Step by Step: Checking User Activity Inside Course

Instructors can run a report that summarizes user activity across the course, including tools, content items, date, and hour. Activity is shown as number of “hits” to a web page. “Hits” refer to the number of times the access results in a request to the server to display information. “Hits” does not necessarily mean the number of times a user accesses a page, but can show which areas a user is accessing most, the date, and hour.

This report does not show precise beginning and end times for access of specific items. For specific times on tests, assignment, or discussion board submissions, use the Grade Center or tool functionality.

1. Go to the Control Panel and click the Evaluation link.

2. Click the Course Reports link.

3. On the Course Reports page, go to the last report listed and click the action link for the Overall Summary of User Activity report.

   Click Run from the drop-down menu.

4. On the Run Reports page, Reports Specifications section, select the desired Format. If you want charts to display, choose PDF or html.
Step by Step: Checking User Activity Inside Course

5. Use the date picker to set the **Start Date** and **End Date** for the report. Or, type in the date.

6. In the **Select Users** list, click the name of the student(s) whose data you want to include in the report. To select multiple students, hold the **Shift** key to select students next to each other or hold the **Control (Ctrl)** key to add students in different parts of the list.

7. Click the **Submit** button to run the report. A “Please wait…processing your request” will display.

8. The report will display with each tool listed. Scroll through the pages to find number of hits, percentages of overall activity, date, and hour of activity.