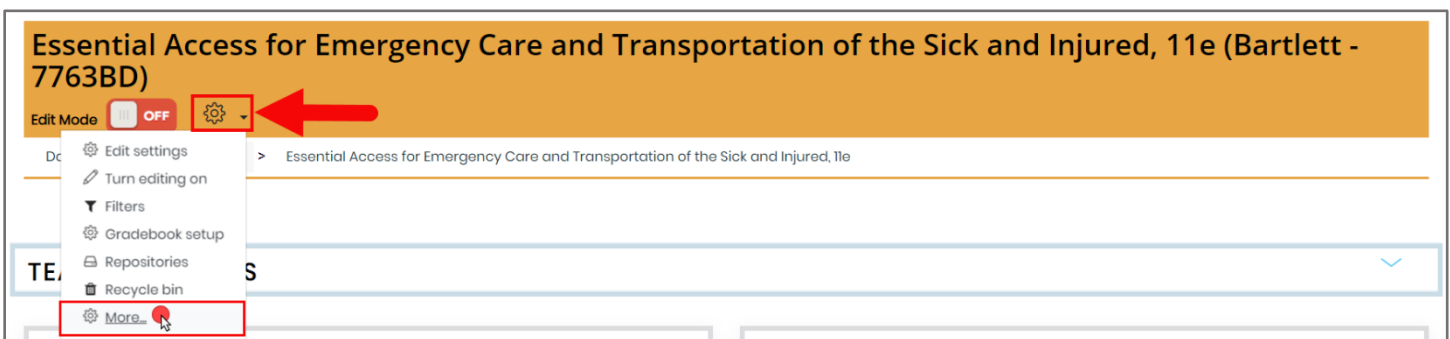


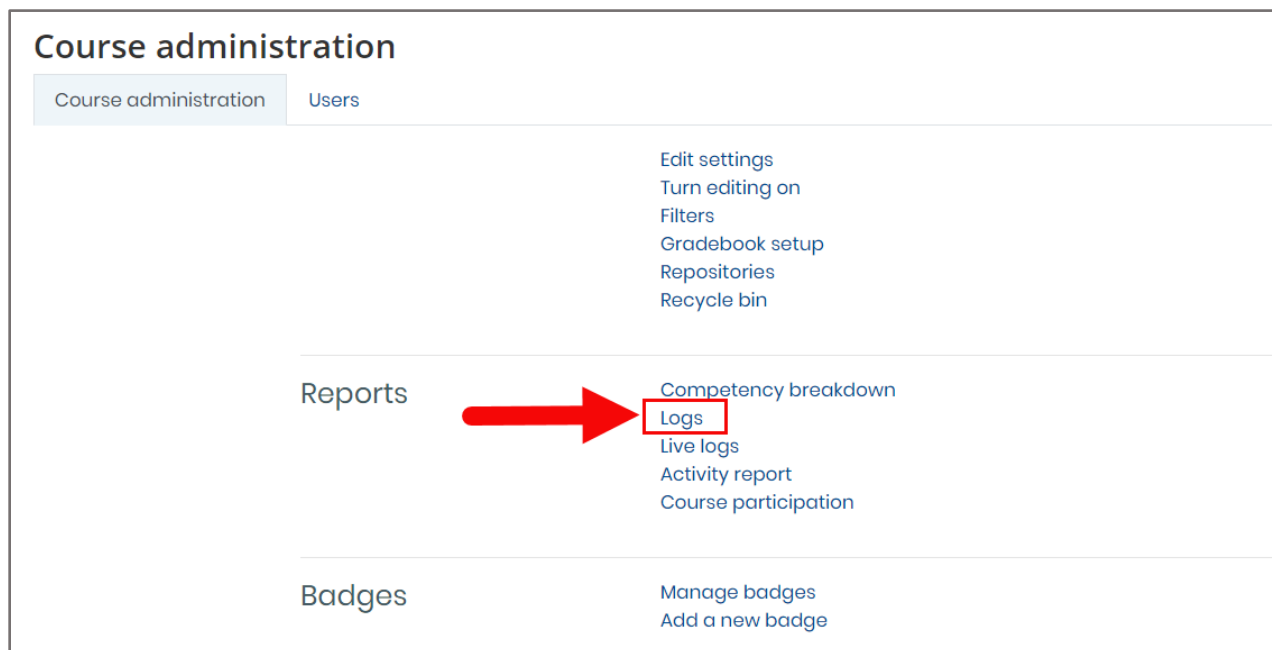
How to Track Individual Student Online Activity

This document provides guidance on using a variety of tools and reports to verify and monitor your students' online activity within the course.

1. Outside of the Gradebook, your primary source of truth for all student online course activity are the course **Logs**. Course logs record individual actions taken by a student within your online course and provides the timing and type of activity. To access these logs, click the **Actions** menu button at the top of any course content page and select **More...** from dropdown list.



2. On the next page, click **Logs** under the **Reports** section.



- Use the dropdown menu options at the top of the page as needed to display an activity report filtering the specific results you are searching for.

Choose which logs you want to see:

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD) ▾	All participants ▾	All days ▾			
All activities ▾	All actions ▾	All sources ▾	All events ▾	?	Get these logs

- For example, if you want to see what actions an individual student completed on a given day, select the student's name from the **All participants** dropdown menu. Then use the **All days** menu to limit the log reports for this student to a specific date.

Choose which logs you want to see:

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD) ▾	John Smith ▾	All days ▾			
All activities ▾	All actions ▾	All sources ▾	All events ▾	?	Get these logs
		All days			
		Today, 14 May 2020			
		Wednesday, 13 May 2020			
		Tuesday, 12 May 2020			
		Monday, 11 May 2020			

- To view the report based on your filter selections, click the **Get these logs** button.

Choose which logs you want to see:

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD) ▾	John Smith ▾	Wednesday, 13 May 2020 ▾			
All activities ▾	All actions ▾	All sources ▾	All events ▾	?	Get these logs

6. Course activity logs will display below, revealing details of each applicable action, such as when the action was taken under the **Time** column, the specific resource affected under the **Event context** column, the content type under the **Component** column, and details of what action was taken under the **Event name** and **Description** columns.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD) | John Smith | Wednesday, 13 May 2020


All activities | All actions | All sources | All events | [Get these logs](#)

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
13 May 2020, 3:39 PM	John Smith	-	Course: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)	System	Course viewed	The user with id '1769' viewed the course with id '529'.	web	10.182.197.119
13 May 2020, 3:20 PM	John Smith	-	Quiz: Chapter 3 Quiz	Quiz	Course module viewed	The user with id '1769' viewed the 'quiz' activity with course module id '120927'.	web	10.182.197.119
13 May 2020, 3:20 PM	John Smith	-	Quiz: Chapter 3 Quiz	Quiz	Course module viewed	The user with id '1769' viewed the 'quiz' activity with course module id '120927'.	web	10.182.197.119

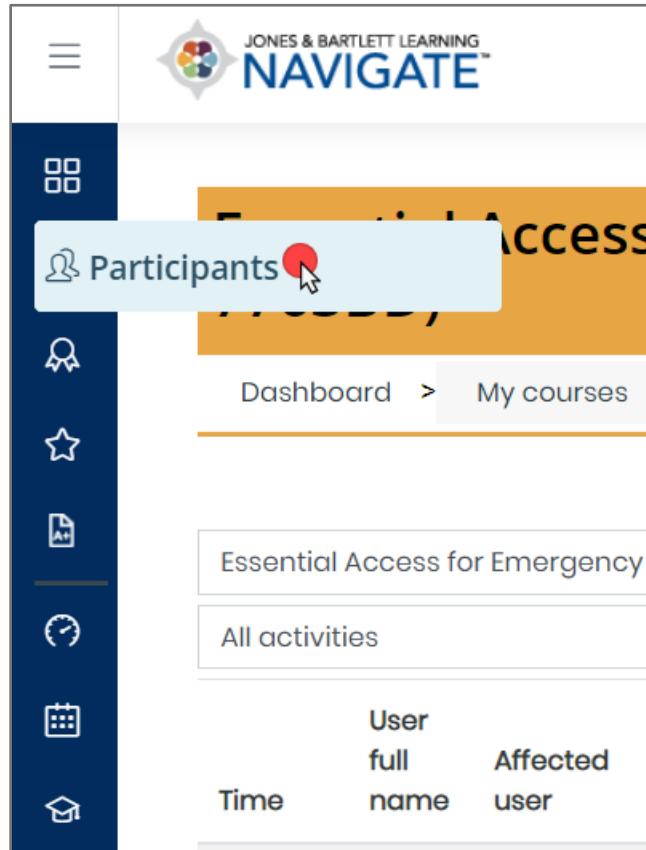
7. Your custom activity log reports generated here may be downloaded in a file type of your choosing using the **Download** button at the bottom of the page.

13 May 2020, 12:51 PM	John Smith	John Smith	Course: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)	User report	Grade user report viewed	The user with id '1769' viewed the user report in the gradebook.	web	10.182.197.119
13 May 2020, 12:50 PM	John Smith	-	Course: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)	System	Course viewed	The user with id '1769' viewed the course with id '529'.	web	10.182.197.119

Download table data as [Download](#)



8. Additional options for reviewing student activity are individual reports available within their **Profiles**. To find these, click the **Participants** button in the **Navigation drawer** to the right of the page.



9. Then click on the name of the student for whom you wish to review usage reports.

Participants
No filters applied

Search keyword or select filter ▼

Number of participants: 3

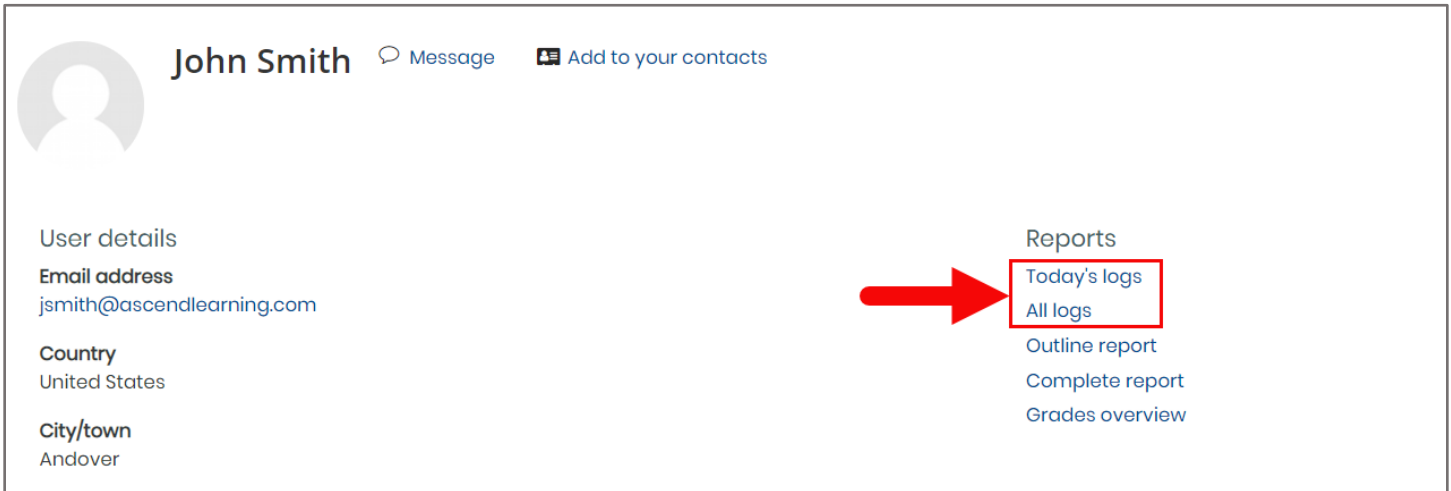
First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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

Select	First name ^ / Surname	Email address	Roles
<input type="checkbox"/>	John Smith	jsmith@ascendlearning.com	Student
<input type="checkbox"/>	Jones Bartlett	jbartlett@ascendlearning.com	Teacher
<input type="checkbox"/>	Lisa Adams	ladams@ascendlearning.com	Student

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10. Under the **Reports** section within the student Profile page, you may choose between either **Today's logs** or **All logs** to review a visual chart that captures the number of student online student course actions for the given day or historically, respectively.



John Smith [Message](#) [Add to your contacts](#)

User details

Email address
jsmith@ascendlearning.com

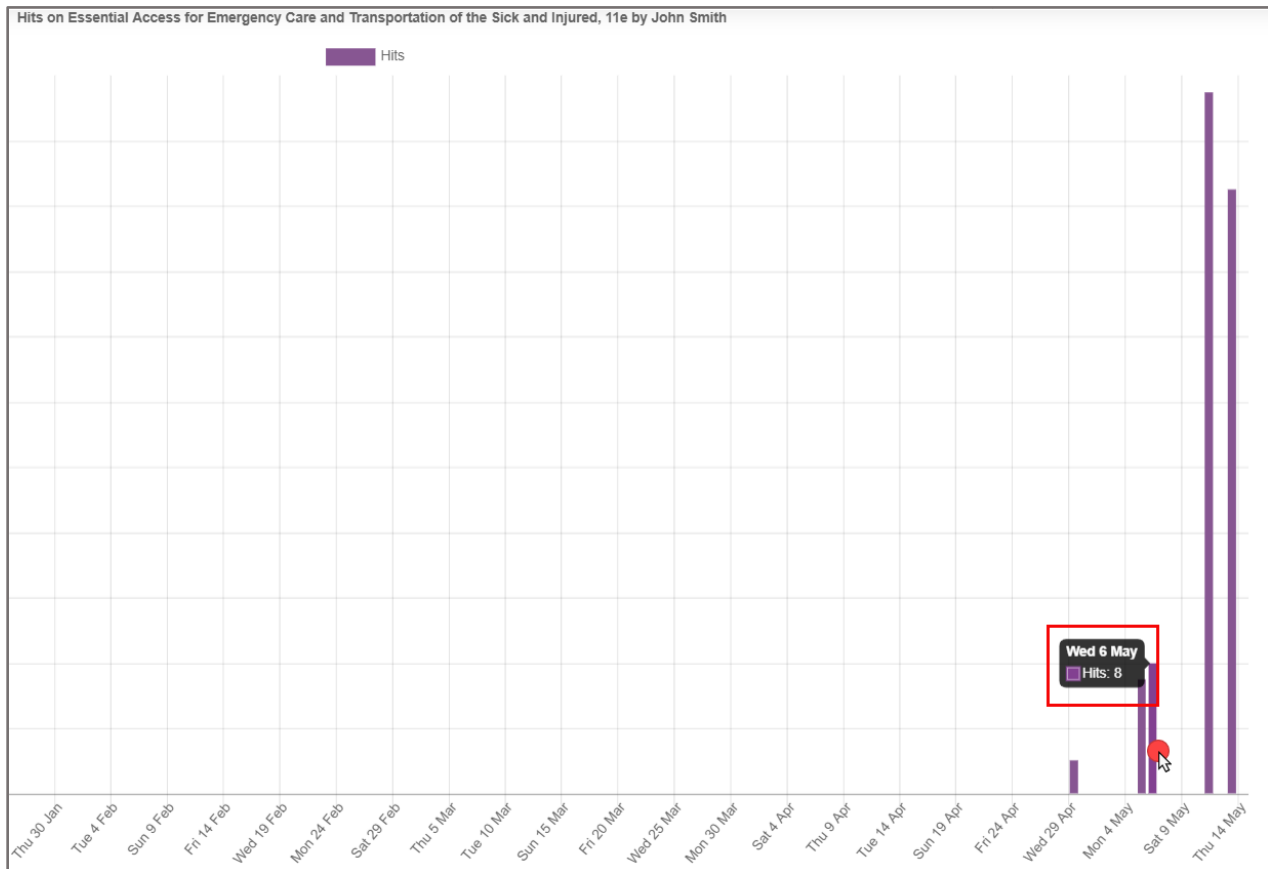
Country
United States

City/town
Andover

Reports

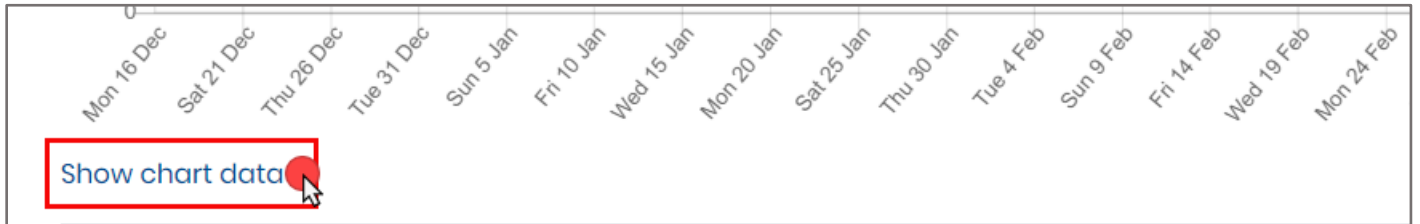
- Today's logs
- All logs
- Outline report
- Complete report
- Grades overview

11. When viewing either chart, use your mouse to hover over any **Hits** to display the exact number of actions taken by the student online at the given time. This is an easy way to determine how active your student has been in the course and when their activity has occurred.

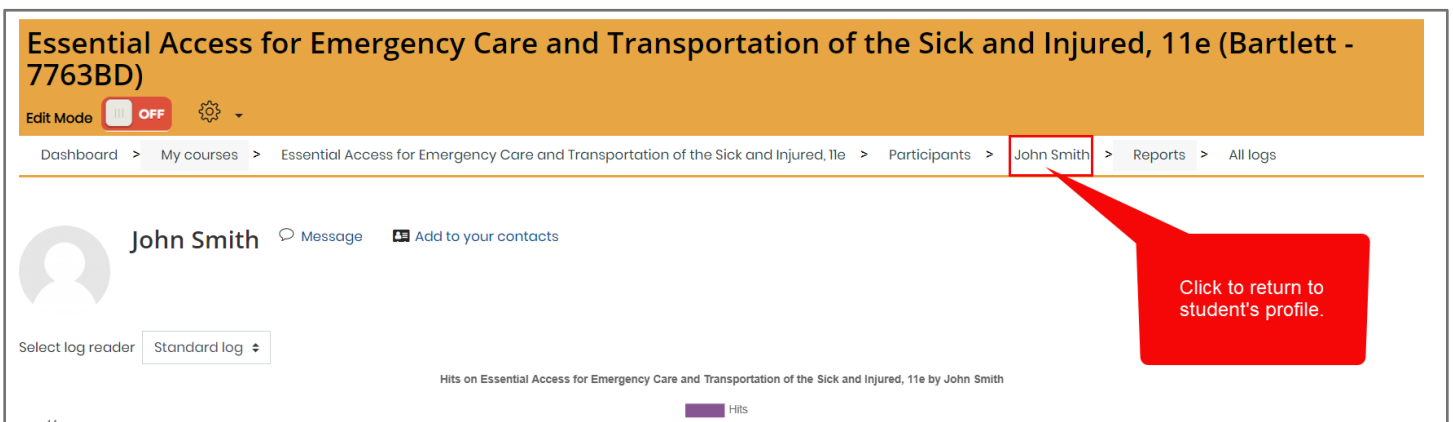


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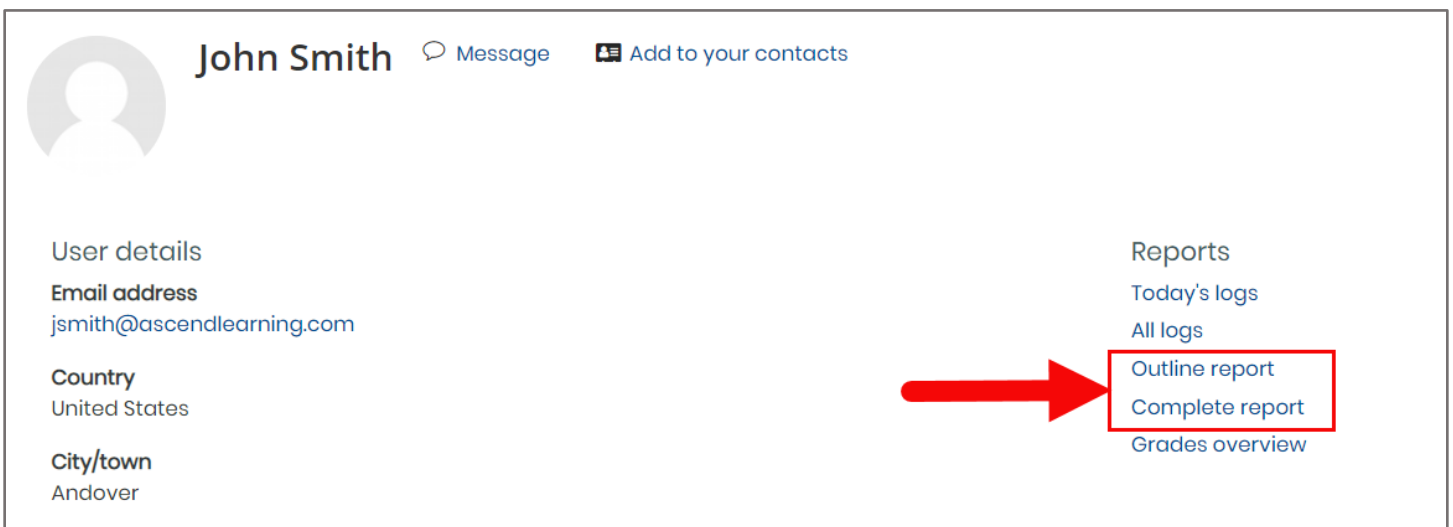
12. You may click **Show chart data** below the graph to review the data in a report format as needed.



13. Use the breadcrumb trail of links at the top of the course report page to select the name of the student and return to their **Profile**.



14. Within the Profile **Reports** section, you will also find the **Outline** and **Complete** reports, both of which provide a comprehensive overview of course activities the individual student has completed since enrolling.



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