



How to View User Progress

In this tutorial we will learn how to view a users progress to monitor the students activities in your course.

Step 1. Progress Selection to Determine User Progress

1A. To begin go to edit course from your homepage.



widgets.

Tools



[Manage Dates](#)

tadata

View, edit, offset, and remove available
Calendar display status for your course



[Import / Export / Copy Components](#)

Import course components from a file
unit; export components to a zip file.



[Intelligent Agents](#)

Create agents to notify users of course



[Manage Files](#)

Upload and delete files, create folders
content topics from files.



[Self-Registration](#)

Configure self registration settings for
registration form, review and approve



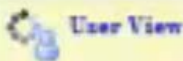
control users, or view all course

[View User Progress](#)

view user activity for individual users
including login history, participation
grades.

1B. Scroll down to the bottom and under Tools, click on View User Progress.

User Progress



You will be taken to a new screen with four sections. The first section is entitled Progress Selection. Under this section you can see the course, user, and tool.

Progress Selection

Course: Sandbox -- Devrim [\[Select different course\]](#)

User: Michelle Barman [\[Select different user\]](#)

Tool: Discus

1C. You can change the course and user by clicking on the blue link to the right. By clicking on these links, new windows will open allowing you to change the course or user.

Select different course offering

Find and select the org unit you want to view the user progress from

Search For: Search [Show Search Options](#)

Page: 1 of 2

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Offering Code	Offering Name ▲	
9.0 Test Course III -- Terry	9.0 Test Course III - Terry	E
ARTH_100_B001_2010SP_322213	ARTH-100-B001-2010SP Art Appreciation-Hinson	BHSU
CHEM_112_B001_2008FA_292179	CHEM-112-B001-2008FA
General Chemistry I-Zahfu	BU
CHEM_112L_B002_2008FA_296662	CHEM-112L-B002-2008FA
General Chemistry I Lab-Zahfu	BU
CHEM_114_B001_2009SP_303842	CHEM-114-B001-2009SP
General Chemistry II-Zahfu	BU
CHEM_114L_B002_2009SP_303844	CHEM-114L-B002-2009SP
General Chemistry II Lab-Zahfu	BU
ECON_201_NB00T_2011SU_395680	ECON-201-NB00T-2011SU Principles of Microeconomics-Lj	NSU E-
ECON_302_NB00T_2011SU_394999	ECON-302-NB00T-2011SU Intermediate Macroeconomics-Neumann	NSU E-

Cancel

Select Different User

Course: Sandbox -- Devrim

View By: User

Search For:

You must perform a search.

1D. When changing the user a new window will open where you will need to search for a student.

Select Different User

Course: Sandbox -- Devrim

View By:

Search For: [Show Search Options](#)

1 Search Result [Clear Search](#)

20 users per page

Last Name ▲, First Name

Active

[Huber, Kyler](#)



20 users per page

Progress Selection

Course: Sandbox -- Devrim [\[Select different course\]](#) ⓘ

User: Michelle Barman [\[Select different user\]](#) ⓘ

Tool: Discuss

1E. To change the tool, click change,

User Details

Progress Selection

Course: Sandbox -- Devrim [\[Select different course\]](#)

User: Michelle Barman [\[Select different user\]](#)

Tool: Discuss Checklist Competencies Content Discuss Dropbox Grades Quizzes

Apply

Save NavBar

Org Defined ID: System Login History

Email: michellebarman@yellowjackets.bhsu.edu

1F. a drop down box will appear, click on the arrow and you will have the ability to change to the checklist, competencies, content, etc.

1G. Click "apply" to apply the change.

Changing these three options will change the rest of the page.

Step 2. User Detail, Checklist Summary, and Checklist Details

The next section is user details. This will display the name, role, org defined ID, email, and link to course of the user.

Tool: Checklist [Change](#)

User Details

[Hide User Details](#)

Name: [Redacted]

Role: Univ Instructor

Org Defined ID: [Redacted]

Email: Michelle.Barman@yellowjackets.bhsu.edu

Link to Course: [Go to Course](#)

2A. You can hide the user details by clicking on the arrow entitled hide user details.

2B. The next section shows the summary of the area you have chosen to view. This section will display a table with two columns. The item in these columns will differ depending on what area you have chosen to view.

Checklist Summary

Items	Result
# Items Completed	0 (0 %)
# Items Not Completed	3 (100 %)
# Items Overdue	1
Total # Items	3

2C. The final section displays the chosen area in detail. By viewing the checklist, you can see the progress of your students from their own perspective.

Checklist Details

Checklist/Category-Item	Status	Class Status	Due Date	Checked Date
estins		0 of 4		
est 1		0 of 4		
Item 1		0 of 4	Jan 1, 2011 2:42 PM	-
Item 2		1 of 4	Jan 16, 2011 2:42 PM	-
Item 3		0 of 4	Jan 17, 2011 2:42 PM	-

20 items per page

Step 3. Tool Option for Progress Selection

Progress Selection

Course: Sandbox -- Devrim [\[Select different course\]](#) ⓘ

User: Michelle Barman [\[Select different user\]](#) ⓘ

Tool: Checklist

3A. Select the
Content option.

[Hide User Details](#)

Name: Grades
Role: Quizzes
Org Defined ID:
Email: system Login History
jackson@central.com@jackson-dev-jackson.bhsu.edu
Link to Course: [Go to Course](#)

- Checklist
- Checklist
- Competencies
- Content**
- Discuss
- Dropbox
- Grades
- Quizzes

Progress Selection

Course: [sandbox -- Devrim](#) [\[Select different course\]](#) 

User: [Michelle Barman](#) [\[Select different user\]](#) 

Topic: [Content](#) [Change](#)

User Details

 [Hide User Details](#)

Name: Michelle Barman

Role: Univ Instructor

Org Defined ID:

Email: Michelle.Barman@yellowjackets.bhsu.edu






Link to Course: [Go to Course](#)

Content Summary

Items	Result
Total # of Visits	1
Topics Visited	1 of 9
Total Time Spent	0:00:58

Content Details

We can use the content section to find out if supplementary reading material was used in the course. This way you as the instructor will know if it was useful to the students.

	Number of Visits		Last Visited
	Me	Class Average	
<input checked="" type="checkbox"/> Unit 1, Week 1			
i.  rubric	1	-	Aug 16, 2014
ii.  Exercises	-	-	-
iii.  additional work for week 1	-	-	-
<input checked="" type="checkbox"/> Unit 2, Week 2			
i.  early years of hube	-	-	-
ii.  life of hube	-	-	-

Progress Selection

Course: Sandbox -- Devrim [\[Select different course\]](#)
User: Michelle Barman [\[Select different user\]](#)
Tool: Discuss

3B. If you view the discussions you will be able to see the student's participation in the discussion.

User Details

Hide User Details

Name: Michelle Barman
Role: Univ Instructor
Org Defined ID:
Email: Michelle.Barman@yellowjackets.bism.edu
Link to Course: [Go to Course](#)

For discussion you can access these statistics by clicking the statistics button in the discussion areas widget under the discuss section in your navigation bar.

Discussions Summary

Items	Result
# Messages Authored	0
# Messages Read	7

20 topics per page

Forum/Topic	Total # of Messages	# of Messages	
		Authored	Read
Revolutionary War			
Week 1	4	0	4
Civil War			
Week 6	1	0	1
War of 1812			
Week 12	2	0	2

20 topics per page

In this tutorial we learned how to view our student's progress.