

Moodle Reports



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Reports

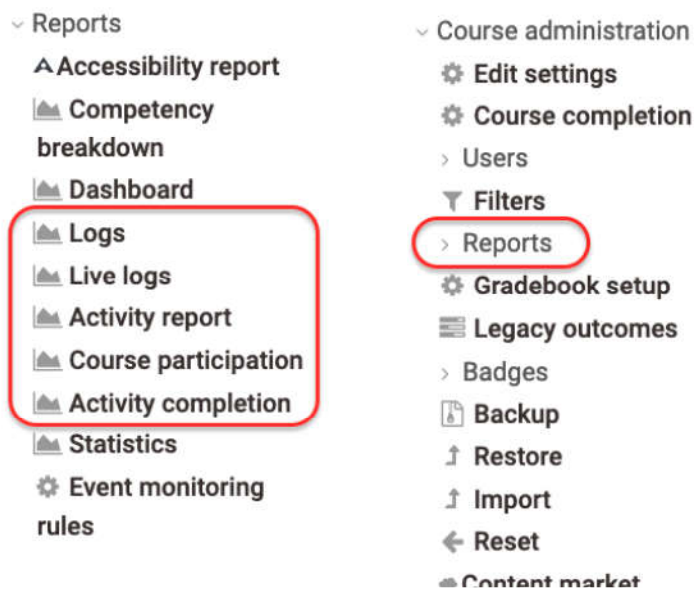
Reports are a useful way for you to track your students' progress through your course. You are able to generate reports that track which Moodle activities and resources your students have viewed or list what activities need to be completed.

There are multiple types of Reports available:

- Logs
- Live logs
- Activity report
- Course participation
- Activity completion

Locating the Reports

To access reports, select the **gear icon**  on the top right of the screen to open the **Administration menu**. Select **Reports**.



The screenshot shows the Moodle Administration menu with two columns of options. The 'Reports' section in the left column and the 'Reports' option in the right column are highlighted with red boxes.

- Reports
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Logs

Moodle keeps track of course activity for all course participants. You can generate a report based on a number of variables chosen from the **Log** drop-down menus:

- the course name
- all participants or an individual student
- all dates or a particular date
- all activities or just one activity
- all actions or just one type of action

Choose which logs you want to see:

Moodle Basics for Faculty ▾	All groups ▾	All participants ▾
All days ▾	All activities ▾	All actions ▾
All sources ▾	All events ▾	Standard log ▾
<input type="button" value="Get these logs"/>		

Once you have chosen the options from the drop-down menus, select the "**Get these logs**" button to generate the report.

You can now see at a glance when a student last visited the course, and what actions were performed.

Moodle Basics for Faculty ▾	All groups ▾	Kari Student ▾
All days ▾	All activities ▾	
All actions ▾	All sources ▾	All events ▾
<input type="button" value="Standard log"/> <input type="button" value="Get these logs"/>		

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
March 5 2020, 2:00 PM	Kari Student	-	Assignment: Assignment 1	Assignment	The status of the submission has been viewed.	The user with id '44923' has viewed the submission status page for the assignment with course module id '1388794'.	web	150.131.68.190
March 5 2020, 2:00 PM	Kari Student	-	Assignment: Assignment 1	Assignment	Course module viewed	The user with id '44923' viewed the 'assign' activity with course module id '1388794'.	web	150.131.68.190
March 5 2020, 2:00 PM	Kari Student	-	Assignment: Assignment 1	Assignment	A submission has been	The user with id '44923' has	web	150.131.68.190

A few things to note about logs:

- While you can see when a student viewed a resource, such as a page or a book, you cannot tell if they actually read or engaged with the material.

- Logs can be useful if a student is not participating in the course (for example, not posting to a forum) and you want to see if that student has visited the course site.
- Course logs are kept for a limited time, so you may not be able to check student activity for the entire run of the course.

Live Logs






Live logs show course activity as it's happening and is updated every 60 seconds.

Select log reader		Standard log ▾		Pause live updates				
Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
March 17 2020, 3:22 PM	Professor Dumbledore	-	Course: Moodle Basics for Faculty	Live logs	Live log report viewed	The user with id '102753' viewed the live log report for the course with id '28752'.	web	100.10.10.10
March 17 2020, 3:22 PM	Professor Dumbledore	-	Course: Moodle Basics for Faculty	Live logs	Live log report viewed	The user with id '102753' viewed the live log report for the course with id '28752'.	web	100.10.10.10
March 17 2020, 3:21 PM	Professor Dumbledore	-	Book: Tips and Tricks	Book	Chapter viewed	The user with id '47621' viewed the chapter with id '82858' for the book with course module id '1392518'.	web	100.10.10.10
March 17 2020, 3:21 PM	Professor Dumbledore	-	Book: Tips and Tricks	Book	Chapter created	The user with id '47621' created the chapter with id '82858' for the book with course module id '1392518'.	web	100.10.10.10
March 17 2020, 3:19 PM	Professor Dumbledore	Kari Student	Course: Moodle Basics for Faculty	Logs	Log report viewed	The user with id '102753' viewed the log report for the course with id '28752'.	web	100.10.10.10

Activity Report

If you want to see how often the various course activities have been accessed by all course participants, then use the **Activity report**.

This report lists all of the course activities, how often that activity was viewed, and when it was last accessed.

Activity	Views	Last access
Course Layout		
 Course Layout	639 views by 15 users	Tuesday, March 17, 2020, 3:35 PM (9 mins 56 secs)
Adding Content		
 Adding Content	843 views by 15 users	Tuesday, March 17, 2020, 1:26 PM (2 hours 19 mins)
Adding an Assignment		
 Creating an Assignment	165 views by 6 users	Monday, March 16, 2020, 2:09 PM (1 day 1 hour)
 Assignment 1	184 views by 14 users	Monday, March 16, 2020, 3:07 PM (1 day)
Creating a Forum		
 Creating a Forum	240 views by 9 users	Monday, March 16, 2020, 4:44 PM (23 hours 1 min)

Course Participation

A **Course participation** report for a particular activity can be generated. Choose from a number of variables:

- The Activity module you want to review
- Look back - how far you want to look back (days or weeks)
- Show only - the role to review
- Show actions - post or view

Once you have chosen the variables, select the "Go" button to generate the report.

Activity module	Assignment 1	Look back	2 weeks	Show only	Student
Show actions	View	Go			
Groups	All participants				

The settings above would allow you to see what students viewed Assignment 1 in the last two weeks.

The output of this report tells us that Kari and Zhang have viewed the assignment while Gabrielle, Amir, and Lilly have not:

First name / Last name	All actions	Select
Gabrielle Student	No	<input type="checkbox"/>
Kari Student	Yes (11)	<input type="checkbox"/>
Zhang Student	Yes (2)	<input type="checkbox"/>
Amir Student	No	<input type="checkbox"/>
Lilly Student	No	<input type="checkbox"/>

Activity Completion

If **Completion tracking** has been enabled in your course settings (see the Completion Tracking section in the [Course Settings](#) chapter), you will be able to generate these reports, as well.

Activity completion allows the you to set completion criteria in a specific activity's settings. A check (tick) appears next to the activity when the student meets these criteria. The criterion might be viewing, submitting, receiving a certain score, or a student manually marking the activity as complete. The activity completion report generates a table that indicates what activities have been completed by each student.

In the example below, you can see which course activities Zhang has completed.

The screenshot shows a Moodle activity completion report. At the top, there is a dropdown menu for 'Separate groups' set to 'All participants'. Below this are two rows of alphabetically sorted tabs for 'First name' and 'Last name'. The 'Last name' row has the letter 'S' highlighted. The main table has columns for 'First name / Last name' and 'Email address'. The student 'Zhang Student' is listed with the email 'zhang.student@abc.com'. To the right of the student's name is a grid of 20 activity completion checkboxes, all of which are checked. The activities listed are: Software Requirements for ..., Track your progress!Click ..., Course Layout, Adding Content, Creating an Assignment, Assignment 1, Creating a Forum, Quizzes, Examples of Quiz Questions, Grading in Moodle, Manual Grading Example, Label, UML Online Support Book, Downloadable ..., Downloadable Banners, Downloadable Icons, Additional Learning Activities, How to Design a Lesson, Choice Activity Example, Wiki Activity Example, Questionnaire Activity Example, Attendance Example, Hosting a Zoom Meeting, Moodle Basics for Faculty ..., Tips and Tricks, Tips! You can search for ..., Frequently Asked ..., and Frequently Asked ...

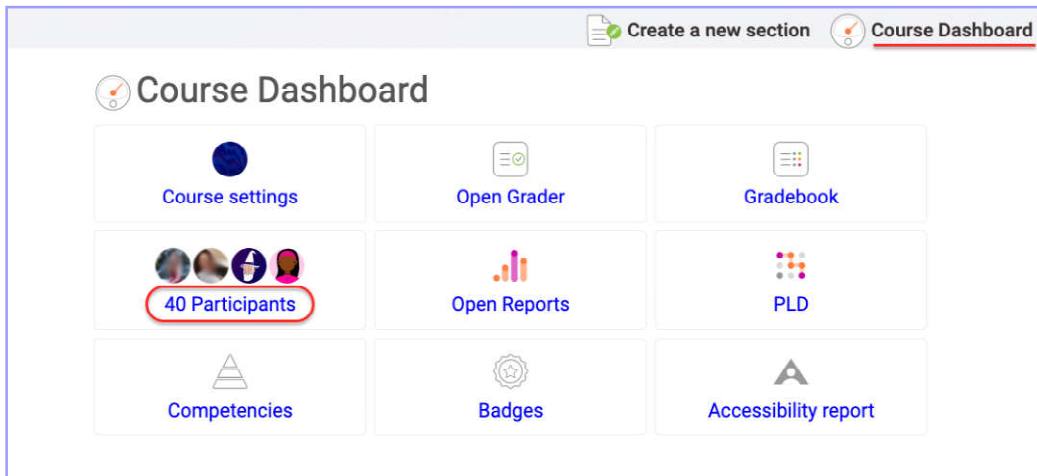
First name / Last name	Email address	Software Requirements for ...	Track your progress!Click ...	Course Layout	Adding Content	Creating an Assignment	Assignment 1	Creating a Forum	Quizzes	Examples of Quiz Questions	Grading in Moodle	Manual Grading Example	Label	UML Online Support Book	Downloadable ...	Downloadable Banners	Downloadable Icons	Additional Learning Activities	How to Design a Lesson	Choice Activity Example	Wiki Activity Example	Questionnaire Activity Example	Attendance Example	Hosting a Zoom Meeting	Moodle Basics for Faculty ...	Tips and Tricks	Tips! You can search for ...	Frequently Asked ...	Frequently Asked ...
Zhang Student	zhang.student@abc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Download in spreadsheet format \(UTF-8 .csv\)](#)
[Download in Excel-compatible format \(.csv\)](#)

Individual Activity Reports

Individual activity reports generate various reports on a single course participant.

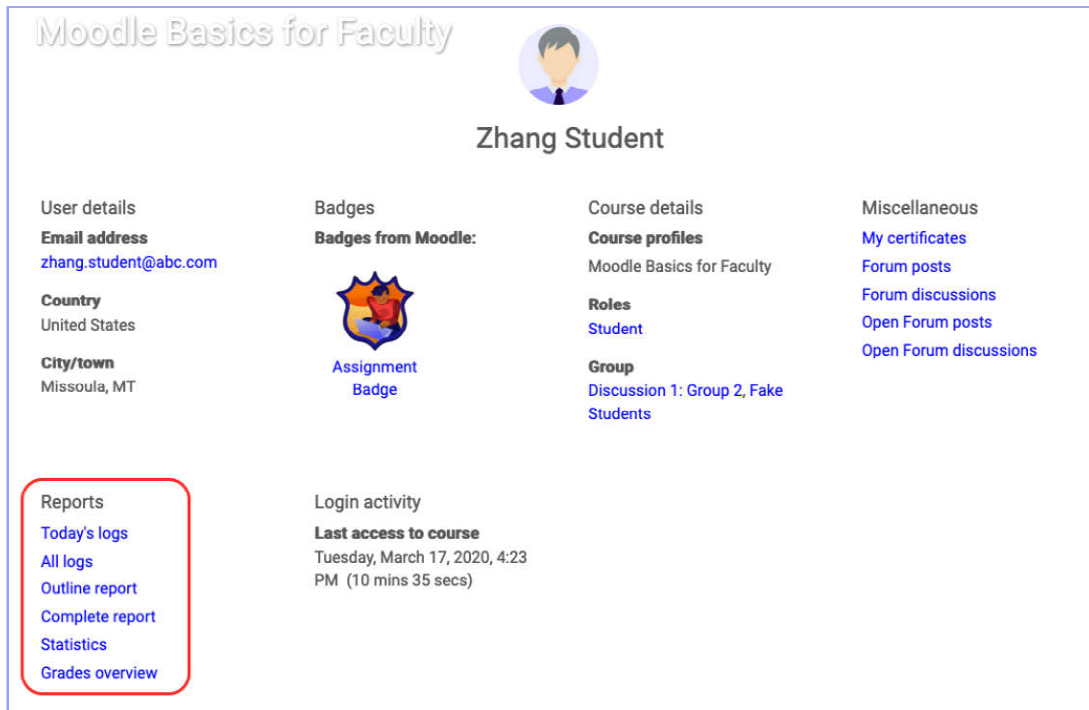
Navigate to **Participants** via the **Course Dashboard**.



Select the name of the student you wish to view individual reports on:

First name / Last name	Email address	Roles	Groups	Last access to course	Status
Zhang Student	zhang.student@abc.com	Student	Discussion 1: Group 2, Fake Students	10 mins 8 secs	Active

In this example, after clicking on Zhang Student's name, we see a number of different options for viewing reports on his participation in the course:



The screenshot shows the Moodle user profile page for "Zhang Student". The page is titled "Moodle Basics for Faculty" and features a user profile picture. Below the name, there are four main sections: "User details", "Badges", "Course details", and "Miscellaneous".

- User details:** Email address: zhang.student@abc.com; Country: United States; City/town: Missoula, MT.
- Badges:** Badges from Moodle: Assignment Badge.
- Course details:** Course profiles: Moodle Basics for Faculty; Roles: Student; Group: Discussion 1: Group 2, Fake Students.
- Miscellaneous:** My certificates, Forum posts, Forum discussions, Open Forum posts, Open Forum discussions.

At the bottom left, there is a "Reports" section with a red border, containing the following links: "Today's logs", "All logs", "Outline report", "Complete report", "Statistics", and "Grades overview".

At the bottom right, there is a "Login activity" section with the text: "Last access to course: Tuesday, March 17, 2020, 4:23 PM (10 mins 35 secs)".

Today's Logs

Today's logs shows student activity in the current day. A chart and detailed listing of each hit on the course site is provided.

All Logs

All logs shows student activity over the duration of the course. A chart and detailed listing of each hit on the course site is provided.

Outline Report

Outline report shows an overview of student activity in course activities and resources.

Complete Report

Complete report will show all activity from this student in detail, including submissions and forum posts. This is a convenient way to quickly review a student's forum posts.

Grades Overview

This shows an overall course grade for the selected student.



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This chapter is an adaptation of Royal Roads University's "[Moodle - Reports and logs \(staff/faculty\)](#)," article.