Moodle reports – Tracking student activity

Moodle has a number of reports to enable lecturers to see which resources and activities have been accessed, when, and by which student. To access reports go to the Administration block and choose reports. The types of reports include:

- **Logs** - generates a filtered report showing information about a particular activity or student.
- **View activity report -** generates a simple report showing all activity in the course.
- **View course participation report -** provides a sortable list showing all students, with details about a particular resource or activity. You can see who has viewed a resource or submitted an activity.
- **Activity completion** generates a list of all participants and displays whether or not they have completed activities.

Note: Activity Completion reports are only available: if the *Enable completion tracking* is set to Yes in your course:

- To enable completion tracking go to the Administration block and click **Edit course settings.**
- Under *Completion tracking,* use the dropdown menu next to *Enable completion tracking*, and select **Yes.** Select **Save and display** to return to your course page.

Logs

Course logs enable you to see which resources or activities have been accessed and when. You can check to see if an individual student has viewed a specific resource or participated in a particular activity. You can limit your search to a specific day, or get results for a specified period of time.

1. To view the logs, click **Get these logs**. The page will refresh displaying logs based on your chosen filters.
2. You can download the report as a file. At the bottom of the page use the dropdown list to choose a file type.

View Activity Report

An Activity report is a simple report with no filters. It will show all activities in the course. Items are listed in order of appearance on the course websites.

Note: You can use the Filter dropdown to narrow the dates for the search.

ACCT101 - Accounting Fundamentals

Filter

Computed from logs since Sunday, 31 March 2019, 4:15 AM.

Activity	Views	Related blog entries	Last access
General Course Information			
What is this course about?	25 views by 20 users	-	Thursday, 17 October 2019, 8:17 PM (164 days 17 hours)
Acct 101 Class Forum	46 views by 25 users	-	Sunday, 15 December 2019, 2:54 PM (105 days 22 hours)
News & Announcements	836 views by 80 users	-	Friday, 8 November 2019, 9:14 PM (142 days 16 hours)
Become a student rep! (video)	4 views by 4 users	-	Monday, 14 October 2019, 3:32 PM (167 days 22 hours)
Student rep information	11 views by 8 users	-	Tuesday, 23 July 2019, 12:18 PM (251 days)
Lecture 1 - Course Introduction	121 views by 41 users	-	Thursday, 12 March 2020, 1:57 PM (17 days 23 hours)

- The *Activity* column shows the icon for the activity type and the name of the activity.
- The *Views* column tells you how many times each item has been viewed and by how many users.
- The *Last access* column tells you the date the item was last viewed, and the time since it was last viewed.

View Course Participation Report

A Course participation report provides an easy way to monitor general participation in your course and it is particularly useful for monitoring activity in forums. You can see if students have viewed readings or forums, and if (and how many times) they have posted in a forum or activity.

1. Choose your options from the drop-down menus:
    - **Activity module** - Select the Activity type for which you wish to report (e.g., Quiz, dropbox, Forum, etc.).
      Note: Only the activity and resource types used in the course will be listed in this drop-down menu.
    - **Look back** - Select the period for which you wish to report (you can only go back to the number of days when the first activity occurred).
    - **Show only** - Choose what course role to filter by – student.
    - **Show actions** - Choose whether to report on *Views*, *Posts*, or both (*All Actions*).
    - **Groups** – If using groups you can choose which groups to filter by.
2. Once you have selected each of the options click **Go**. Users matching the criteria you selected will be listed in a table sorted by *Name*. Under *All actions,* you can see whether (and how many times) they have completed the action.
3. To sort the table, click the **column header**.

Activity Completion

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Email address	PS Number	Nested folders	Turnitin Ravi	Test feedback file in WORD	My Perusall Sue	Test two files - diff times...	Turnitin test LINC201	Test glossary for ratings ...	pp with notes	Student Rep Training ...	Hadrian & Craig's Quiz	Hadrian test quiz with ...	test assingment that's ...	Time window dropbox	Assignment dropbox to ...	test groups in workshop	Turnitin dropbox to test ...	Student Rep Training ...
StarJinxing Chen	StarJinxing.Chen@lincolnuni.ac.nz	1111647	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Yingjie Lin	Yingjie.Lin@lincoln.ac.nz	1041452	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

If Activity Completion is turned on for your course you will get the option to see Activity Completion as a report.

- The report shows each student and provides a box for each of the resources and activities. The boxes will be ticked if students have accessed the resources or activities.