment	Group assignm	Essay: Summar	Course feedba	Attitudes to Le
Mark Ellis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Barbara Gardner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Amanda Hamilton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- In your course **'Administration'** block, click on **'Reports'** and then choose **'Activity completion'**. The Activity completion page will open listing student names and lists of activities or resources configured for completion. The report can also be downloaded in Excel-compatible format (.csv)

Automatic versus manual completion		
<input type="checkbox"/>	Box with dashed line	Activity is completed automatically. For example: a quiz with <i>Completion tracking</i> set to "Show activity as complete when conditions are met".
<input type="checkbox"/>	Box with solid line	Activity is completed manually by learner. For example: a file with <i>Completion tracking</i> set to "Students can manually mark the activity as completed".
Completion status		
<input type="checkbox"/>	Empty box	Activity not complete.
<input checked="" type="checkbox"/>	Blue tick	Activity completed and no passing grade applies. For example: passing grade does not apply to this activity type, or passing grade has not been set as part of the activity's completion criteria.
<input checked="" type="checkbox"/>	Green tick	Completed, activity has passing grade which was achieved.
<input checked="" type="checkbox"/>	Red cross	Activity not completed and completion not possible. For example: all quiz attempts have been used without achieving the passing grade.
Override completion status		
<input checked="" type="checkbox"/>	Box with red line	Completion status has been manually set by teacher, manager or site administrator.

Statistics

The statistical graphs and tables show how many hits there have been on various parts of the Moodle course during various time frames.



1. In your course '**Administration**' block, click on '**Reports**' and then choose '**Statistics**'. Select '**Report type**' and '**Time period**'. Click '**View**' button to generate a statistical graph and table that show how many hits there have been on various parts of your site during various time frames.