# Avenue Reporting for Service Provider Administrators

As a Manager, you can access a wide range of information about your teachers' courseware. This document explains how to login to Avenue, enter a course, use the Attendance Register, view Course reports and view Individual reports.
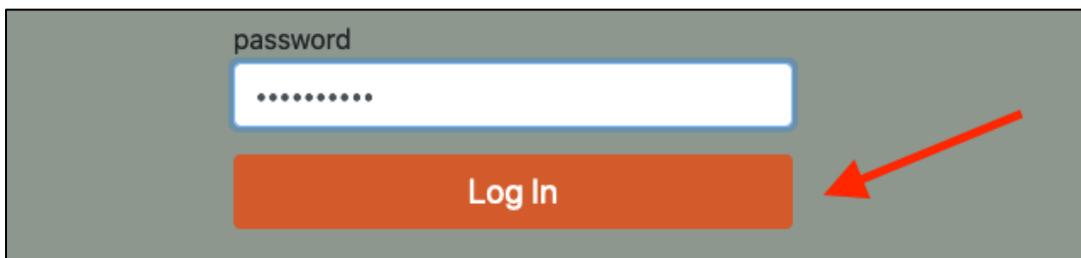
Logging In

To login to Avenue and enter your teachers' courses, follow these instructions. Refer to the email you received with your login credentials.

1. Go to https://avenue.ca

2. Click the **Login** button.
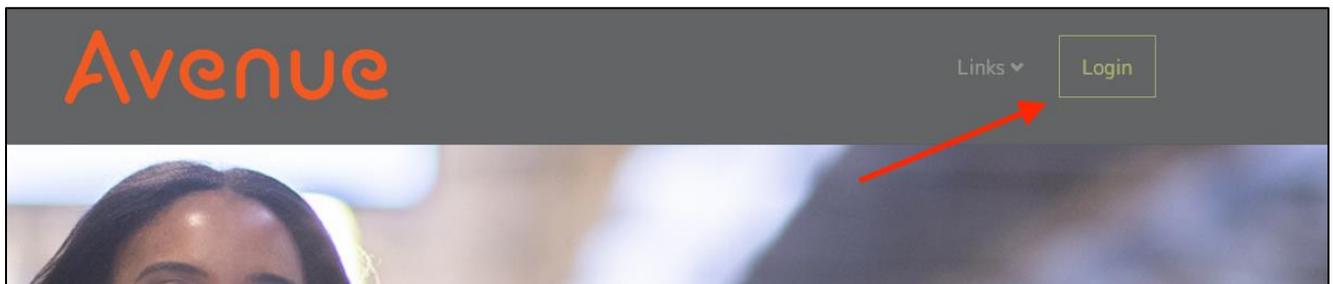
3. Enter your username/email address and password.
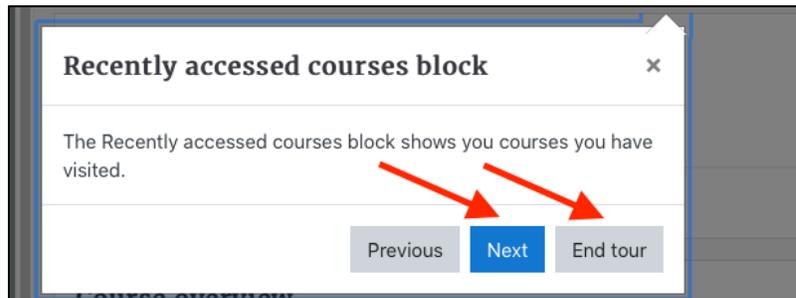
4. Click on the **Login** button.

The Avenue portal page appears.

5. Click the **Classroom** button to go to the Moodle learning management system (LMS).

The LMS **Dashboard** appears. A **Dashboard** tour appears in a popup panel. This tour explains the **Dashboard**.

6. Click **Next** in each popup, to the end of the tour.

7. Click **End Tour** to hide the tour panel.

The tour will not appear again after clicking **End Tour**. The **Reset user tour on this page** at the bottom of the page will re-start the tour.

Entering a Course

When you first enter a course, you will have the opportunity to go through a tour of it as well, similar to the **Dashboard** tour. You can enter a course three ways from the **Dashboard**. You can choose from **Recently accessed courses** or from the **Navigation Drawer.**
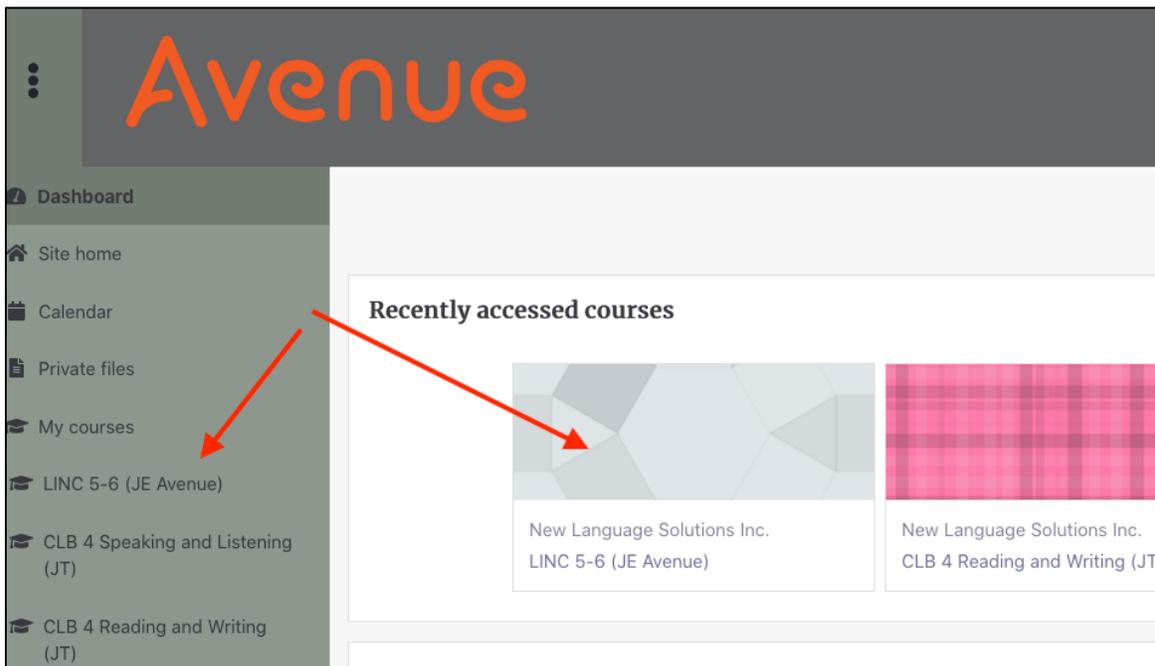
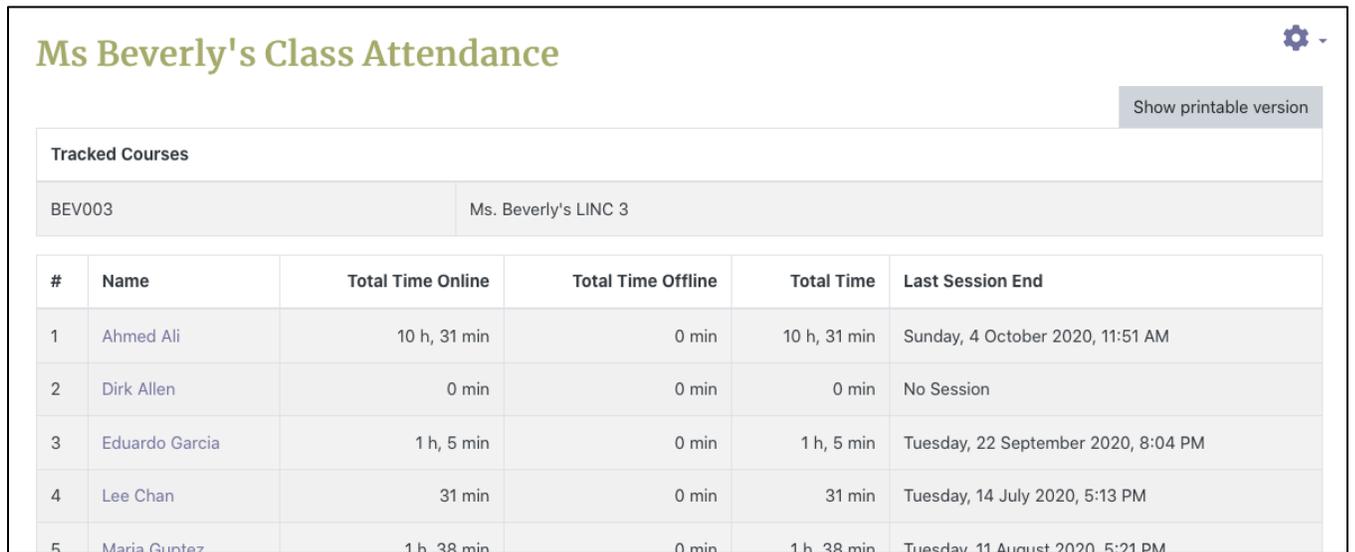Or you can scroll down to the **Course Overview**, and choose from there.
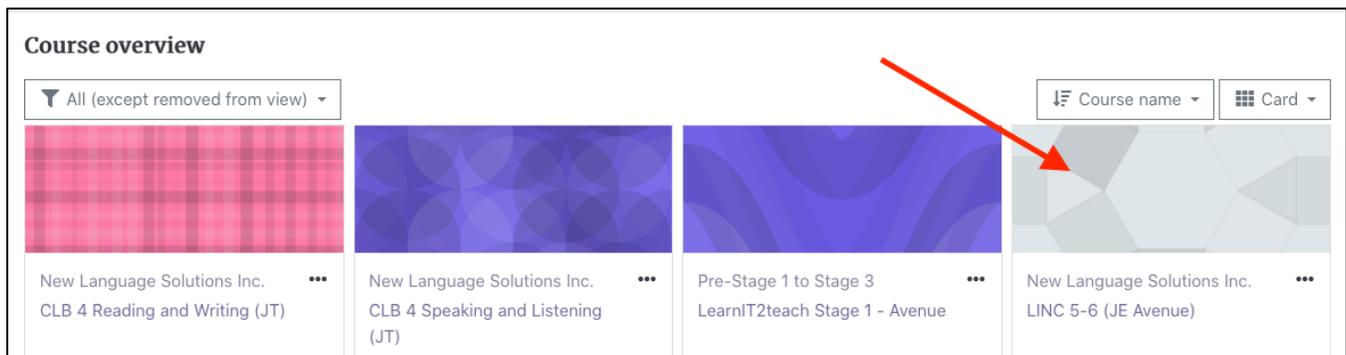
Using the Attendance Register

You can use the **Attendance Register** in a course to check the students' time online in the courseware.

1. On the course homepage, click on the **Attendance register** link.

2. The class **attendance** list appears.

3. To print a paper copy of the course attendance report, click on the **Show printable version** button.

4. Print using the browser's features.

5. Click on the **Back to normal version** button.

6. To see details about a specific student, click on the **Student's name.**

7. In the first table **time and date stamps** are shown for site activity.

8. In the second table individual session start and end times are listed.

#	Start	End	Online/Offline
1	Tuesday, 14 April 2020, 8:45 AM	Tuesday, 14 April 2020, 9:04 AM	18 min
2	Monday, 13 April 2020, 8:52 PM	Monday, 13 April 2020, 9:07 PM	15 min
3	Monday, 13 April 2020, 7:31 PM	Monday, 13 April 2020, 7:46 PM	15 min
4	Thursday, 9 April 2020, 11:44 AM	Thursday, 9 April 2020, 12:01 PM	16 min

9. To print a paper copy of a student attendance report, click on the **Show printable version** button.

Show printable version

10. Print using the browser's features.

11. Click on the **Back to normal version** button.
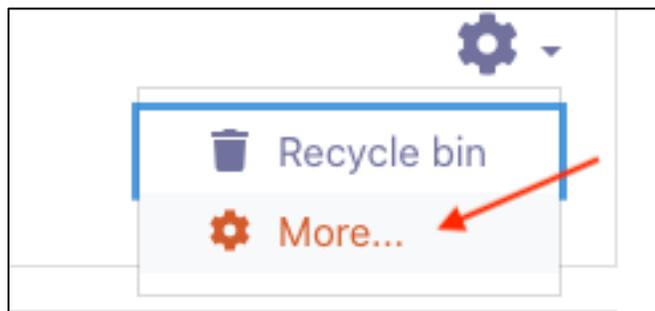
Back to normal version

12. To return to the class attendance list, click on the **Back to tracked users** list.
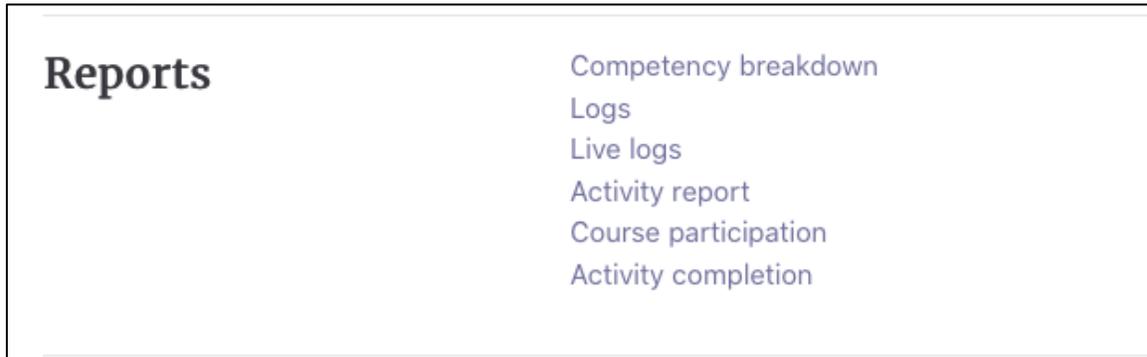
Back to tracked Users list

Course Report Options

A number of reports about the courseware are available.

1. Open the **Actions Menu** in the top left of the course, and choose **More…**

Recycle bin

More...

2. The **Reports** section shows the available reports.

Reports
- Competency breakdown
- Logs
- Live logs
- Activity report
- Course participation
- Activity completion

Logs

Using **Logs** can help create reports with detailed information about course participants and content. It is possible to view the pages a learner accessed, the time and date they accessed them, the IP address they are working from, and their actions, such as view, add, update and delete.

Note that the IP address link provides an estimate of the learner's location.

The **Logs** can be displayed on a page or downloaded in text, **ODS** or **Excel** format.

To generate a **Log**, select any combination of group, participant, date, activity, actions, sources or events. If you wish to display or download the report, click the **Get these logs** button.
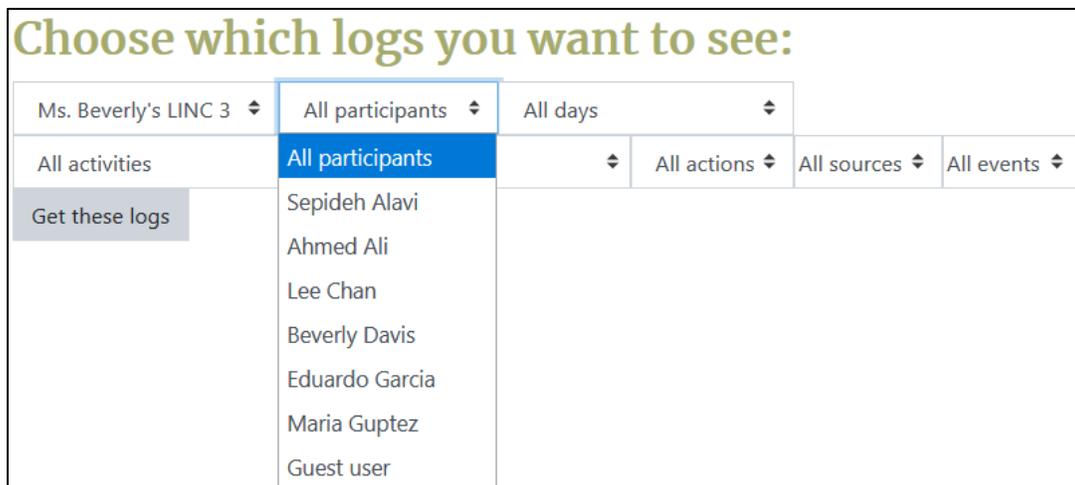
Choose which logs you want to see:

Ms. Beverly's LINC 3	All participants	All days			
All activities	All participants		All actions	All sources	All events
Get these logs	Sepideh Alavi				
	Ahmed Ali				
	Lee Chan				
	Beverly Davis				
	Eduardo Garcia				
	Maria Guptez				
	Guest user				

The **Log Report** page contains active links enabling access to a learner's profile page or a particular page that the learner was viewing.

Activity report

An **Activity report** displays all activity in the course, sorted by topic in sequential order. Each item is shown with its type and name. Teachers have the choice to view the **Activity report** during a period of time by clicking on **Filter** and enabling the **From** and **To** dates.

The list of **Activities**, number of **Views** and **Last access** date are available.

Individual Report Options

A number of reports about individual students are available, accessed through the student's **Profile** within the course.

1. Choose **Participants** from the **Navigation Drawer**.
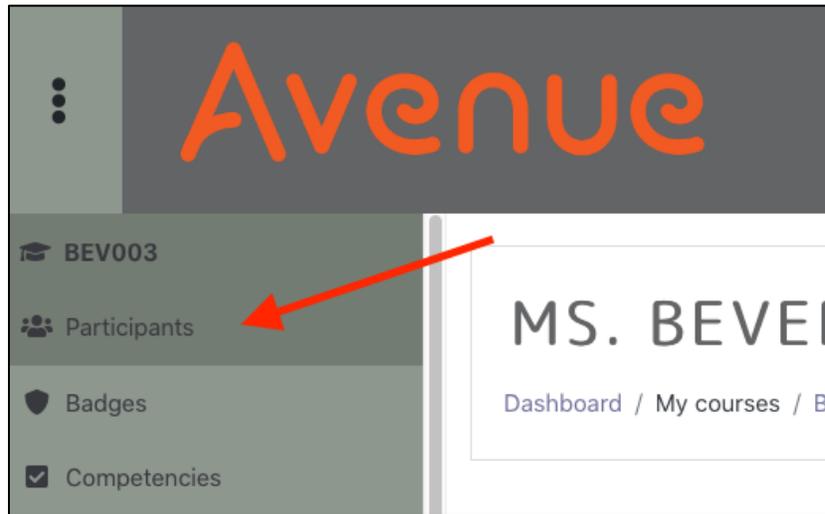
2. A list of students will appear. Use the **Filters** or **First Name** and **Surname** initials, if necessary, to find the student in question. Choose the student whose reports you wish to look at.

3. Scroll down the student's **Profile** to the section labelled **Reports**.

Reports

Today's logs

All logs

Outline report

Complete report

Grades overview

All Logs

All Logs shows a graph of the number of **Hits** or actions the student has made in the course, each day.

This is followed by complete **Logs** of each action the student has taken.
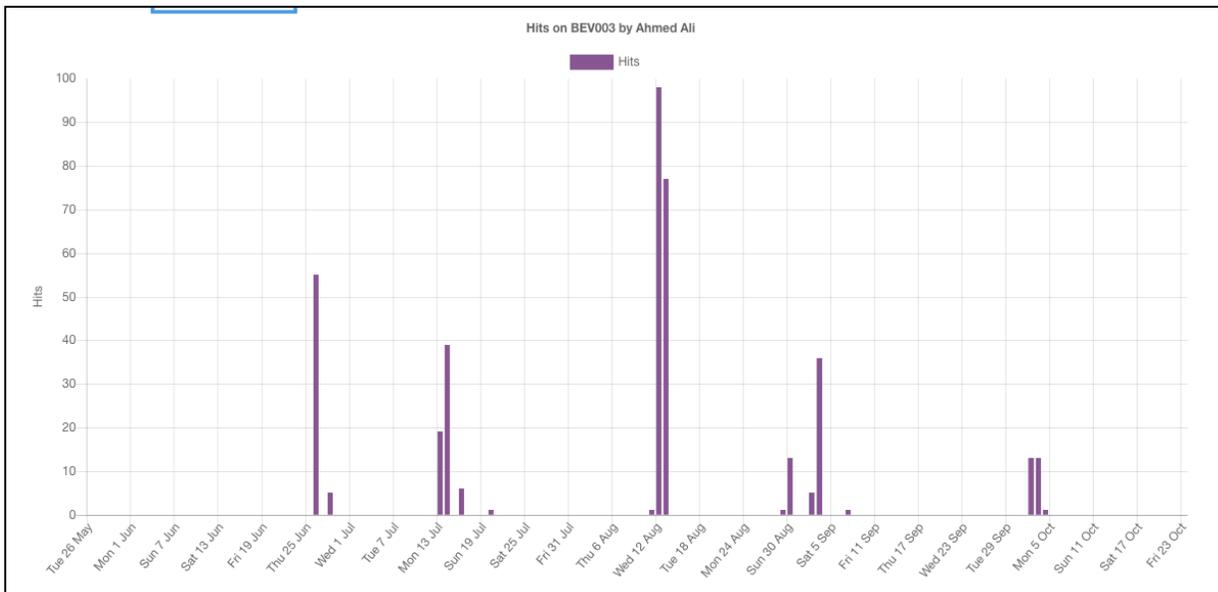
Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
4 October 2020, 11:48 AM	Ahmed Ali	-	Course: Ms. Beverly's LINC 3	System	Course viewed	The user with id '13' viewed the course with id '17'.	web	70.31.3.246
3 October 2020, 3:35 PM	Ahmed Ali	-	H5P: Suzuki Foundation	H5P	xAPI statement received	The user with the id '13' send a tracking statement for a H5P activity with the course module id '716436'.	web	70.31.3.246
3 October 2020, 3:35 PM	Ahmed Ali	-	H5P: Suzuki Foundation	H5P	xAPI statement received	The user with the id '13' send a tracking statement for a H5P activity with the course module id '716436'.	web	70.31.3.246

Outline Report

This report shows every item within the course and indicates how many times the student has viewed it, as well as the grade received, if appropriate.

At Home in Our Community and the World (LINC 3)

Curriculum (At Home...)	4 views	Wednesday, 19 February 2020, 10:24 PM (246 days 12 hours)
Classroom Activities (At Home...)	3 views	Wednesday, 12 February 2020, 10:00 AM (254 days 1 hour)
Keywords - At Home in Our Community and the World	-	
Extra Vocabulary Practice	-	
Reading	-	
Home Sweet Home	Grade: 99.00 / 100.00	Friday, 21 February 2020, 2:03 PM (244 days 21 hours)
Housing in Canada	Grade: 80.00 / 100.00	Friday, 21 February 2020, 8:33 PM (244 days 14 hours)
Invitations	Grade: 91.67 / 100.00	Friday, 21 February 2020, 8:46 PM (244 days 14 hours)
The Noise Factor	Grade: -	

Complete Report

This report shows more detail about every item within the course, including actual **Forum** posts, actual **Assignment** submissions, etc.

💬 Forum: General Discussion

Breaks
by Ahmed Ali - Wednesday, 12 February 2020, 9:58 AM

Does anyone else feel that the 10 minute break is too short? I was wondering if we could have an extra 5 minutes so we can get food or drinks in the cafeteria and use the washrooms if needed. If we all agree, maybe Ms. Beverley will let us have a longer break.

Permalink   Edit   Delete   Reply

📋 Assignment: Global Warming
Submission status

Submission status	Submitted for grading
Grading status	Graded
Due date	Monday, 29 June 2020, 12:00 AM
Time remaining	Assignment was submitted 2 days 11 hours early
Last modified	Friday, 26 June 2020, 12:22 PM
File submissions	📄 Ali_A_20200622_LINC6_GlobalWarming.pdf 26 June 2020, 12:22 PM
Submission comments	▶ Comments (0)