

Obtain Last Date of Student Participation

Overview

This tutorial will explain how to run an **Overall Summary of User Activity Report**. This report displays user activity for all areas of your course, as well as activity dates, times, and days of the week. Use this report to obtain a student's last date of participation.

Quick Steps

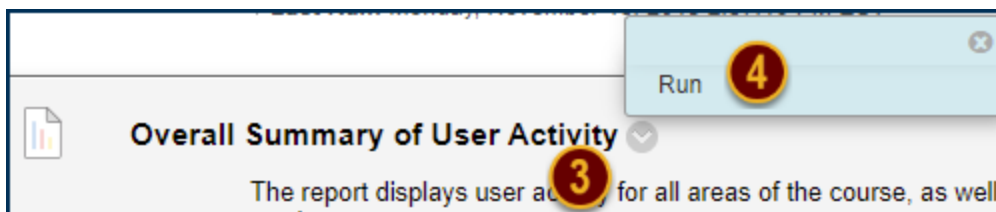
Control Panel > Evaluation > Course Reports > Overall Summary of User Activity > Submit > View Results

Step 1

Course reports can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Evaluation* [1] and then click on *Course Reports* [2].



Click the chevron next to *Overall Summary of User Activity* [3] then click *Run* [4].



Step 2

Under *Report Specifications* [1], select a report *Format* [2], *Start Date* [3], *End Date* [4], and *User* [5].

REPORT SPECIFICATIONS

1
All report types will open in a new browser window upon Submit.

Select Format **2**
 2
Charts will not display in Excel format. Run reports in HTML or PDF format if charts are required.

* Select a Start Date **3**
 3
Enter dates as mm/dd/yyyy

* Select an End Date **4**
 4
Enter dates as mm/dd/yyyy

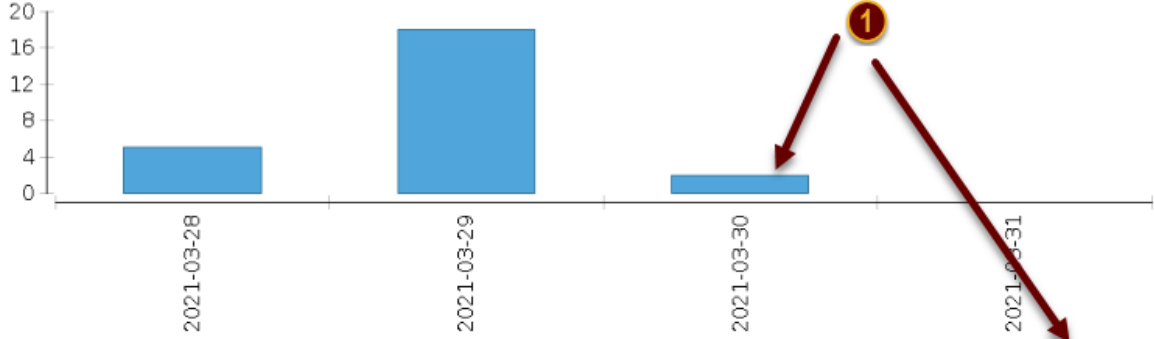
Select Users **5**

Step 3

Click the *Submit* button. When the results are returned, look for the *Access / Date [1]* page in the report to see the last day of participation for the selected date range in either bar chart or table format.

Overall Summary of User Activity

Access / Date



| 2021-03 | 28 | 29 | 30 | 31 | Total |
|--------------|----------|-----------|----------|----------|-----------|
| | 5 | 18 | 2 | 0 | 25 |
| Guest | 0 | 0 | 0 | 0 | 0 |
| Total | 5 | 18 | 2 | 0 | 25 |