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.
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

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.

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

<table>
<thead>
<tr>
<th>Time</th>
<th>User full name</th>
<th>Affected user</th>
<th>Event context</th>
<th>Component</th>
<th>Event name</th>
<th>Description</th>
<th>Origin</th>
<th>IP address</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 17, 2020, 3:22 PM</td>
<td>Professor</td>
<td>Dumbledore</td>
<td>Course: Moodle Basics for Faculty</td>
<td>Live logs</td>
<td>Viewed</td>
<td>The user with id '102753' viewed the live log report for the course with id '20752'.</td>
<td>web</td>
<td>123.123.123.123</td>
</tr>
<tr>
<td>March 17, 2020, 3:22 PM</td>
<td>Professor</td>
<td>Dumbledore</td>
<td>Course: Moodle Basics for Faculty</td>
<td>Live logs</td>
<td>Viewed</td>
<td>The user with id '102753' viewed the live log report for the course with id '28752'.</td>
<td>web</td>
<td>123.123.123.123</td>
</tr>
<tr>
<td>March 17, 2020, 3:21 PM</td>
<td>Professor</td>
<td>Dumbledore</td>
<td>Book: Tips and Tricks</td>
<td>Book</td>
<td>Viewed</td>
<td>The user with id '47621' viewed the chapter with id '82858' for the book with course module id '1392518'.</td>
<td>web</td>
<td>123.123.123.123</td>
</tr>
<tr>
<td>March 17, 2020, 3:21 PM</td>
<td>Professor</td>
<td>Dumbledore</td>
<td>Book: Tips and Tricks</td>
<td>Book</td>
<td>Created</td>
<td>The user with id '47621' created the chapter with id '82858' for the book with course module id '1302518'.</td>
<td>web</td>
<td>123.123.123.123</td>
</tr>
<tr>
<td>March 17, 2020, 3:10 PM</td>
<td>Professor</td>
<td>Kari Student</td>
<td>Course: Moodle Basics for Faculty</td>
<td>Logs</td>
<td>Viewed</td>
<td>The user with id '102753' viewed the log report for the course with id '28752'.</td>
<td>web</td>
<td>123.123.123.123</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Views</th>
<th>Last access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Layout</td>
<td>839 views by 16 users</td>
<td>Tuesday, March 17, 2020, 3:35 PM (9 mins 58 secs)</td>
</tr>
<tr>
<td>Adding Content</td>
<td>84 views by 16 users</td>
<td>Tuesday, March 17, 2020, 1:26 PM (2 hours 19 mins)</td>
</tr>
<tr>
<td>Adding an Assignment</td>
<td>165 views by 6 users</td>
<td>Monday, March 16, 2020, 3:09 PM (1 day 1 hour)</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>24 views by 14 users</td>
<td>Monday, March 16, 2020, 3:07 PM (1 day)</td>
</tr>
<tr>
<td>Creating a Forum</td>
<td>240 views by 9 users</td>
<td>Monday, March 16, 2020, 4:44 PM (23 hours 1 min)</td>
</tr>
</tbody>
</table>
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.

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:
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 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.
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:

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:

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.