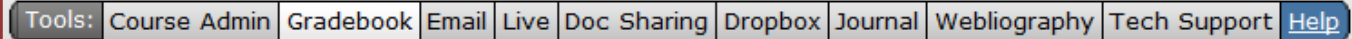


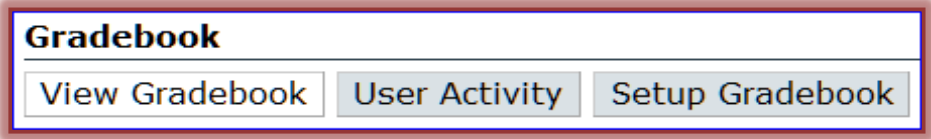
Gradebook-User Activity Reports

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).

User Activity

View Gradebook User Activity Setup Gradebook

Select User Activity view: View by Session

User Activity is current as of 11/10/2013 1:59 AM (GMT-05:00) Eastern Time (US & Canada). Times are displayed in minutes.

User Activity Summary

Student	Course Home	Session															Course Tools	Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
	59	3	15	0	7	1	1	51	3	2	1	0	0	0	4	47	1437	1631
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	30	13	196	1	53	0	0	119	0	54	0	53	0	7	5	0	480	1011

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

User Activity

View Gradebook User Activity Setup Gradebook

Select User Activity view: View by Date

ⓘ The student activity reported below is divided into days which are measured from 12:00 AM to 11:59 PM in the time zone where the activity is calculated (GMT-07:00). In your time zone, (GMT-05:00) Eastern Time (US & Canada), these days are measured from 2:00 AM to 1:59 AM.

User Activity is current as of 11/10/2013 1:59 AM (GMT-05:00) Eastern Time (US & Canada). Times are displayed in minutes.

Activity By Date

From: 11/3/2013 To: 11/10/2013

Student	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	Total
	0	0	48	0	0	10	0	0	58
	0	0	0	0	0	0	0	0	0
	0	0	45	0	0	0	0	0	45

☞ 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).

