



How do I review tracking reports?

Tracking Reports

Instructors can use the **Tracking Reports** area to generate reports on the course usage and activity. Instructors can view specific student's usage to determine if students are actively using the course. The report appears in the form of graphical charts.

Review a Tracking Report:

1. Go to **Control Panel > Evaluation > Tracking Reports**
2. Instructor can create report about students' access of Content Area; Discuss Board Forums; Groups; and Over Summary of Usage of the course.
3. Select **Run** under the action bar of **Accesses by Content Area**.

Statistics Reports
Tracking Reports provide information about Student activity in the Course. [More Help](#)

Search

Accesses by Content Area
Displays a summary of Course U
> **Run** d: No

4. In the **Run Reports** page, select the report format from PDF, HTML, Excel, or Word; select individual user or all users; select an **End Date** and **Start Date**. If **End Date** is not selected the report will begin on the **Start Date** and end on the current date.

2. Report Specifications

Select Format

Select Users

* Select an End Date
Enter dates as mm/dd/yyyy

* Select a Start Date
Enter dates as mm/dd/yyyy

5. Click **Submit** and instructors need to decide what the next step is: Save this report to the **Content Collection** or Download and save the file containing the report data to a local computer or run the report again using different report criteria.