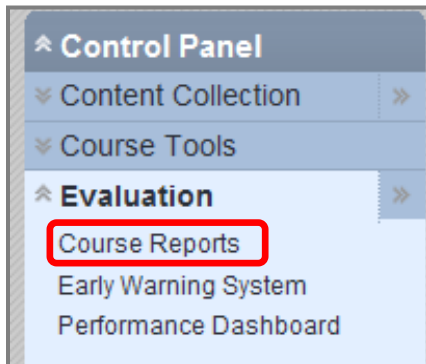


Generating a User Activity Report

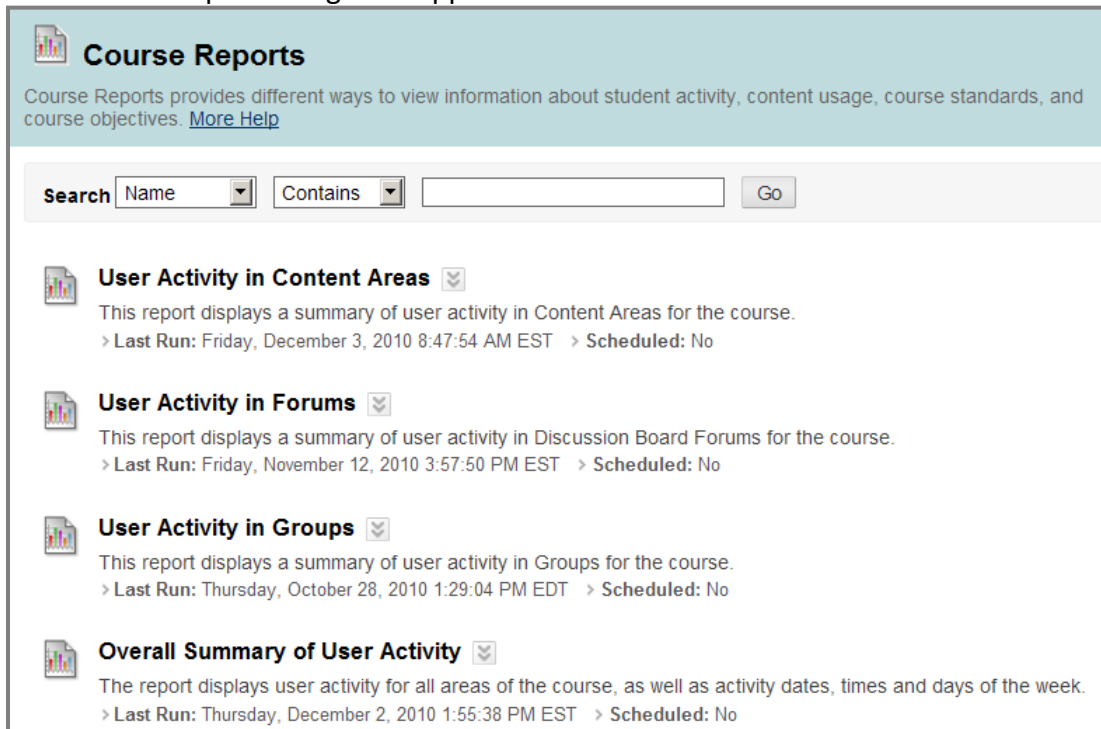
User Activity Reports provide different ways to view information about student activity in different areas of your course site.

Follow these step-by-step instructions to run a **User Activity Report**:

1. In the “Evaluation” section of the Control Panel, click **Course Reports**.



2. The “Course Reports” Page will appear.

A screenshot of the 'Course Reports' page. The page has a light blue header with the title 'Course Reports' and a brief description: 'Course Reports provides different ways to view information about student activity, content usage, course standards, and course objectives. [More Help](#)'. Below the header is a search bar with 'Search' and 'Go' buttons, and two dropdown menus labeled 'Name' and 'Contains'. The main content area lists four report options, each with a small icon and a description:

- User Activity in Content Areas**: This report displays a summary of user activity in Content Areas for the course. > Last Run: Friday, December 3, 2010 8:47:54 AM EST > Scheduled: No
- User Activity in Forums**: This report displays a summary of user activity in Discussion Board Forums for the course. > Last Run: Friday, November 12, 2010 3:57:50 PM EST > Scheduled: No
- User Activity in Groups**: This report displays a summary of user activity in Groups for the course. > Last Run: Thursday, October 28, 2010 1:29:04 PM EDT > Scheduled: No
- Overall Summary of User Activity**: The report displays user activity for all areas of the course, as well as activity dates, times and days of the week. > Last Run: Thursday, December 2, 2010 1:55:38 PM EST > Scheduled: No

3. User (student) Activity can be tracked in four ways:
 - a. **User Activity in Content Areas:** A report of where students go in your course site (such as the Lessons content area), how many times they've been there, and the date they accessed that location.
 - b. **User Activity in Forums:** A report of where students go in your course site's Discussion Board Forums.
 - c. **User Activity in Groups:** A report of where a student or students go in Group-specific areas of your course site. This report is identical to the User Activity in Content Areas report, but with Group-specific areas instead of Content Areas that are available to all students. This report will contain no data if you are not using Groups in your course site.
 - d. **Overall Summary of User Activity:** A comprehensive report of where a student or students spend time in your site, including how many times they visited each area and the date they visited. It also includes congregate data on the student(s) in the report, such as what days of the week and hours of the day that students are visiting your course site.
4. The process of generating a User Activity Report is the same for all four types. To run a report, first click the Action Link next to the report name.



5. The pull-down menu opens. Click *Run*.



6. The "Report Specifications" page opens.

2. Report Specifications

Select Format: PDF

Select Users:

- Berry (eLi), Susan (sberry2)
- Berry (s), Susan (s00372214-s)
- Berry, Susan (s00372214)
- Budzick (s), Danielle (s00851655-s)
- Budzick, Danielle (s00851655)

* Select a Start Date: 12/02/2010
Enter dates as mm/dd/yyyy

* Select an End Date: 12/03/2010
Enter dates as mm/dd/yyyy



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7. Select a format for the report. Reports can be generated in PDF, HTML, Word, or Excel format.
8. Select a *user or users* in the Select Users box. To select more than one user, hold down the Control Key (Command Key on a Mac) while clicking on the names. To select every user, click the name at the top of the list, scroll to the bottom, then click the last name on the list while holding the Shift key. Please avoid including yourself in reports; it will skew the aggregate data.

Select Users

- Byers, Carissa (student3)
- Garza, Ulysses (student2)
- Merrit, Stanton (student1)

9. Select *Start date* and *End Dates* parameters of your report.

* Select a Start Date 12/02/2010
Enter dates as mm/dd/yyyy

* Select an End Date 12/03/2010
Enter dates as mm/dd/yyyy

10. Click the *Submit* button.

Cancel Submit

11. The Successful Run screen opens. From here you can save your report to the Content Collection, download it to your computer, or run the same type of report with different criteria. Remember, this screen is identical to what you will see when you run any type of report.

Successful Run: User Activity in Content Areas

- » **Save to Content Collection**
Save this report to the Content Collection.
- » **Download Report**
Save the file containing the report data to a local system.
- » **Run a new Report**
Run the report again using different report criteria.