# How to Track Student Tasksheet Progress

The steps below outline how you may monitor student progress and status of taksheet assignment completion within your CDX Online course. Note, online course tracking is only applicable when using the prescribed assignments or where custom assignment tracking is manually configured.

1. From your course's homepage, open the Course Block Drawer to the right of the page by clicking the **arrow tab.**
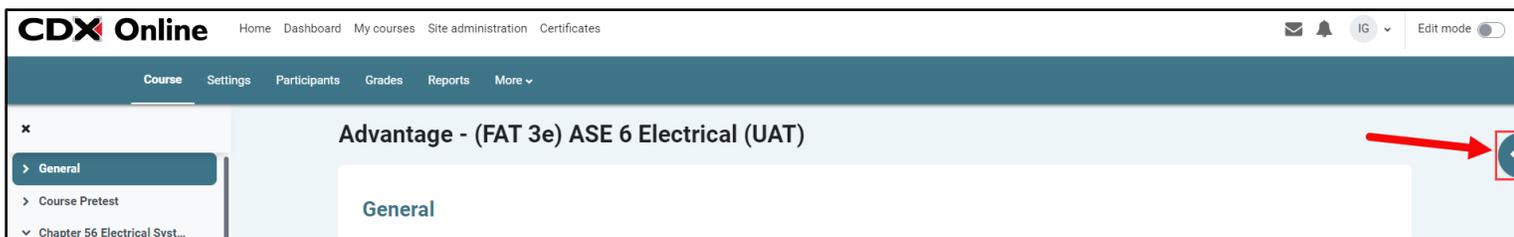
2. In the tab that expands, scroll as needed to find the priority completion tracking blocks labelled P-1, P-2, and P-3. Courses' tasksheet assignments are tracked in accordance with ASE priorities 1 through 3 by default, and each priority is represented by a progress block displaying the status of individual tasksheet assignments in the respective priority group.
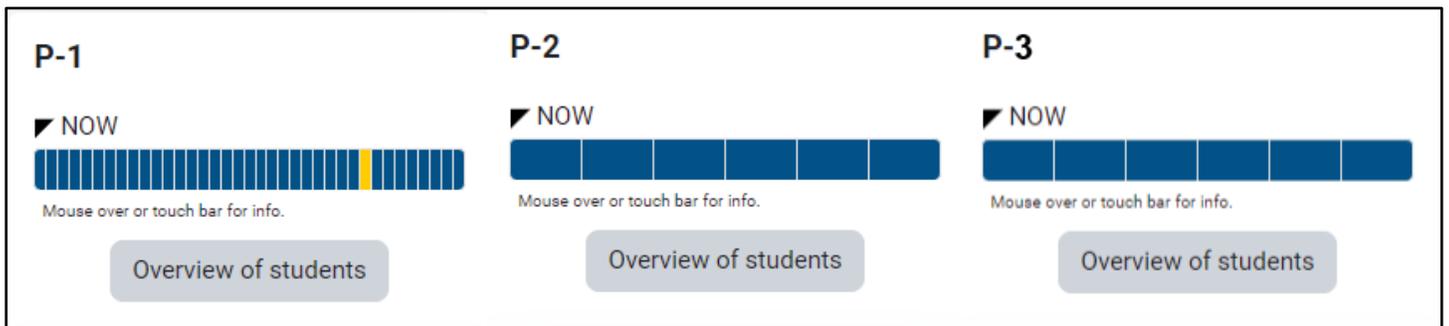
3. Note, the tasksheet progress blocks reflect the individual user's status of tasksheet completion within the course. To view the tasksheet status for each of your students in the course, click **Overview of students** of the desired progress block.
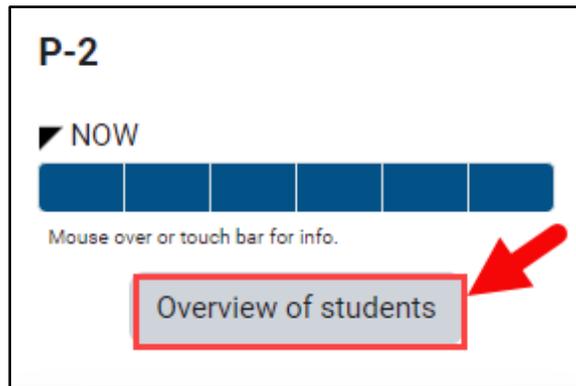
4. The following page displays tasksheet progress meters for each student enrolled in the course. Student names are listed vertically on the left, followed by the time of their latest access to the course, and their progress meters reflecting each tasksheet assignment tracked for completion in the course. The last column displays the percentage of completed items within the priority set.

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5. Each tasksheet status represented in **blue** indicates an outstanding assignment that has yet to be completed, a **yellow** item denotes that a student has submitted their work for the assignment, but it has yet to be graded, and a **green** item indicates that the student has turned in their tasksheet and it has been graded by an instructor. **Hover** your mouse over the item to reveal the specific tasksheet.

☐ First name ▲ / Last name	Last in course	Completion Progress	Progress
☐ MB Mel Brooks	Friday, November 17, 2023, 10:25 AM	✏️ MAST6020 - Identify electrical/electronic modules, security systems, radios, and other accessories that require reinitialization or code entry after reconnecting vehicle battery. Completed ✅	17%

6. Clicking an individual's tasksheet status from the progress tracker opens the assignment's submission page where you may grade, provide feedback, or allow the student a subsequent opportunity to resubmit their tasksheet as needed.

ASSIGNMENT
MAST6024 - Inspect and test starter relays and solenoids; determine needed action.

To do: Receive a grade

MB Mel Brooks (mbrooks@jblearning.com)

Submission status

Attempt number	This is attempt 1.
Submission status	No submissions have been made yet
Grading status	Not graded
Editing status	Student can edit this submission
Last modified	-
Submission comments	▶ Comments (0)

Grade

Grade

Grade out of 100	❓ [ ]
Current grade in gradebook	Not graded

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