# Detailed Course Reports

Learning Objective
Instructors will understand how to employ the Course Reports tool to obtain details about any student's activity in any (non-archived) course.

Start by opening the Evaluation menu and selecting **Course Reports** [1] from the course Control Panel (located under the course menu).
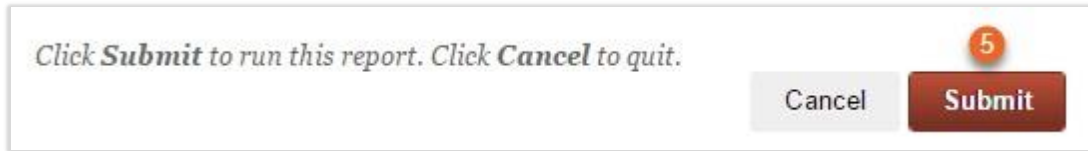

You'll find a number of course report options which we encourage you to explore. For the purposes of this exercise right-click the action icon [2] and select Run [3].
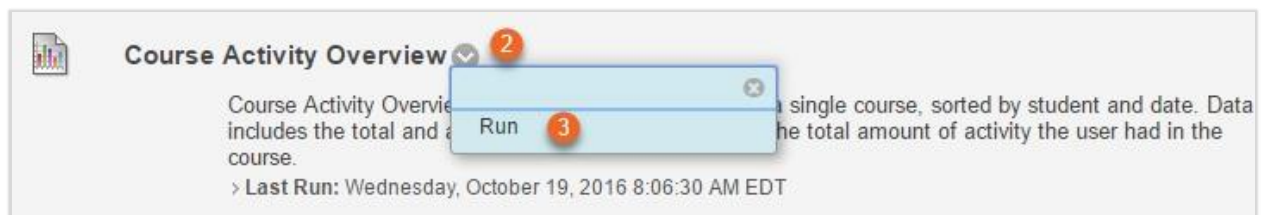
In the ensuing interface use the calendar tools [4] to select the dates under review. In the example below we've chosen to study the entire Fall 2014 semester.
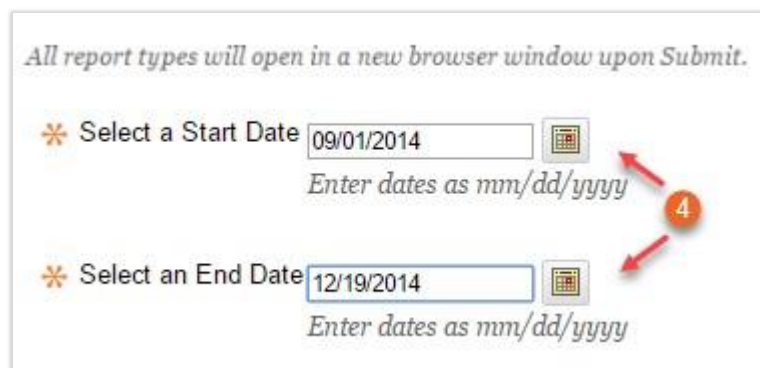
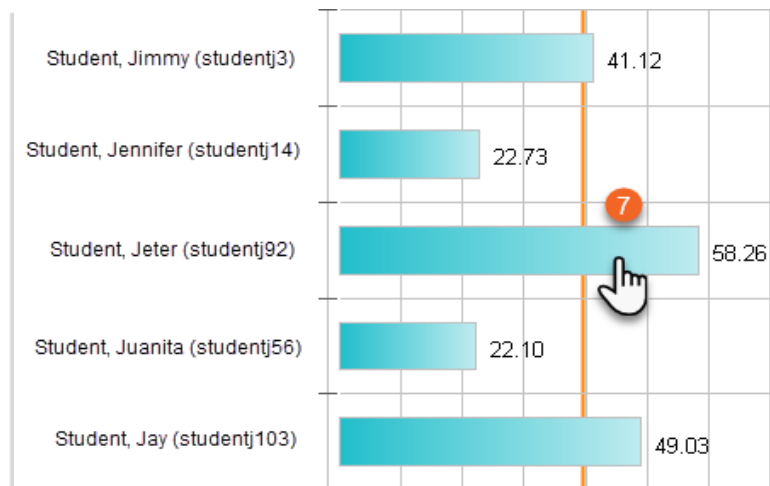After selecting the dates remember to select the Submit button [5].

*Click **Submit** to run this report. Click **Cancel** to quit.*

⑤

Cancel   **Submit**

In the following interface select Download Report [6].

Successful Run: Course Activity Overview

Save to Content Collection
Save this report to the Content Collection.

Download Report ⑥
Save the file containing the report data to a local system.

Run a new Report
Run the report again using different report criteria.

The report will list all students alphabetically followed by a bar graph indicating the total time spent in the course. A student who has dropped after a few weeks might only have three hours, while others may have participated 20-, 50- hours or more.

Total time spent in a course can be interesting as a comparison but each blue bar is interactive and can be selected [7] to drill down to the precise activities of the individual.

Student, Jimmy (studentj3)   41.12

Student, Jennifer (studentj14)   22.73

⑦
Student, Jeter (studentj92)   58.26

Student, Juanita (studentj56)   22.10

Student, Jay (studentj103)   49.03

The first chart features student activity by day. In this course assignments were due by midnight Sunday and the graph below suggests this student spent most of her time in the course shell on that day of the week.

Initial discussion grades were issued on Thursday, and again course activity suggests that course activity was grade-driven.

Indications of grade-driven course participation might suggest to the instructor good times to set due dates in future courses.

Student Overview

Student Activity by Day

09/01/2014 - 12/19/2014
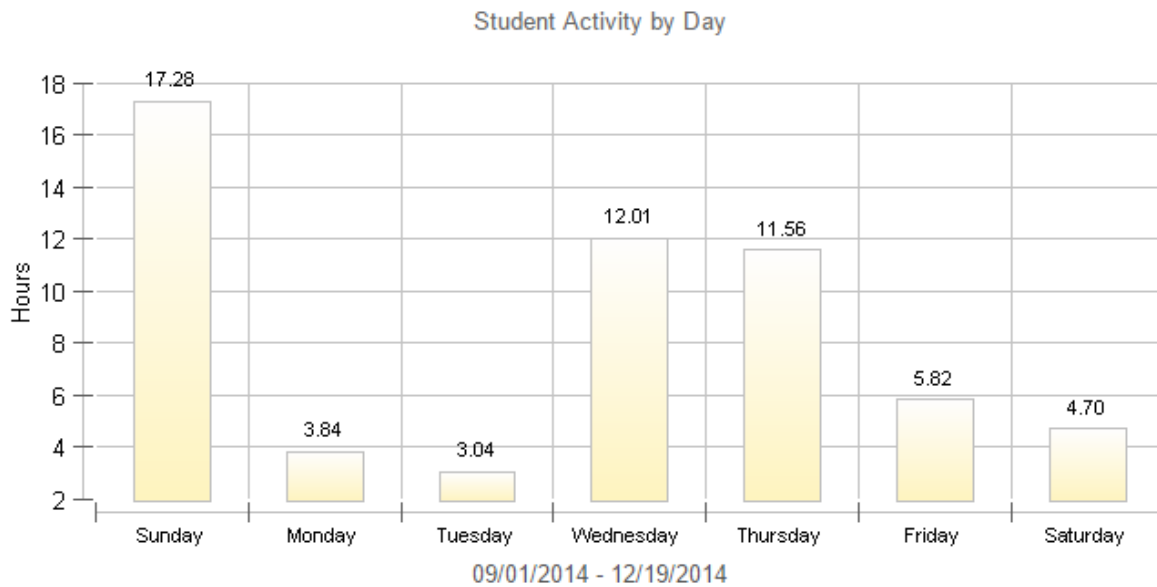
The second chart breaks down the student's activity by items contributed and logins. The student's total time in the course can be compared with that of her colleagues.

Student Time in Course	58:15:23
Avg Time Per User	37:46:46
Total Items	134
Total Logins	483
Last Login Date	12/12/14 02:16 PM

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Finally, every login is recorded by item, time, date and number of visits. The chart below is an extract from a much longer document.
Instructors can use this tool for any number of purposes:

When has a student withdrawn from a course?
What time are students putting into various projects?
Which subject areas garner the most interest?

Study of various issues can be used to pinpoint the exact activity of an individual or can help the instructor understand how the course is being used, and a more precise understanding of student activity can help the instructor adjust course content for future semesters.

Item	Time	Visits	Date
11/10 Blog Blogs	0.02	5	Nov 14, 2014 4:21 PM
11/10 Journal Journals	0.01	2	Nov 15, 2014 3:54 PM
11/10 Labor and Democracy (1935-1939) Item	0.68	3	Nov 13, 2014 1:03 PM
11/17 Blog Blogs	0.02	2	Nov 19, 2014 9:47 AM
11/17 Discussion Discussion Board	0.01	3	Nov 19, 2014 9:47 AM
11/17 Labor In The Second World War Learning Module	1.69	9	Nov 19, 2014 9:47 AM
11/24 Blog Blogs	0.08	7	Nov 25, 2014 10:40 AM
11/24 Cold War America Item	0.19	2	Nov 30, 2014 8:51 AM
11/24 Discussion Discussion Board	0.01	5	Nov 25, 2014 10:40 AM
11/24, Cold War America Learning Module	3.20	12	Nov 25, 2014 10:39 AM

Questions? www.wpunj.edu/delpdesk

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