
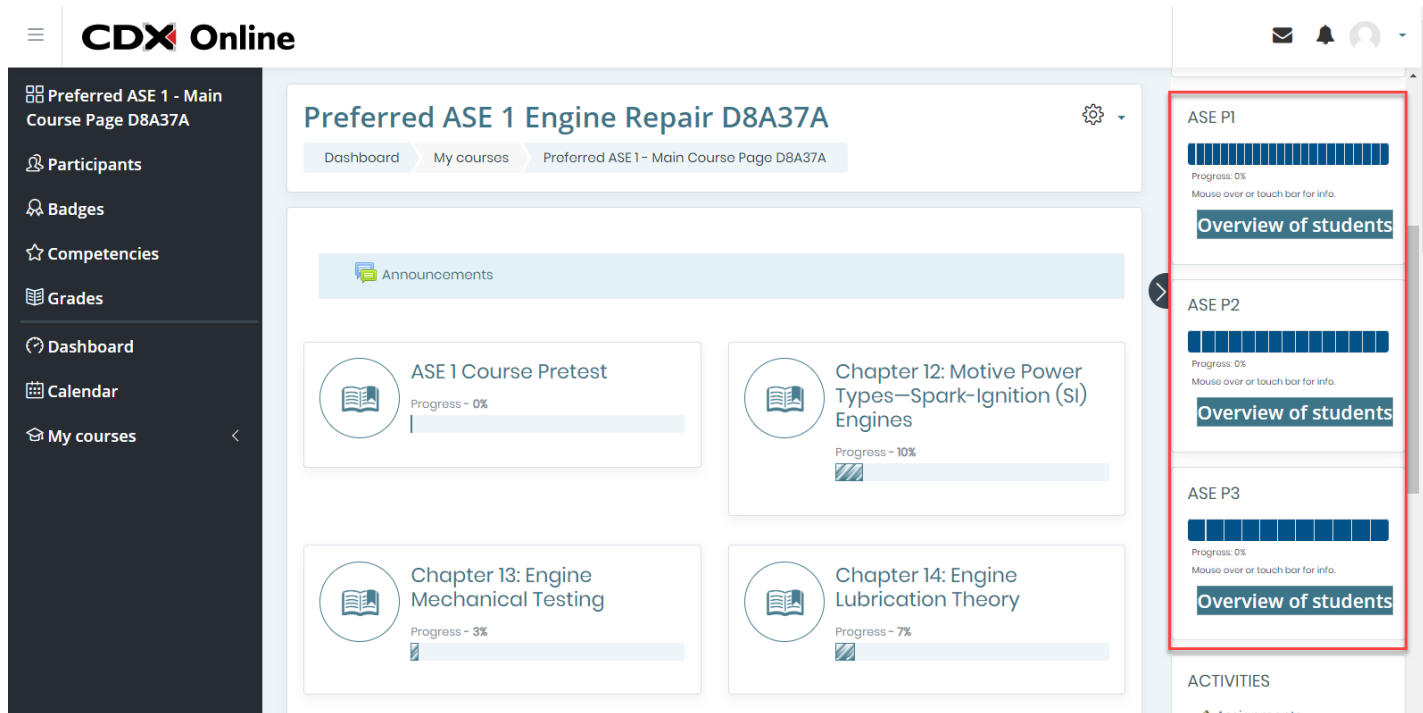


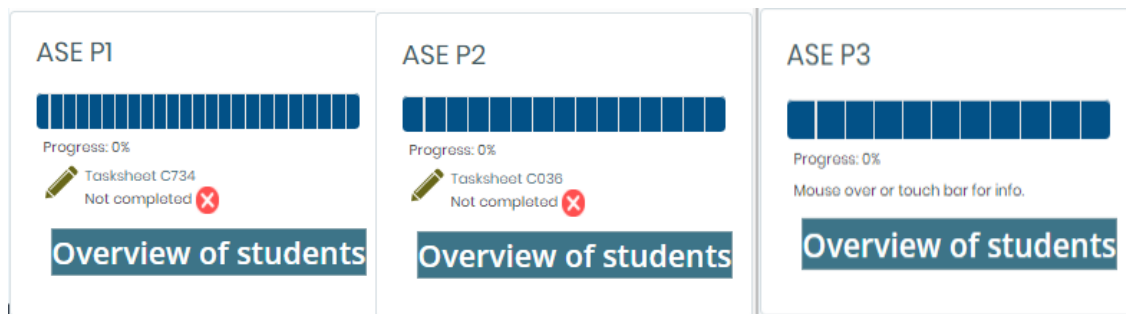
How do I track my students completion of tasksheet assignments?

This document provides instructions on how to monitor student progress of tasksheet assignments in the CDX Online course.

1. On your course's homepage, the tracking tab to the right of the page displays progress meters reflecting the status of your tasksheet assignments in the course. **Please note:** You may need to click the **arrow button**  on the tab to expand it and scroll as needed.

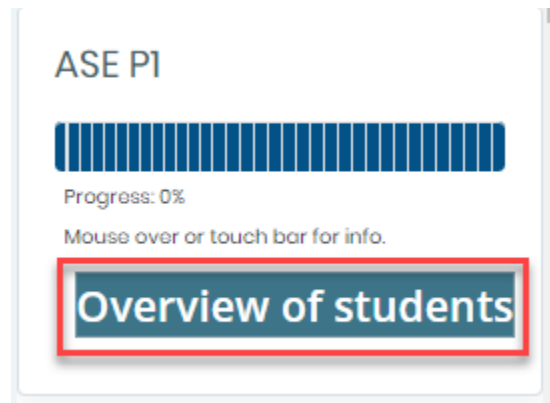


2. All course tasksheet assignments are tracked by ASE priorities 1 through 3. Each priority provides a dedicated progress block which displays the status of individual tasksheet assignments under the given priority.

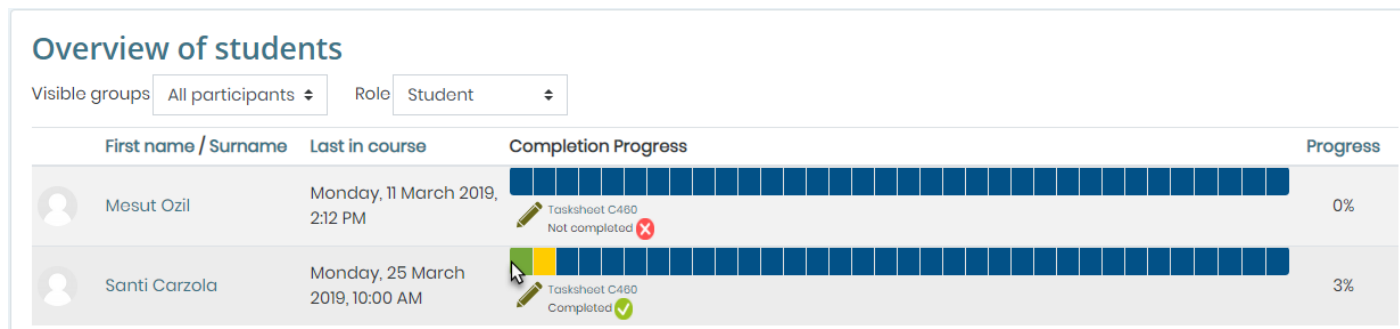


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3. **Please note:** The tasksheet progress bars on your course homepage only reflect your individual status of tasksheet completion within the course. To view the tasksheet status of every individual student in the course, click the **Overview of students** button in the desired progress block.



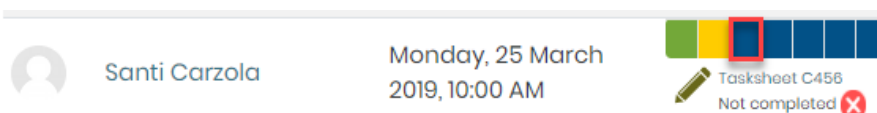
4. This will bring you to a page displaying the tasksheet progress meters of all individual users enrolled in the course.
5. For an overview of just your students' progress, ensure you have the **student** option selected under the **Role** dropdown menu.



The screenshot shows the 'Overview of students' page. At the top, there are filters for 'Visible groups' (set to 'All participants') and 'Role' (set to 'Student'). Below the filters is a table with the following columns: 'First name / Surname', 'Last in course', 'Completion Progress', and 'Progress'.

First name / Surname	Last in course	Completion Progress	Progress
Mesut Ozil	Monday, 11 March 2019, 2:12 PM		0%
Santi Carzola	Monday, 25 March 2019, 10:00 AM		3%

6. Student names are displayed vertically on the left, followed by the time of their latest access to the course and their progress meters displaying each tasksheet assignment tracked for completion in the course. The last column displays the percentage of completed items.
7. All tasksheets represented in blue identify 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. A green item indicates that the student has turned in their tasksheet and it has been graded by an instructor.



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The screenshot displays a progress tracker for a student named Santi Carzola. It shows two tasksheet entries:

- Tasksheet C451:** Status is "Not completed (Submitted)". The progress bar consists of 10 segments, with the first two being green and yellow, and the remaining eight being blue. A red 'X' icon is present next to the status.
- Tasksheet C460:** Status is "Completed". The progress bar consists of 10 segments, with the first two being green and yellow, and the remaining eight being blue. A green checkmark icon is present next to the status.

- 8. Please note:** A student must complete an online submission for the progress tracker to reflect any status update for that assignment. Grading a student's tasksheet assignment without any submission will record their score in the gradebook, but not reflect as being complete in their progress bar.
- 9.** Clicking on an individual's tasksheet status will bring you to their submission page of the assignment where you may grade, provide feedback, or allow the student a subsequent opportunity to resubmit their tasksheet as needed.