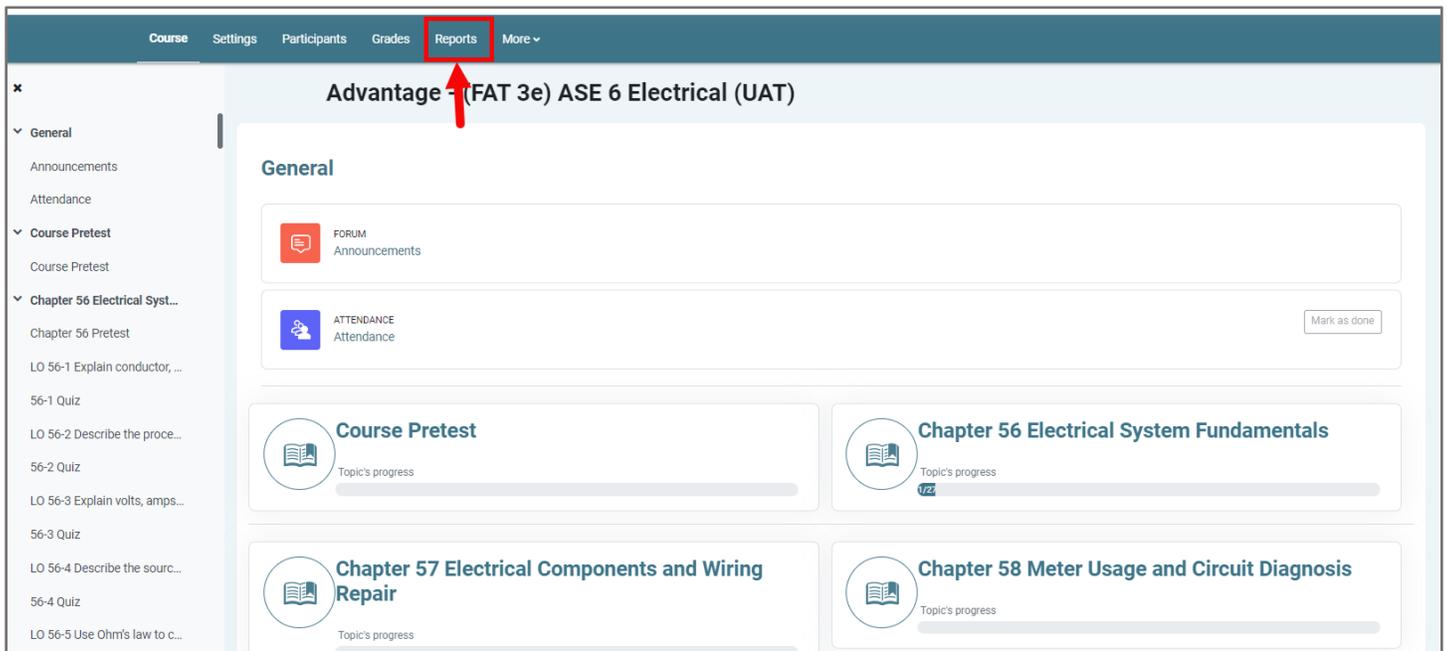


# How to Track Students' Activity Completion

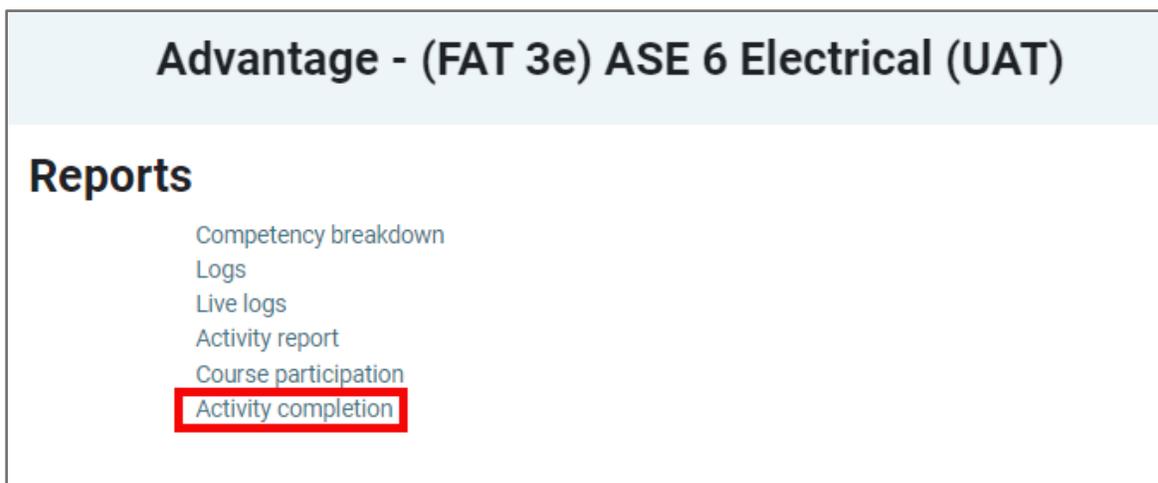
*This document contains instructions on how to track students' activity completion in the course, as well as how to apply manual overrides to completion status for course items. Note, all course contents are tracked for completion by default.*

1. From the course homepage, click the **Reports** option in the navigation bar at the top of the screen.



The screenshot shows the top navigation bar of a course page. The 'Reports' option is highlighted with a red box and a red arrow pointing to it. The course title is 'Advantage - (FAT 3e) ASE 6 Electrical (UAT)'. The left sidebar shows a list of course items, including 'General', 'Announcements', 'Attendance', 'Course Pretest', and 'Chapter 56 Electrical System Fundamentals'. The main content area shows a 'General' section with 'FORUM Announcements' and 'ATTENDANCE Attendance'. Below this are four progress bars for 'Course Pretest', 'Chapter 56 Electrical System Fundamentals', 'Chapter 57 Electrical Components and Wiring Repair', and 'Chapter 58 Meter Usage and Circuit Diagnosis'.

2. On the Reports page, click **Activity completion**.



The screenshot shows the 'Reports' page for the course 'Advantage - (FAT 3e) ASE 6 Electrical (UAT)'. The 'Reports' section is highlighted with a red box. The list of reports includes 'Competency breakdown', 'Logs', 'Live logs', 'Activity report', 'Course participation', and 'Activity completion'. The 'Activity completion' option is highlighted with a red box.

3. The course activity report presents a comprehensive report of all course items that are tracked for completion and the progress of each student against these requirements. You may filter the report to individual students based on the first letters of their first and last names.

**Activity completion**

Activity completion ▾

Separate groups All participants ▾ Include All activities and resources ▾ Activity order Order in course ▾

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name	Email address	Attendance	Course Pretest	Chapter 56 Pretest	LO 56-1 Explain conductor, ...	56-1 Quiz	LO 56-2 Describe the ...	56-2 Quiz	LO 56-3 Explain volts, ...	56-3 Quiz	LO 56-4 Describe the ...	56-4 Quiz	LO 56-5 Use Ohm's law to ...	56-5 Quiz	LO 56-6 Calculate series ...	56-6 Quiz	LO 56-7 Calculate parallel ...	56-7 Quiz	MAST6002 - Demonstrate ...	LO 56-8 Use Watt's law to ...	56-8 Quiz	LO 56-9 Describe direct ...	56-9 Quiz	Chapter 56 End of Chapter ...	Chapter 56 Test	Chapter 56: Key Review	Chapter 56: Slide Presentatio	Chapter 56: Audio Book	Chapter 56: Flashcards	Chapter 56: Media Gallery	Chapter 57 Pretest	LO 57-1 Explain the ...	57-1 Quiz	LO 57-2 Describe the ...
Mel Brooks	mbrooks@jblearning.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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4. The report presents the students' names and email addresses vertically on the left and displays the course item names that are being tracked for completion horizontally across the top. Together, these form a grid with which you can use to determine whether an activity has been completed by an individual student.

**Activity completion**

Activity completion ▾

Separate groups All participants ▾ Include All activities and resources ▾ Activity order Order in course ▾

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name	Email address	Attendance	Course Pretest	Chapter 56 Pretest	LO 56-1 Explain conductor, ...	56-1 Quiz	LO 56-2 Describe the ...	56-2 Quiz	LO 56-3 Explain volts, ...	56-3 Quiz	LO 56-4 Describe the ...	56-4 Quiz	LO 56-5 Use Ohm's law to ...	56-5 Quiz	LO 56-6 Calculate series ...	56-6 Quiz	LO 56-7 Calculate parallel ...	56-7 Quiz	MAST6002 - Demonstrate ...	LO 56-8 Use Watt's law to ...	56-8 Quiz	LO 56-9 Describe direct ...	56-9 Quiz	Chapter 56 End of Chapter ...	Chapter 56 Test	Chapter 56: Key Review	Chapter 56: Slide Presentatio	Chapter 56: Audio Book	Chapter 56: Flashcards	Chapter 56: Media Gallery	Chapter 57 Pretest	LO 57-1 Explain the ...	57-1 Quiz	LO 57-2 Describe the ...
Mel Brooks	mbrooks@jblearning.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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5. As students complete activities in the course, their respective checkboxes are checked off to reflect the item's completion status as "complete."

**Activity completion**

Separate groups: All participants | Include: All activities and resources | Activity order: Order in course

First name: All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Last name: All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

First name / Last name	Email address	Attendance	Course Pretest	Chapter 56 Pretest	LO 56-1 Explain conductor, ...	56-1 Quiz	LO 56-2 Describe the ...	56-2 Quiz	LO 56-3 Explain volts, ...	56-3 Quiz	LO 56-4 Describe the ...	56-4 Quiz	LO 56-5 Use Ohm's law to ...	56-5 Quiz	LO 56-6 Calculate series ...	56-6 Quiz	LO 56-7 Calculate parallel ...	56-7 Quiz	MAST6002 - Demonstrate ...	LO 56-8 Use Watt's law to ...	56-8 Quiz	LO 56-9 Describe direct ...	56-9 Quiz	Chapter 56 End of Chapter ...	Chapter 56 Test	Chapter 56: Key Review	Chapter 56: Slide Presentation	Chapter 56: Audio Book	Chapter 56: Flashcards	Chapter 56: Media Gallery	Chapter 57 Pretest	LO 57-1 Explain the ...	57-1 Quiz	LO 57-2 Describe the ...
Mel Brooks	mbrooks@jblearning.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6. As an instructor, you may override any item's completion status by clicking in the respective checkbox. This can be useful if you want to help students with their course progress by checking off items they have yet to address, or to indicate that the student must redo a task they had previously completed. When you click the box, a popup message displays confirming your decision to override the current completion state. Click **Save changes** to complete the change.

Click to override completion status.

**Confirm**

Are you sure you want to override the current completion state of this activity for this user and mark it "Completed"?

Cancel Save changes

7. An overridden item's status is outlined in red indicating it has been manually updated.

The screenshot shows a grid of course items with columns for 'First name / Last name' and 'Email address'. The first row contains 'Mel Brooks' and 'mbrooks@blearning.com'. The grid lists various items such as 'Attendance', 'Course Pretest', 'Chapter 56 Pretest', and several 'LO' (Learning Objectives) and 'Quiz' items. A red callout box with a white border points to a red-outlined cell in the 'LO 56-3 Explain volts, ...' row. The text inside the callout box reads: 'Red box indicates the completion status has been manually updated.' Below the grid, there are two download links: 'Download in spreadsheet format (UTF-8 .csv)' and 'Download in Excel-compatible format (.csv)'.

8. You may also download a static copy of this report at any time by selecting the file format of your preference below the grid/table displayed online.

This screenshot is similar to the one above, showing the same grid of course items. In this version, the two download links at the bottom, 'Download in spreadsheet format (UTF-8 .csv)' and 'Download in Excel-compatible format (.csv)', are enclosed in a red rectangular box. The rest of the grid and callout box are not present in this specific image.