Gradebook-User Activity Reports

If you are wondering whether your students are in the various elements of your course, you can see exactly how long each student has been in each content item and course tool. This can be done by completing the steps below. Keep in mind when viewing these reports that the student can be in a Content Item without doing any work. They can walk away from the computer and leave and still be logged in until eCollege automatically logs them out.

- Click the Gradebook tab on the Tools menu (see illustration below).

- Click the User Activity button (see illustration below).

- The User Activity window will display (see illustration below).

- Click the dropdown list arrow to select from View by Week/Unit/Session (see above) or View by Date (see below).

- To view the User Activity of an individual student, click on the name of the student.
To see all the **Primary Units** of the course for a student, click on the **name of the student** in the left navigation pane.

Click on the plus (+) sign at the left of each unit to see all elements of the course and the time the student spent in each area of the course (see illustration below).