# 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.
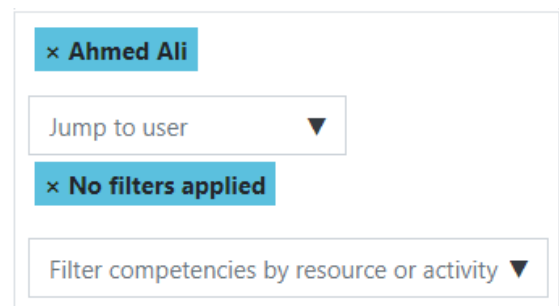
Choose the **student** from the list. Then choose the **activity** you want to see.
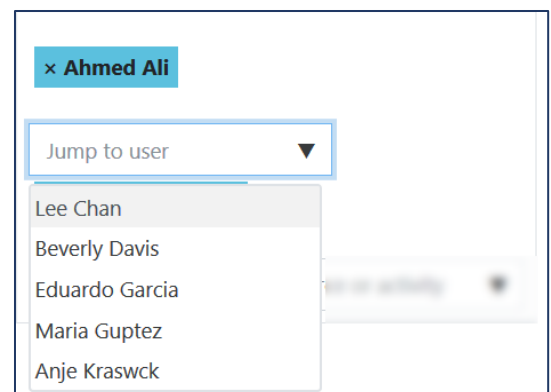
If the site administrator has set competency ratings for the course, you would see them here.

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 **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**.

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.

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

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.

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.

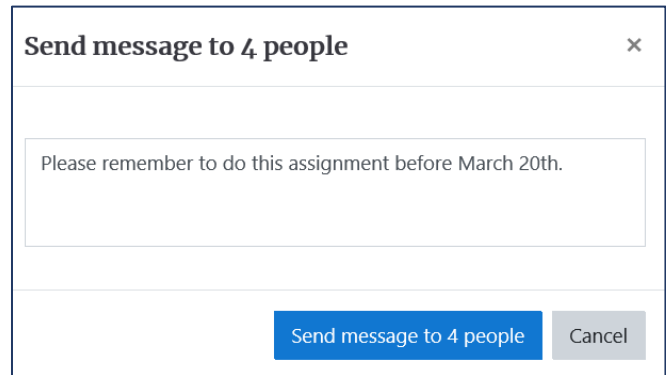| Activity module	Look back	Show only	Show actions	
David Suzuki ⇕	2 months ⇕	Student ⇕	All actions ⇕	Go

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	☑
Eduardo Garcia	No	☑
Lee Chan	No	☑
Ahmed Ali	Yes (1)	☐
Select all 'No'		

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

With selected users...	Choose... ⇕
	Choose...
	Send a message

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

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
		Aa	📄	❓	🏷️	🏷️	🌐	S	Aa	ⓑ
Ahmed Ali	ahmedali@fakemail.ca	☐	☐	☐	☐	☐	☐	☐	☐	☐
Lee Chan	leechan@fakemail.ca	☐	☐	☐	☐	☐	☐	☐	☐	☐
Eduardo Garcia	Eduardogarcia@fakemail.ca	☐	☐	☐	☐	☐	☐	☐	☐	☐
Maria Guptez	mariaguptez@fakemail.ca	☐	☐	☐	☐	☐	☐	☐	☐	☐

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	☐	☐	☐	☐	☐	☑	☑	☑	☑	☐
Lee Chan	leechan@fakemail.ca	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐
Eduardo Garcia	Eduardogarcia@fakemail.ca	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐
Maria Guptez	mariaguptez@fakemail.ca	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐

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/rQUz4Okbumk
Moodle Reporting – Activity Completion, Participation Tracking, Logs
https://youtu.be/NypIqo5W2bw
Monitoring Student Participation in Moodle - Part 1: Logs Report
https://youtu.be/Q_JYDqaec60?list=PLkJXICi47mq0s8S5uxcheMO1eebrsVgVlMonitoring
Student Participation in Moodle - Part 2: Activity Report
https://youtu.be/9qWOwjgiQoQ?list=PLkJXICi47mq0s8S5uxcheMO1eebrsVgVl
Monitoring Student Participation in Moodle - Part 3: Course Participation Report
https://youtu.be/8g30jxjcQj0?list=PLkJXICi47mq0s8S5uxcheMO1eebrsVgVl
Monitoring Student Participation in Moodle - Part 4: Statistics Report
https://youtu.be/hdgE_Kv2osA?list=PLkJXICi47mq0s8S5uxcheMO1eebrsVgVl

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>