Step by Step: Reporting – Course Activity Overview

Instructors can run a report that provides overall activity within a single course, sorted by student and date. Data includes the total and average time spent per user (as percentage of an hour) and the total amount of activity the user had in the course. The instructor can click on a particular student in this report and access the Student Overview for Single Course report.

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 Course Activity Overview report and click its action link.

   Click Run from the drop-down menu.

4. On the Run Reports page, Reports Specifications section, use the date picker to set the Start Date and End Date for the report. Or, type in the date.
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5. Click the **Submit** button to run the report. A “**Please wait...processing your request**” will display.

6. A window with the report will display. Scroll through the pages to find the overall user activity by day and the average time per user.

7. Go to the **Student Overview page**. Click on a bar to see activity for the student. This goes to the **Student Overview for Single Course** report.

8. If desired, click the **Report Options** button at the top of the report to access a **Printable View** or to **Download** the data to an Excel spreadsheet.