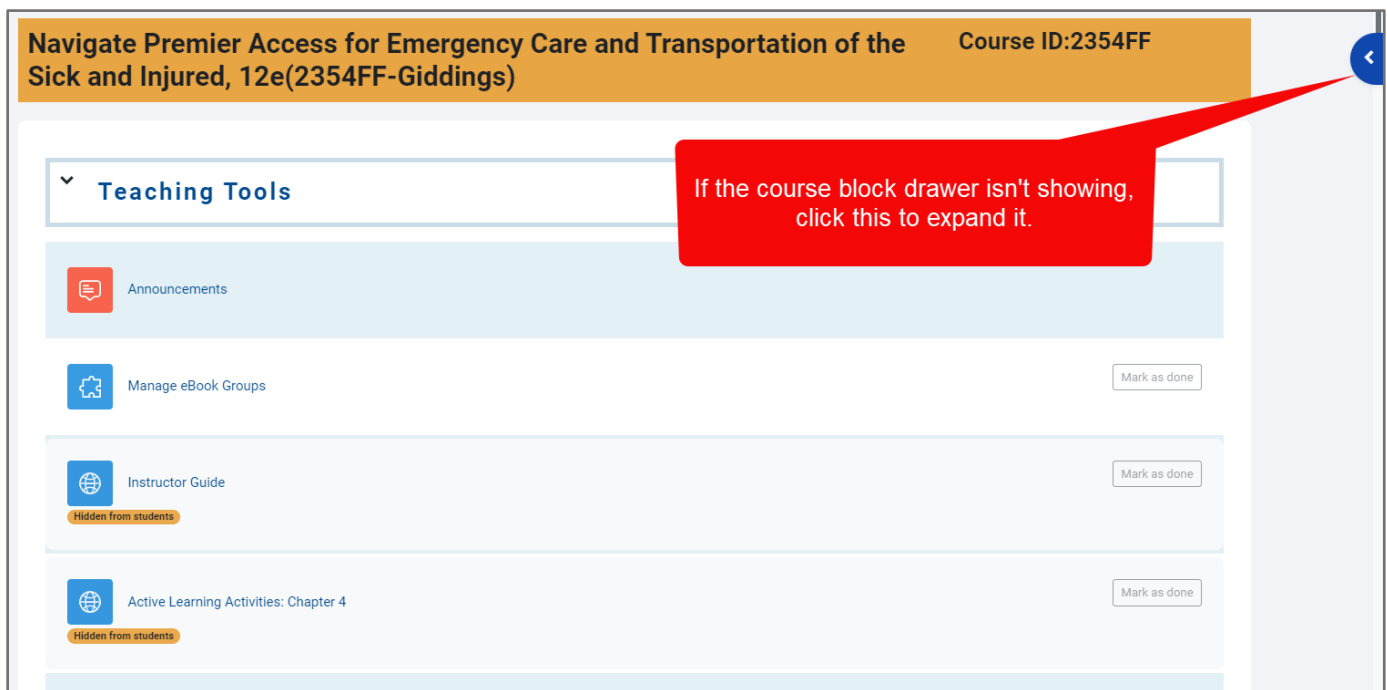


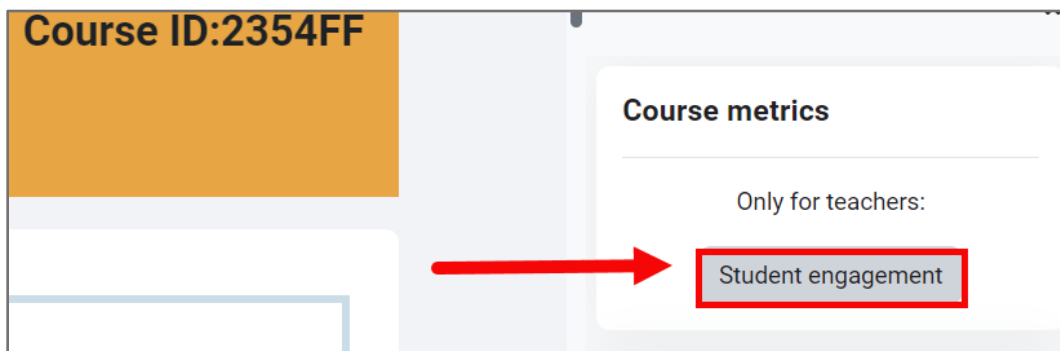
## How to Report Students' Online Course Activity Time

*This document provides instructions on how to track students' estimated course activity or engagement time. Engagement time is estimated by capturing the time between two or more consecutive clicks within a defined session of activity. Note, the Student Engagement report is limited to in-course activity only and does not account activity in external course tools or resources, such as the eBook, course media, or TestPrep.*

1. From the course homepage, click on the **Student engagement** button from the Course Blocks tab on the right side of the page. Note, this tab will need to be expanded to access the tool.



The screenshot shows the course homepage for "Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)" with Course ID: 2354FF. On the right side, a "Teaching Tools" drawer is expanded, listing "Announcements", "Manage eBook Groups", "Instructor Guide", and "Active Learning Activities: Chapter 4". A red callout box points to a blue expand/collapse icon in the top right corner of the page, stating: "If the course block drawer isn't showing, click this to expand it."



The screenshot shows the "Course metrics" section for Course ID: 2354FF. Under the heading "Only for teachers:", the "Student engagement" button is highlighted with a red box. A red arrow points from the "Student engagement" button in the previous screenshot to this button.

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- The next page displays the **Course dedication configuration** section, where you may customize the parameters used for capturing your students' time.

**✓ Course dedication configuration ?**

Select the range of dates and the maximum time between clicks of the same session.

Start of the period	?	1	January	2023	00	00	📅
End of the period	?	1	July	2023	00	00	📅
Limit between clicks (in minutes)	?	60					

Calculate

- Start of the period** is the date and time you would like to begin capturing student activity, and **End of the period** is the date and time you wish to stop capturing student activity in the report. The period between the two is a window of time in which student cumulative activity will be reported when the report is calculated.

**✓ Course dedication configuration ?**

Select the range of dates and the maximum time between clicks of the same session.

Start of the period	?	1	January	2023	00	00	📅
End of the period	?	1	July	2023	00	00	📅
Limit between clicks (in minutes)	?	60					

Calculate

4. The **Limit between clicks** setting enables you to define what constitutes a single session of online activity in the report. For example, if the limit is set to 60 minutes, the report will display two distinct sessions of activity when a student has been active and then logged out or stepped away from their computer for a period of 60 minutes or more before returning, at which point the subsequent activity captured will report as a separate session.

### ✓ Course dedication configuration ?

Select the range of dates and the maximum time between clicks of the same session.

Start of the period ?

1 ▾

January ▾

2023 ▾

00 ▾

00 ▾

📅

End of the period ?

1 ▾

July ▾

2023 ▾

00 ▾

00 ▾

📅

Limit between clicks (in minutes) ?

60 ▾

Calculate

5. When satisfied with your settings, click the **Calculate** button to run the report.

### ✓ Course dedication configuration ?

Select the range of dates and the maximum time between clicks of the same session.

Start of the period ?

1 ▾

January ▾

2023 ▾

00 ▾

00 ▾

📅

End of the period ?

1 ▾

July ▾

2023 ▾

00 ▾

00 ▾

📅

Limit between clicks (in minutes) ?

60 ▾

Calculate

6. The report displays below, revealing the length of time for which you have captured data next to **Elapsed time**, the **Total dedication** time all course participants have been active within the defined period, and the calculated average of activity per person, or **Mean dedication**.

All course members dedication. Click on any name to see a detailed course dedication for it.  
Period since Sunday, January 1, 2023, 12:00 AM to Saturday, July 1, 2023, 12:00 AM

Elapsed time: 180 days 23 hours  
Total dedication: 6 hours 10 mins  
Mean dedication: 46 mins 17.5 secs

[Download in Excel format](#)

	First name	Last name	Group	Course dedication	Connections per day
HD	Harlan	Demasters		None	0
MG	Madalyn	Gambrel	Example	None	0
OG	Onita	Gaulke	Example	None	0
EG				1 hour 27 mins	0.01
CH	Carole	Hackman		None	0
VL	Velma	Lehn		None	0
EP	Elvis	Peterka		None	0
RP				4 hours 42 mins	0.04

7. Below this section, there is a list of course participants and their individual duration of online activity, or student engagement, within the set time frame. (Note: The screenshot below is from a “demo” course. Real users’ names are hidden).

All course members dedication. Click on any name to see a detailed course dedication for it.  
Period since Sunday, January 1, 2023, 12:00 AM to Saturday, July 1, 2023, 12:00 AM

Elapsed time: 180 days 23 hours  
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[Download in Excel format](#)

	First name	Last name	Group	Course dedication	Connections per day
HD	Harlan	Demasters		None	0
MG	Madalyn	Gambrel	Example	None	0
OG	Onita	Gaulke	Example	None	0
EG				1 hour 27 mins	0.01
CH	Carole	Hackman		None	0
VL	Velma	Lehn		None	0
EP	Elvis	Peterka		None	0
RP				4 hours 42 mins	0.04

8. You may click on any individual's name to gain further insight into their activity details, including when their activity occurred and the duration of each of their sessions.

**Detailed course dedication of** **RP**

**Period since Sunday, January 1, 2023, 12:00 AM to Saturday, July 1, 2023, 12:00 AM**

**Elapsed time: 180 days 23 hours**

**Total dedication: 4 hours 41 mins**

**Mean dedication: 35 mins 12.38 secs**

[Download in Excel format](#)

Session start	Duration	IP
Wednesday, June 14, 2023, 2:01 PM	4 mins 10 secs	10.42.87.64, 10.42.233.192, 10.42.163.128, 10.42.156.64, 10.42.24.192
Thursday, June 15, 2023, 11:09 AM	16 mins 54 secs	10.42.7.0, 10.42.19.64
Friday, June 16, 2023, 2:40 PM	1 hour 11 mins	10.42.66.64, 10.42.86.0, 10.42.208.128, 10.42.117.0, 10.42.184.128, 10.42.157.0, 10.42.233.192, 10.42.180.128, 10.42.194.192, 10.42.220.0, 10.42.207.64, 10.42.156.128, 10.42.0.192, 10.42.7.128
Tuesday, June 20, 2023, 10:19 AM	38 mins 6 secs	10.42.151.192, 10.42.202.64, 10.42.67.128, 10.42.55.0, 10.42.56.128, 10.42.117.0
Wednesday, June 21, 2023, 11:54 AM	1 hour 2 mins	10.42.102.192, 10.42.55.128, 10.42.177.192, 10.42.141.128, 10.42.182.0, 10.42.57.128
Wednesday, June 21, 2023, 3:36 PM	47 mins 3 secs	10.42.15.192, 10.42.19.128, 10.42.87.64, 10.42.169.64, 10.42.239.0, 10.42.243.64, 10.42.78.0, 10.42.253.64, 10.42.99.192, 10.42.19.64, 10.42.141.64, 10.42.227.192, 10.42.108.0, 10.42.146.128
Thursday, June 22, 2023, 9:30 AM	6 mins 56 secs	10.42.130.128, 10.42.250.64
Friday, June 23, 2023, 8:03 AM	34 mins 20 secs	10.42.149.192, 10.42.225.128, 10.42.99.64, 10.42.222.192, 10.42.175.192, 10.182.6.147, 10.42.161.128, 10.42.168.64, 10.42.156.128, 10.42.69.0, 10.42.189.128, 10.42.73.0, 10.42.151.0, 10.42.110.0, 10.42.217.192

9. You may also download the results of your report at any time by clicking the **Download in Excel Format** button.

**All course members dedication. Click on any name to see a detailed course dedication for it.**

**Period since Sunday, January 1, 2023, 12:00 AM to Saturday, July 1, 2023, 12:00 AM**

**Elapsed time: 180 days 23 hours**

**Total dedication: 6 hours 10 mins**

**Mean dedication: 46 mins 17.5 secs**

[Download in Excel format](#)

	First name	Last name	Group	Course dedication	Connections per day
HD	Harlan	Demasters		None	0
MG	Madalyn	Gambrel	Example	None	0
OG	Onita	Gaulke	Example	None	0
EG				1 hour 27 mins	0.01
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VL	Velma	Lehn		None	0
EP	Elvis	Peterka		None	0
RP				4 hours 42 mins	0.04