

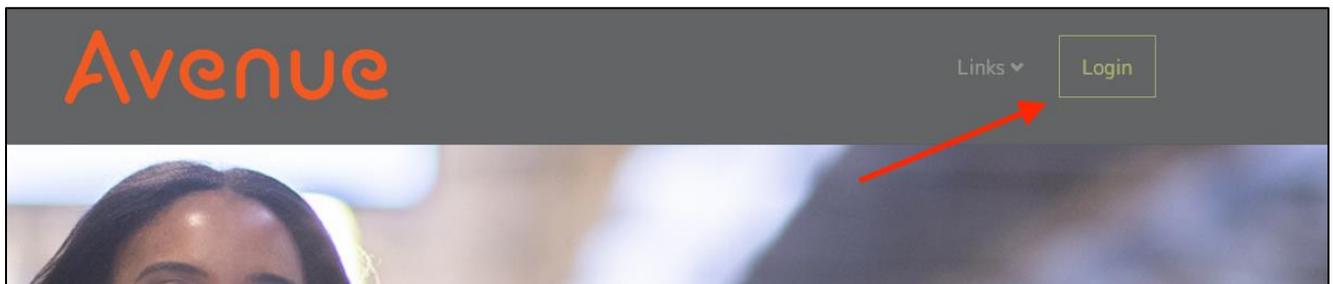
Avenue Reporting for Service Provider Administrators

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.

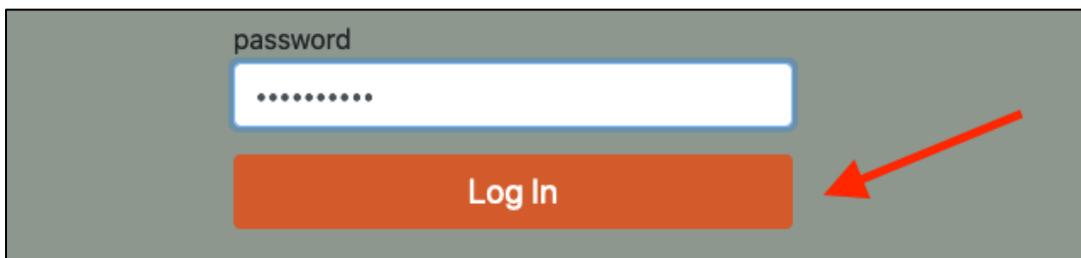
Logging In

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.



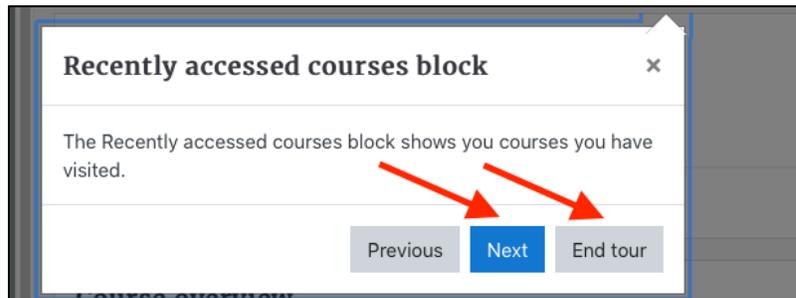
The Avenue portal page appears.

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**.

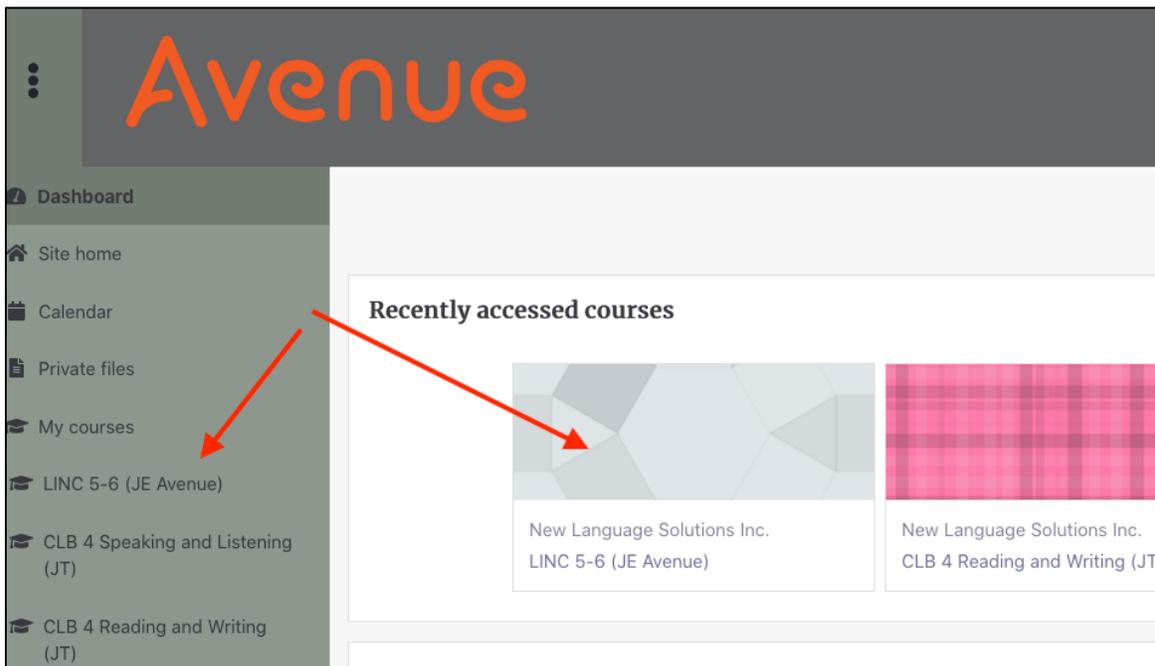
6. Click **Next** in each popup, to the end of the tour.
7. Click **End Tour** to hide the tour panel.



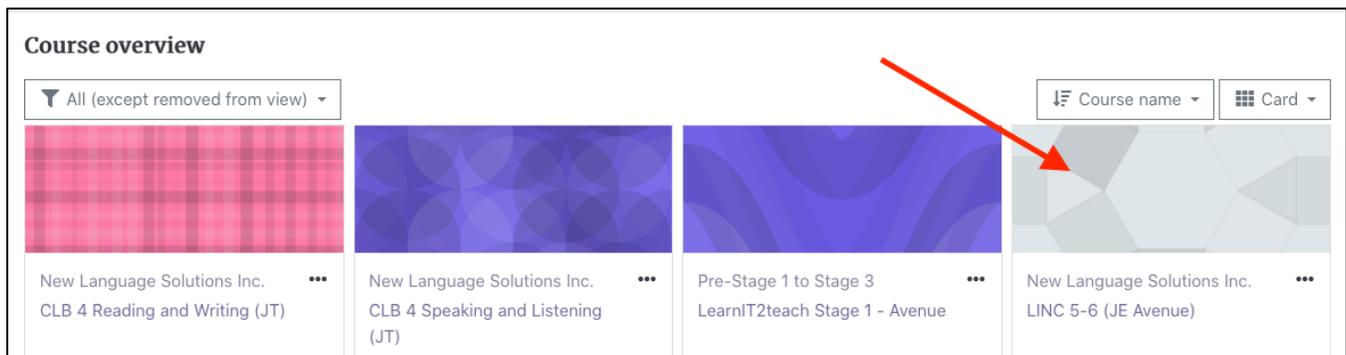
The tour will not appear again after clicking **End Tour**. The **Reset user tour on this page** at the bottom of the page will re-start the tour.

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.



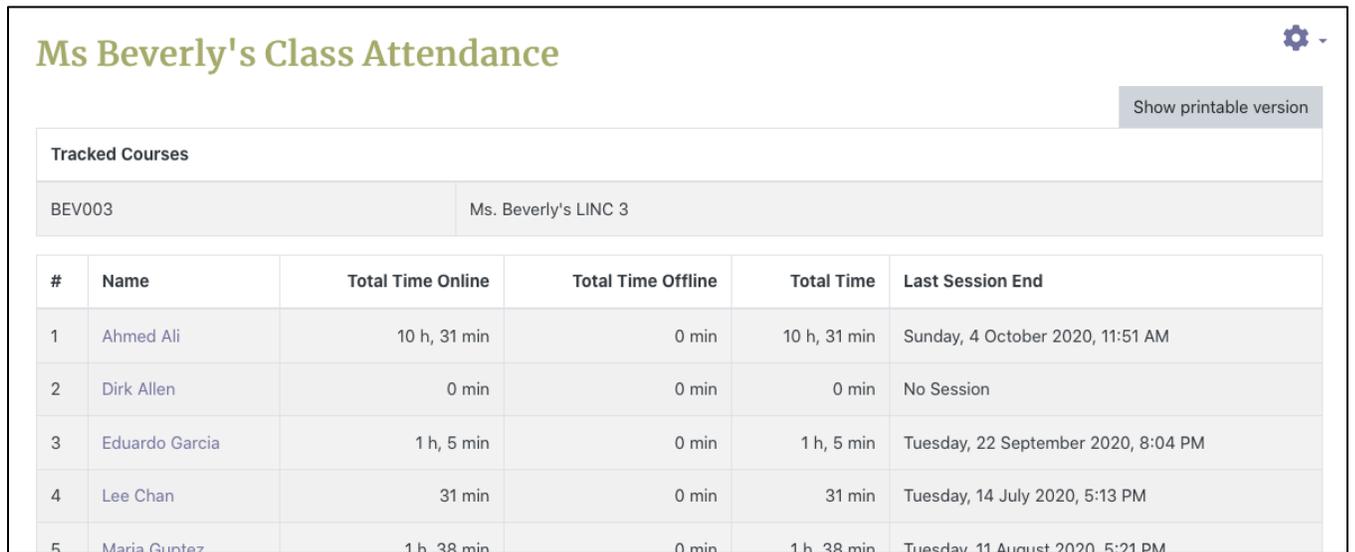
Using the Attendance Register

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.

A screenshot of the "Ms Beverly's Class Attendance" report. The report title is "Ms Beverly's Class Attendance" in green. There is a gear icon in the top right corner and a "Show printable version" button. Below the title, there is a section for "Tracked Courses" showing "BEV003" and "Ms. Beverly's LINC 3". The main part of the report is a table with the following columns: "#", "Name", "Total Time Online", "Total Time Offline", "Total Time", and "Last Session End".

#	Name	Total Time Online	Total Time Offline	Total Time	Last Session End
1	Ahmed Ali	10 h, 31 min	0 min	10 h, 31 min	Sunday, 4 October 2020, 11:51 AM
2	Dirk Allen	0 min	0 min	0 min	No Session
3	Eduardo Garcia	1 h, 5 min	0 min	1 h, 5 min	Tuesday, 22 September 2020, 8:04 PM
4	Lee Chan	31 min	0 min	31 min	Tuesday, 14 July 2020, 5:13 PM
5	Maria Guntez	1 h, 38 min	0 min	1 h, 38 min	Tuesday, 11 August 2020, 5:21 PM

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

A screenshot of a button labeled "Show printable version".

4. Print using the browser's features.

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

A screenshot of a button labeled "Back to normal version".

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

Bev's 003 Class attendance Show printable version

Tracked Courses

BEV003	Ms. Beverly's LINC 3
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#	Name	Total Time Online	Last Session End
1	Ahmed Ali	23 h, 35 min	Tuesday, 14 April 2020, 9:04 AM
2	Eduardo Garcia	2 h, 43 min	Thursday, 9 April 2020, 12:08 PM
3	Lee Chan	1 h, 27 min	Thursday, 9 April 2020, 12:04 PM
4	Maria Guptez	4 h, 49 min	Monday, 13 April 2020, 10:46 AM

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

Bev's 003 Class attendance: Ahmed Ali Show printable version Back to tracked Users list

User's Sessions summary

Previous login on Site	Monday, 13 April 2020, 7:30 PM
Last login on Site	Tuesday, 14 April 2020, 8:45 AM
Last activity on Site	Tuesday, 14 April 2020, 8:48 AM
Last Register online Session End (excl. current Session)	Tuesday, 14 April 2020, 9:04 AM
Online Sessions Total Time	23 h, 35 min

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

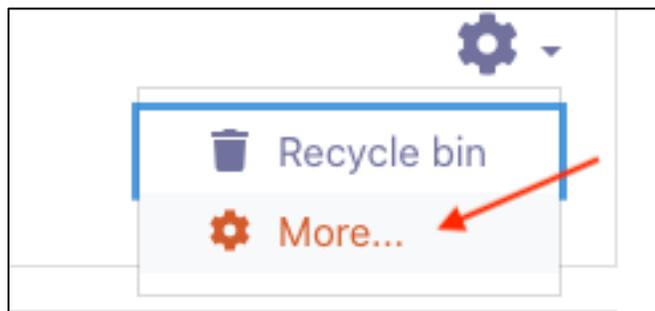
12. To return to the class attendance list, click on the **Back to tracked users** list.

Back to tracked Users list

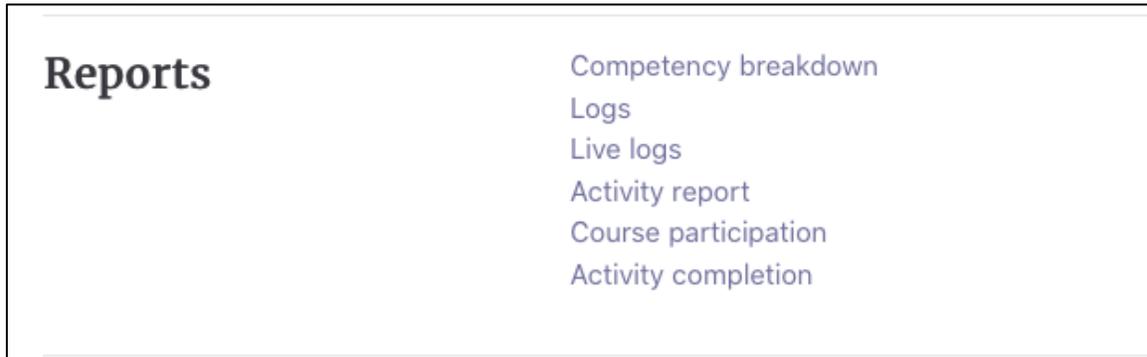
Course Report Options

A number of reports about the courseware are available.

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



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



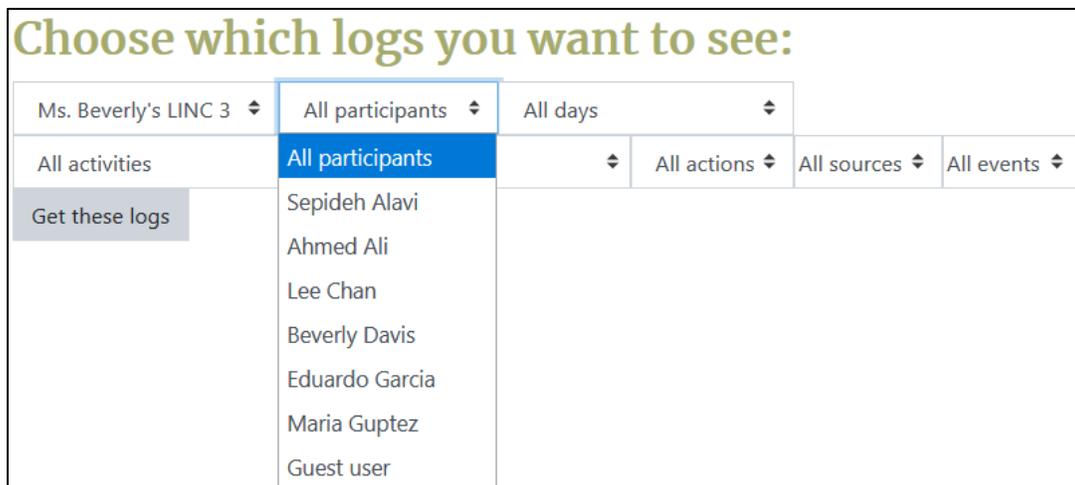
Logs

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.



The screenshot shows a form titled "Choose which logs you want to see:". It contains several dropdown menus and a button. The first row has three dropdowns: "Ms. Beverly's LINC 3", "All participants", and "All days". The second row has five dropdowns: "All activities", "All participants", "All actions", "All sources", and "All events". Below these is a "Get these logs" button. A dropdown menu is open under "All participants", showing a list of names: Sepideh Alavi, Ahmed Ali, Lee Chan, Beverly Davis, Eduardo Garcia, Maria Guptez, and 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.

Ms. Beverly's LINC 3

▼ **Filter**

From Enable

To Enable

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

Ms. Beverly's LINC 3

▶ **Filter**

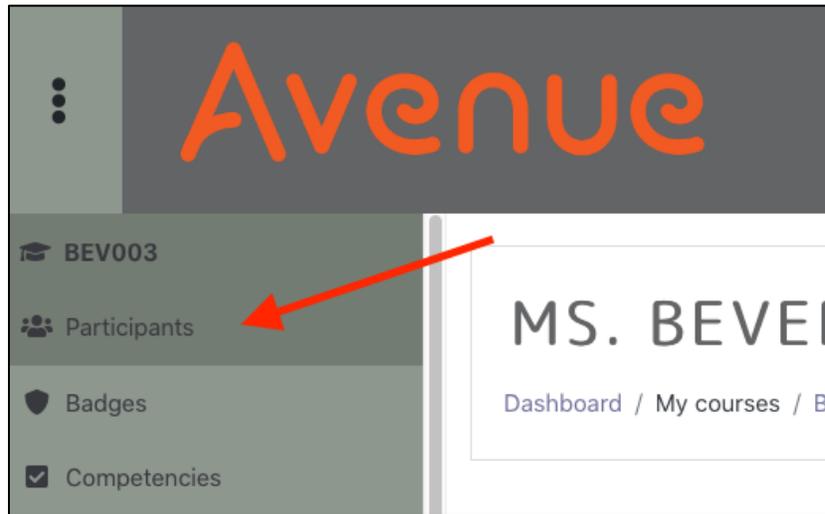
Computed from logs since Monday, 19 August 2019, 2:30 PM.

Activity	Views	Related blog entries	Last access
Announcements	37 views by 3 users	-	Thursday, 27 February 2020, 11:55 AM (36 days 17 hours)
Keywords-LINC 3	6 views by 3 users	-	Thursday, 5 March 2020, 11:35 AM (29 days 17 hours)
General Discussion	3 views by 1 users	-	Wednesday, 12 February 2020, 9:58 AM (51 days 19 hours)
LINC 4 Employment Glossary	5 views by 1 users	-	Saturday, 7 March 2020, 4:37 AM (28 days)

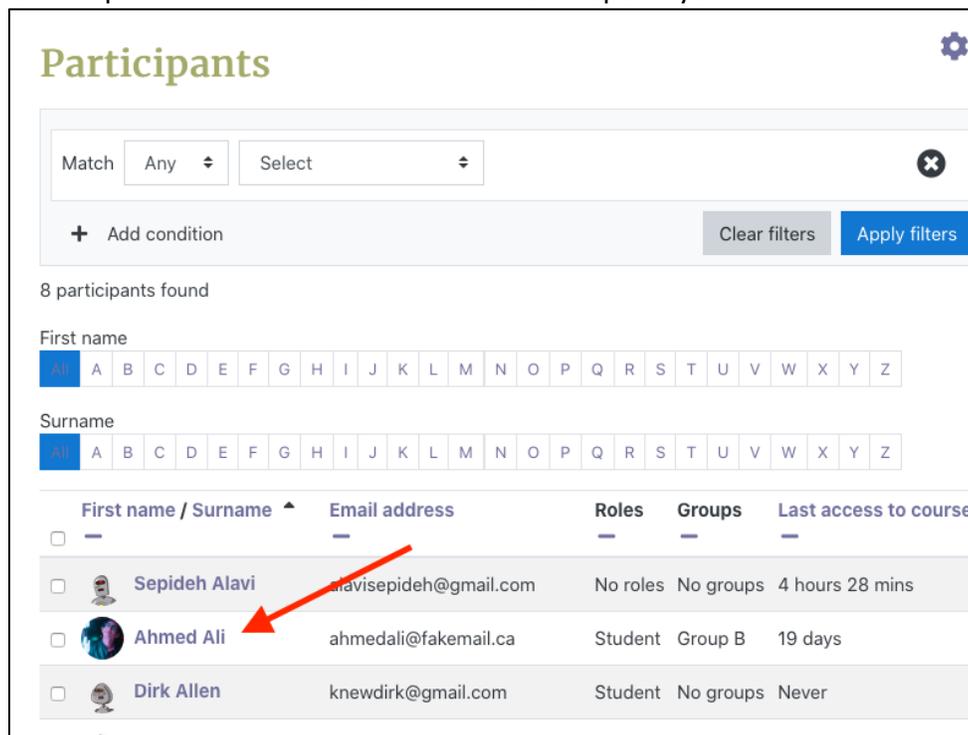
Individual Report Options

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.

A screenshot of the 'Participants' page in the Avenue application. The page title is 'Participants' with a settings gear icon. Below the title is a filter section with 'Match Any' and 'Select' dropdowns, and buttons for '+ Add condition', 'Clear filters', and 'Apply filters'. It states '8 participants found'. There are two alphabetical filters for 'First name' and 'Surname'. Below these is a table of participants with columns for 'First name / Surname', 'Email address', 'Roles', 'Groups', and 'Last access to course'. A red arrow points to the row for 'Ahmed Ali'.

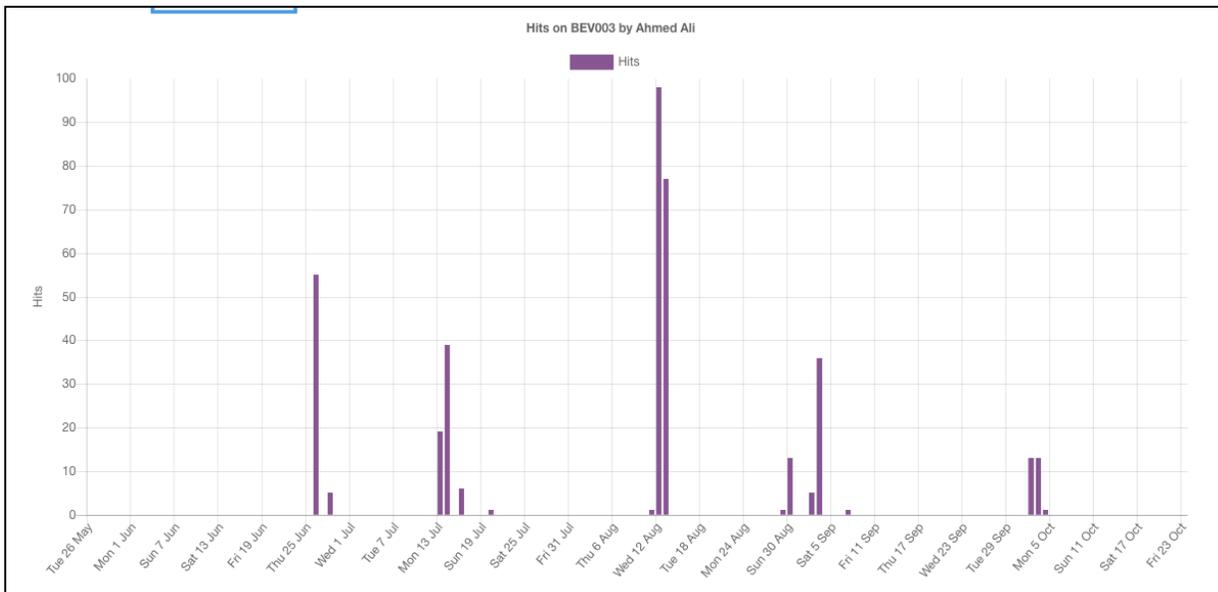
3. Scroll down the student's **Profile** to the section labelled **Reports**.

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	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  Ali_A_20200622_LINC6_GlobalWarming.pdf 26 June 2020, 12:22 PM </div>
Submission comments	▶ Comments (0)