# How to Track Individual Student Online Activity

This document provides guidance on using a variety of tools and reports to verify and monitor your student's 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 **Reports** menu option at the top of any course content page.
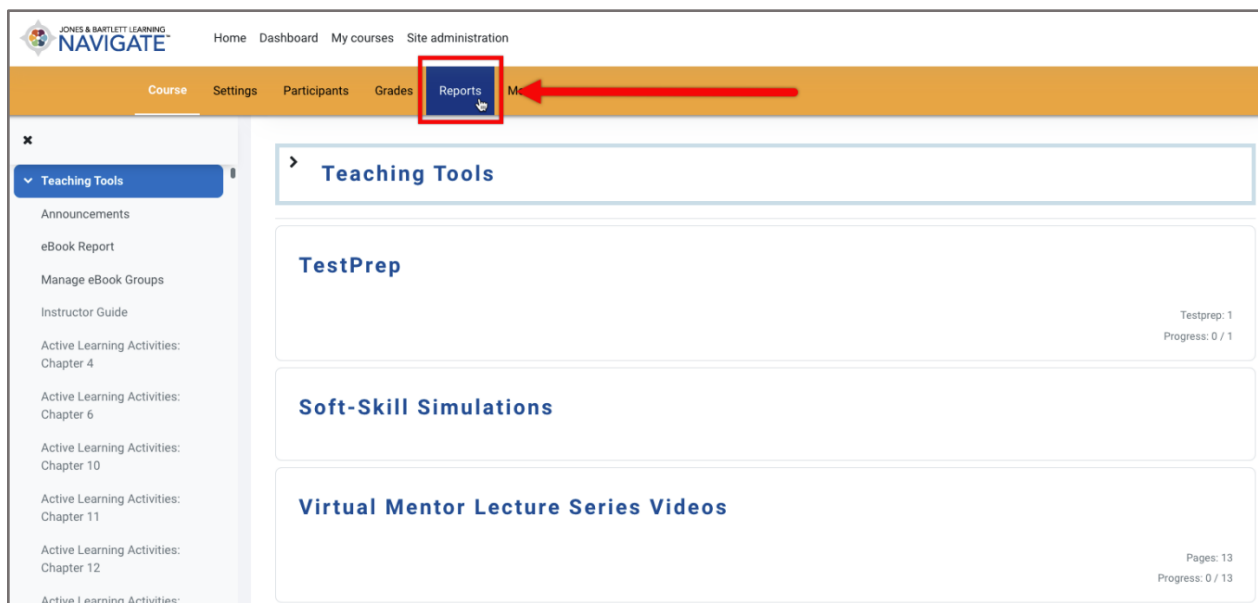
2. On the next page, click **Logs**.

3. 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.

4. 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.

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

JONES & BARTLETT LEARNING
An Ascend Learning Company

PUBLIC SAFETY GROUP
A DIVISION OF JONES & BARTLETT LEARNING

CDX Learning Systems

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. 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.

7. Additional options for reviewing student activity are individual reports available within their **Profiles**. To find these, click the **Participants** button at the top of the page.
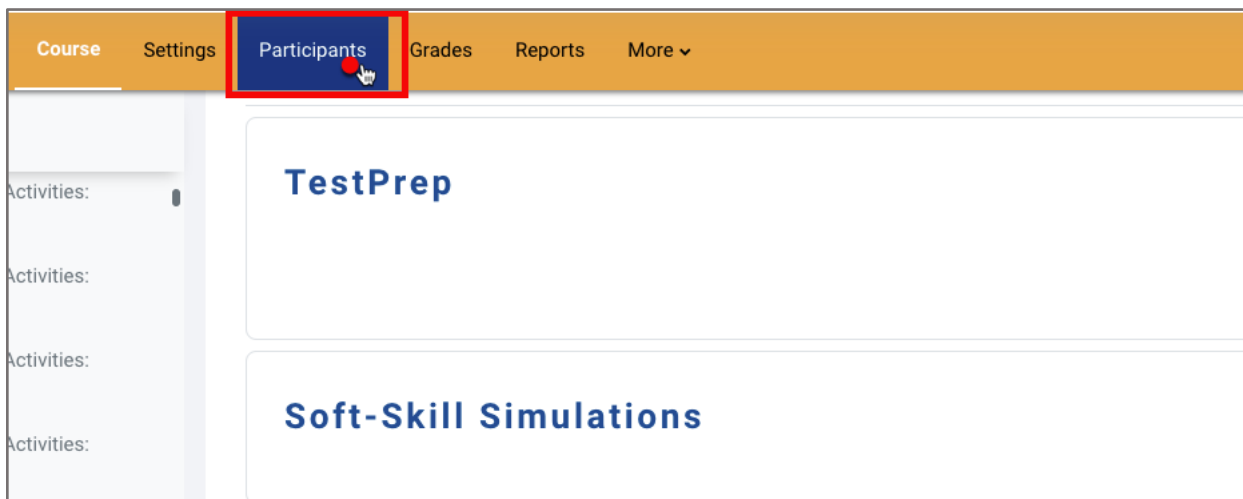
8. Then click on the name of the student for whom you wish to review usage reports.

9. 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's online course actions for the given day or historically, respectively.
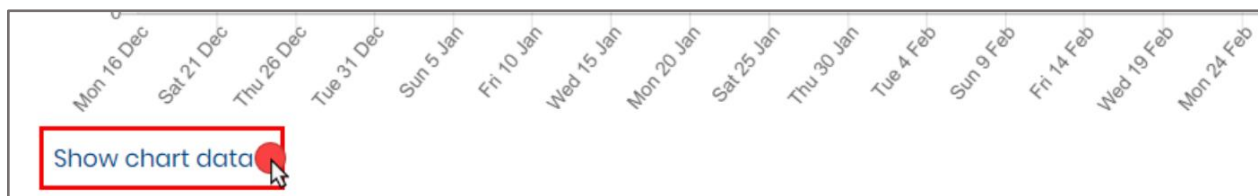
10. When viewing either chart, use your mouse to hover over any **Hits** to display the exact number of actions taken by the student online at the given time. This is an easy way to determine how active your student has been in the course and when their activity has occurred.
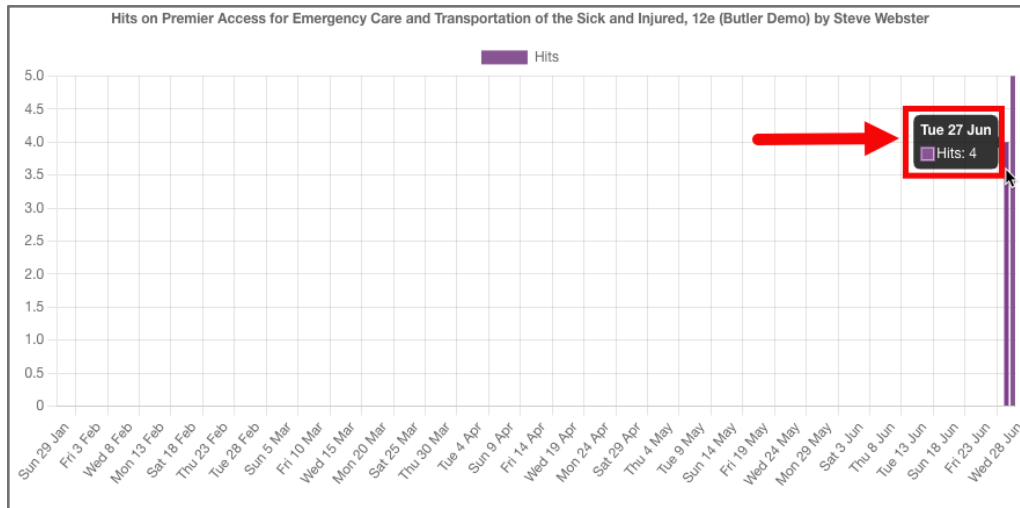
11. You may click **Show chart data** below the graph to review the data in a report format as needed.

12. 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.