How to generate an activity report for a student

Moodle Help & Support
This refers to Moodle 3.6 from July 2019 onward

How to generate an activity report for a student

See also How to see tracking information for students

Logs and activity reports for students allow you to find out:

- if and when a student has logged into your module
- an particular student's activity in your module
- the date and time that a student has accessed a particular resource or activity
- which students have participated in a particular activity (and whether they have simply viewed it or taken action)
- a student's current grade

To find out about an individual student:

1. Open the Hamburger Menu and select Participants.

2. Click on the user's name or profile picture to open their profile page.

3. Report options for that user can be found in the Reports tab.
4. Select a report option from the expanded list
   - **Today's logs** - timestamped list and graph representing the student's actions for the current day
   - **All Logs** - timestamped list and graph representing the student's actions for a series of days
   - **Outline report** - a breakdown of a student's current participation per Moodle activity
   - **Complete report** - a detailed list of a student's up-to-date interaction with all Moodle activities
   - **Statistics** -
     - **Grade** - shows student's current grade per activity

**Similar Resources**

The following other resources are also relevant to this topic:

- How to see tracking information for students
- How to use Completion Tracking to Monitor Student Progress

**Managing people in Moodle**

- How To create groups and groupings
- How to send a message to groups of students or participants
- How to release resources to students at different times or in different groups
- How to send students on your module an email
- How to export reports of attendance
- How to add an Attendance record and registers
- How to mark attendance on a register
- How to create a forum for groups
- Working with groups of students
- How to set up self-enrolment on your module
- How do I send messages to students?
- How to use completion tracking to monitor student progress
- How to Create options in an Allocation form
- An overview of how to use Groups and Groupings effectively
- How to see tracking information for students

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**Queries, comments or questions?**

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Incorrect?

If you have any comments on how you think this help can be improved then please email Learning-Technologies@nottingham.ac.uk