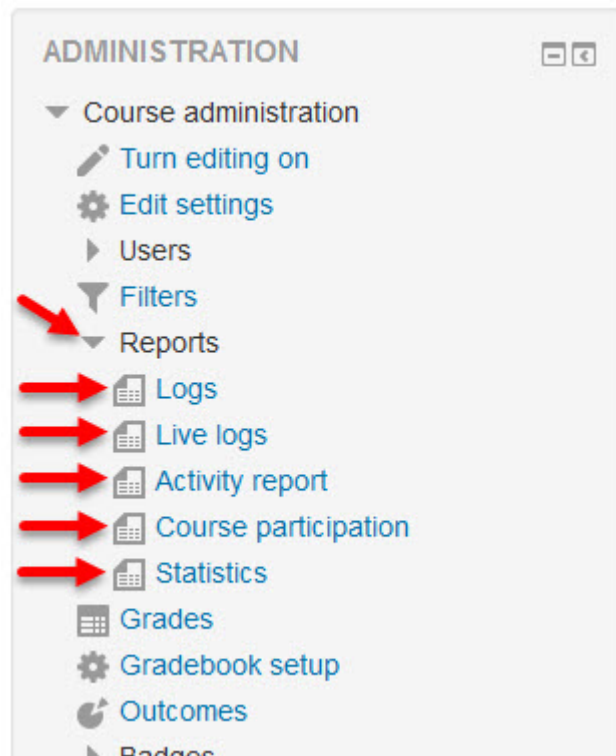


Using Reports

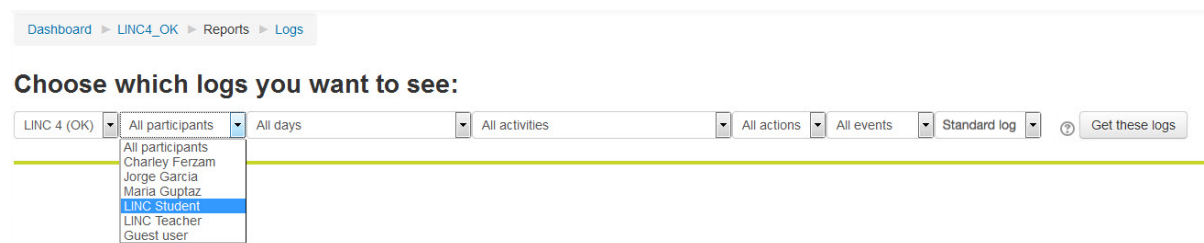
Reports can be accessed from the *Course administration* section of the *Administration* block. These reports allow instructors to view course *Logs*, *Live Logs*, *Activity reports*, *Course participation* reports, and *Statistics*.



Logs

Using logs, reports can be created with detailed information about course participants and content. It is possible to view the pages a learner accessed, the time and date he/she accessed them, the IP address he/she is working from, and his/her actions (view, add, update, delete). (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, individual, date, activity, or actions. 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 he/she accessed them, the IP address he/she is working from, and his/her actions (view, add, update, delete). (The IP address link provides an estimate of the learner's location.) There is also a button to Pause live updates.

Dashboard > LINC4_OK > Reports > Live logs

Pause live updates









Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
18 Aug, 13:31	LINC Student	-	Choice: Colours - Class Poll	Choice	Course module viewed	The user with id '67' viewed the 'choice' activity with course module id '5778'.	web	108.172.238.165
18 Aug, 13:31	LINC Student	-	Course: LINC 4 (OK)	System	Course viewed	The user with id '67' viewed the course with id '3'.	web	108.172.238.165
18 Aug, 13:31	Maria Gupta	-	Choice: Colours - Class Poll	Choice	Course module viewed	The user with id '13' viewed the 'choice' activity with course module id '5778'.	web	108.172.238.165
18 Aug, 13:31	Maria Gupta	-	Course: LINC 4 (OK)	System	Course viewed	The user with id '13' viewed the course with id '3'.	web	108.172.238.165
18 Aug, 13:31	Jorge Garcia	-	Course: LINC 4 (OK)	System	Course viewed	The user with id '7' viewed the course with id '3'.	web	108.172.238.165
18 Aug, 13:31	Jorge Garcia	-	Page: Contact Information	Page	Course module viewed	The user with id '7' viewed the 'page' activity with course module id '5779'.	web	108.172.238.165
18 Aug, 13:31	Jorge Garcia	-	Course: LINC 4 (OK)	System	Course viewed	The user with id '7' viewed the course with id '3'.	web	108.172.238.165
18 Aug, 13:30	Charley Ferzam	-	Choice: Activity: Using the Computer	Choice	Course module viewed	The user with id '9' viewed the 'choice' activity with course module id '5794'.	web	108.172.238.165

Activity reports

An activity report displays all activity in the course, sorted by topic in sequential order. Each item is shown with its type and name.

LINC 4 (OK)

Computed from logs since Tuesday, 8 December 2015, 8:30 PM.

Activity	Views	Related blog entries	Last access
 Keywords - LINC 4	4 by 4 users	-	Thursday, 18 August 2016, 1:39 PM (22 secs)
 News forum	3 by 3 users	-	Thursday, 18 August 2016, 1:39 PM (20 secs)
 General Discussion Forum	3 by 3 users	-	Thursday, 18 August 2016, 1:39 PM (18 secs)
 Colours - Class Poll	4 by 3 users	-	Thursday, 18 August 2016, 1:39 PM (15 secs)
 Contact Information	3 by 2 users	-	Thursday, 18 August 2016, 1:39 PM (12 secs)
 Course Outline	4 by 3 users	-	Thursday, 18 August 2016, 1:39 PM (10 secs)
 Choice: Reading	4 by 4 users	-	Thursday, 18 August 2016, 1:39 PM (7 secs)
 Canada	3 by 3 users	-	Thursday, 18 August 2016, 1:39 PM (5 secs)

Course Participation

The *Participation* report shows all actions for particular 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. Select *Course participation* under *Reports* in the *Course administration* section of the *Administration* block.
2. Select an activity and any other desired filters.

Dashboard > LINC4_OK > Reports > Course participation

Activity module: Colours - Class Poll | Look back: 5 days | Show only: Student | Show actions: All actions | Go

Groups: All participants

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

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

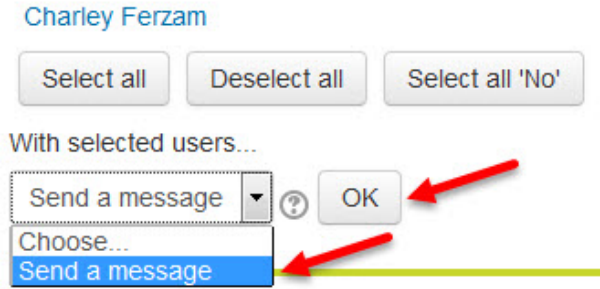
First name / Surname	All actions	Select
LINC Student	Yes (1)	<input type="checkbox"/>
Maria Guptaz	Yes (2)	<input type="checkbox"/>
Jorge Garcia	Yes (1)	<input type="checkbox"/>
Charley Ferzam	No	<input checked="" type="checkbox"/>

Select all | Deselect all | **Select all 'No'**

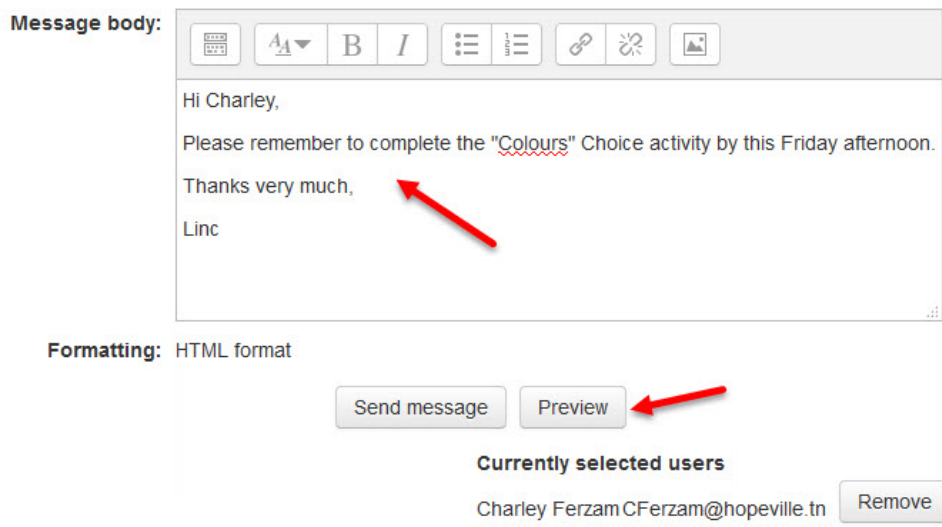
With selected users...
Choose...

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

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



6. Compose a message in *the Message body* text box and click the *Preview* button to review the message.



7. Review the message and click the *Send* message button if it is satisfactory. (Or, click the Update button to edit it.)

HTML format preview



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.