

Using Reports

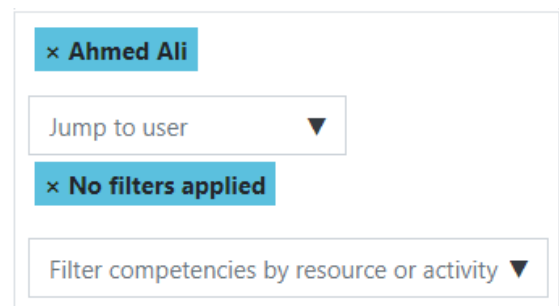
Activity reports can be used to track learner progress and content usage in a course.

Reports can be accessed from the **Actions menu** and clicking on the **More..** link.. These reports allow instructors to view course **Competency breakdown, Insights, Logs, Live Logs, Activity report, Course participation** and **Activity completion**.

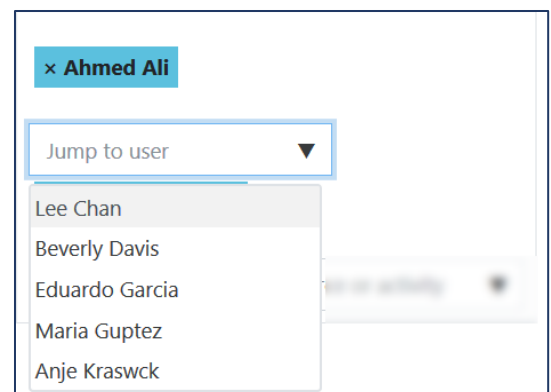


Competency breakdown (coming to Avenue in 2021)

Competency breakdowns shows the students' current level based on the **Competency frameworks** set by the site administrator. These could be set as the CLB Competency Statements, allowing teachers to evaluate the students' competencies and to rate them using a scale such as **Achieved, Developing, or Not yet**, or any other framework practiced in the school. Click on **Competency Breakdown** to see the list of users and resources or activities.



Choose the **student** from the list. Then choose the **activity** you want to see.



If the site administrator has set competency ratings for the course, you would see them here.

Eduardo Garcia
 Message Add to contacts

× Eduardo Garcia

Jump to user ▼

× No filters applied

Filter competencies by resource or activity ▼

Competency breakdown

Competency ratings in this course are updated immediately in learning plans.

Competency	Rating
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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.

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 Gupte
- Guest user

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

Live logs

Using **Live logs**, a page with the current activity by all users is displayed, again, with the pages a learner accessed, the time and date they were accessed, the IP address they were working from, and their actions such as view, add, update and delete. There is also a button to **Pause live updates**.

Pause live updates								
Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
4 April 2020, 5:57 AM	Beverly Davis	-	Course: Ms. Beverly's LINC 3	System	Course viewed	The user with id '12' viewed the course with id '17'.	web	176.203.92.72
4 April 2020, 5:55 AM	Beverly Davis	-	Course: Ms. Beverly's LINC 3	System	Course viewed	The user with id '12' viewed the course with id '17'.	web	176.203.92.72
4 April 2020, 5:54 AM	Beverly Davis	-	Course: Ms. Beverly's LINC 3	Activity report	Activity report viewed	The user with id '12' viewed the outline activity report for the course with id '17'.	web	176.203.92.72

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)

Course participation

The **Course participation** report shows all actions for specific activities and resources on your course up to 5 months before the present time. The report can be filtered by role, so it is possible to view only what course participants have been doing collectively.

GOING TO THE BANK (LINC 4)

Dashboard / My courses / Banking 4 / Reports / Course participation

Activity module: Look back: Show only: Show actions:

Groups:

Activity module filter:
Select an activity or resource. All activities and resources in a course are listed here.

Look back filter:
Choose how far back you want to create this participation report for.

Show only filter:
Select Student to include only students in the report.

Show action filter:
Click all actions for a complete report. Other options include View and Post (useful for a forum participation report).

Sending reminders to learners to complete online activities

One useful feature of the **Course participation** report is that it allows messages to be sent to learners who have not completed an activity. To do this:

1. In the **Administration** block, select **Course participation** under **Reports**.
2. Select an **Activity** and set other desired filters.
3. Click the **Go** button to see a list of participants and whether they have been active in the course.

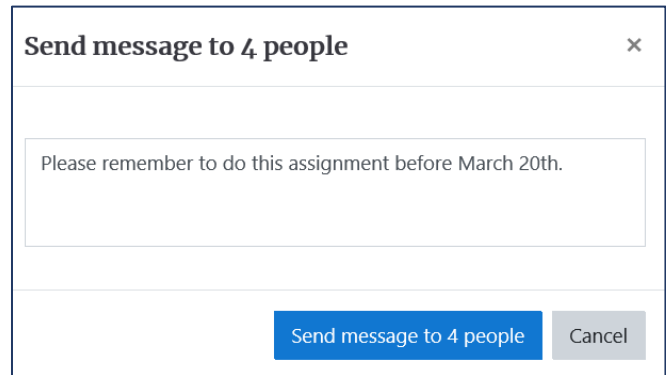
4. Click the **Select all 'No'** button below the list of learners.

The check boxes are selected next to all learners where **No** appears in the **All actions** column next to their names.

First name / Surname ▼	All actions
Maria Guptez	No <input checked="" type="checkbox"/>
Eduardo Garcia	No <input checked="" type="checkbox"/>
Lee Chan	No <input checked="" type="checkbox"/>
Ahmed Ali	Yes (1) <input type="checkbox"/>
Select all 'No'	

5. Choose **Send a message** in the **With selected users...** drop-down menu and click the OK button.

A pop-up window appears where the teacher composes a message and sends it to the selected participants.



The screenshot shows a modal dialog box titled "Send message to 4 people" with a close button (X) in the top right corner. Inside the dialog, there is a text input field containing the message: "Please remember to do this assignment before March 20th." At the bottom of the dialog, there are two buttons: a blue "Send message to 4 people" button and a grey "Cancel" button.

The message will be sent using the internal Moodle messaging system and if learners have their messaging preference set up to receive email messages when they are offline, they may also receive the message by email.

Activity completion

Click on **Activity completion** to view a list of students and the activities they have completed. In the image below, none of the students have completed their activities yet; therefore none of the boxes are checked.

First name / Surname	Email address	LINC 4 Employment Glossary	Course Outline	Reading Choice	Reading	Label	All about Canada	Skype Ms. Davis	LINC 4 Employment Glossary	Employment Discussion
Ahmed Ali	ahmedali@fakemail.ca	<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"/>
Lee Chan	leechan@fakemail.ca	<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"/>
Eduardo Garcia	Eduardogarcia@fakemail.ca	<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"/>
Maria Guptez	mariaguptez@fakemail.ca	<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"/>

If the teacher wishes to manually change the completion state of any of the activities for any student, they can check the box, and click on **Save changes** in the **Confirm** pop-up.

Confirm ×

Are you sure you want to override the current completion state of this activity for this user and mark it "Completed"?

Save changes
Cancel

The selected activities for each student can be checked one activity at a time.

First name / Surname	Email address	LINC 4 Employment Glossary	Course Outline	Reading Choice	Reading	Label	All about Canada	Skype Ms. Davis	LINC 4 Employment Glossary	Employment Discussion	Totally Testing out this tool
Ahmed Ali	ahmedali@fakemail.ca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lee Chan	leechan@fakemail.ca	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Eduardo Garcia	Eduardogarcia@fakemail.ca	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Maria Guptez	mariaguptez@fakemail.ca	<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 checked="" type="checkbox"/>	<input type="checkbox"/>

Teachers can then save the **Activity completion** table on their computers in either spreadsheet or Excel-compatible formats.

[Download in spreadsheet format \(UTF-8 .csv\)](#)
[Download in Excel-compatible format \(.csv\)](#)

Video Resources

Course Reports

<https://youtu.be/rQUz4Okbunk>

Moodle Reporting – Activity Completion, Participation Tracking, Logs

<https://youtu.be/Nyplqo5W2bw>

Monitoring Student Participation in Moodle - Part 1: Logs Report

https://youtu.be/Q_JYDqaec60?list=PLkJXICi47mq0s8S5uxcheMO1eebrsVgVIMonitoring

Student Participation in Moodle - Part 2: Activity Report

<https://youtu.be/9qWOWjgiQoQ?list=PLkJXICi47mq0s8S5uxcheMO1eebrsVgVI>

Monitoring Student Participation in Moodle - Part 3: Course Participation Report

<https://youtu.be/8g30jxicQj0?list=PLkJXICi47mq0s8S5uxcheMO1eebrsVgVI>

Monitoring Student Participation in Moodle - Part 4: Statistics Report

https://youtu.be/hdgE_Kv2osA?list=PLkJXICi47mq0s8S5uxcheMO1eebrsVgVI

Resources

[Moodle Documents: Competency breakdown report](https://docs.moodle.org/39/en/Competency_breakdown_report)

<https://docs.moodle.org/39/en/Competency_breakdown_report>

[Moodle Documents: Logs](https://docs.moodle.org/39/en/Logs)

<<https://docs.moodle.org/39/en/Logs>>

[Moodle Documents: Activity report](https://docs.moodle.org/39/en/Activity_report)

<https://docs.moodle.org/39/en/Activity_report>

[Moodle Documents: Participation report](https://docs.moodle.org/39/en/Participation_report)

https://docs.moodle.org/39/en/Participation_report

[Moodle Documents: Activity completion](https://docs.moodle.org/39/en/Activity_completion)

https://docs.moodle.org/39/en/Activity_completion

[Moodle Miniguides](https://wiki.ucl.ac.uk/display/MoodleResourceCentre/Miniguides)

<<https://wiki.ucl.ac.uk/display/MoodleResourceCentre/Miniguides>>