

## Reports and Tracking

With the Reports and Tracking tool, you can run reports on various student activities in the course during a specified date range.

You can run the following types of reports:

- ✓ Summary of Activity: provides an overall summary of user activity in the course.
- ✓ Tool Usage: provides an overview of how often each tool in the course is used.
- ✓ Component Usage: provides an overview of how often individual components are used.
- ✓ Entry Points: provides an overview of which pages are used as entry points to your course.
- ✓ Exit Points: provides an overview of which pages are used as exit points from your course.
- ✓ Content File Usage: provides an overview of how often each content file is used.
- ✓ Student Tracking: provides information about the individual use patterns for the students in the course.

You can use the statistics provided by Tracking reports to:

- ✓ determine which components, tools, or pages are most interesting or effective for students.
- ✓ follow different students' level of participation in various course activities.

*Example:* If a student performs poorly on their assessments, you could run a Student Tracking report to determine whether the student has been accessing course content, participating in discussions, and submitting their assignments. These statistics can help you to decide whether the student needs to be encouraged to participate more in the course or, if they already have a high level of participation, if they need remedial help with course content.

For most report types, you can graph the report statistics. For all the report types, you can export the statistics to your local computer.

### To Access Tracking

1. Click the **Teach** tab, and then click the **Tool View** subtab.
1. Then click the **Reports and Tracking** link.

The screenshot shows the WebCT Vista 3.x interface. At the top, there is a navigation bar with three tabs: 'Build', 'Teach', and 'Student View'. The 'Teach' tab is currently selected. Below the navigation bar, there is a sub-tab area with 'Course View' and 'Tool View' (selected). To the right of the sub-tab area, it says 'Vista Training - Tracy Adkins Section'. Below the sub-tab area, there is a link for 'Reports and Tracking'. Below this link, there is a section titled 'Select a Report Type'. This section contains seven radio button options, each with a description: 'Summary of Activity' (selected), 'Tool Usage', 'Component Usage', 'Entry Page or Tool', 'Exit Page or Tool', 'Content File Usage', and 'Student Tracking'. Below the report type selection, there is a section titled 'Select a Date Range for the Report'. This section contains two rows of date and time selectors. The first row is for the 'Start date' and the second row is for the 'End date'. Both rows have dropdown menus for the month, day, year, hour, and minute, and a dropdown for AM/PM. The start date is set to May 5, 2005, 11:18 AM, and the end date is set to May 12, 2005, 11:18 AM. At the bottom of the form, there is a 'Run Report' button.

## Summary of Activity Report

Summary of Activity reports provide an overview of student activity in your course. Summary of Activity reports include the following data:

- ✓ Total user sessions: the total number of user sessions. Each time a user accesses a course, it is counted as one user session.
- ✓ Average user session length: the average time of user sessions.
- ✓ Average user sessions per day: the average number of user sessions per day.
- ✓ Average user sessions per day on weekdays: the average number of user sessions between Mondays and Fridays.
- ✓ Average user sessions per day on weekends: the average number of user sessions between Saturdays and Sundays.
- ✓ Most active day: the day that has the most number of user sessions.
- ✓ Least active day: the day that has the least number of user sessions.  
NOTE: Days for which there is no activity are not included in this statistic.
- ✓ Most active hour of the day: the hour of the day that has the most number of user sessions.
- ✓ Least active hour of the day: the hour of the day that has the least number of user sessions.  
NOTE: Hours for which there is no activity are not included in this statistic.

NOTE: Depending on the settings selected by your WebCT administrator, activity statistics may not appear in reports immediately; it may take from one hour to one day before the statistics become available.

### To Run a Summary of Activity Report

1. On the Tracking screen, select the **Summary of Activity radio button**.
2. In the Select a Date Range for the Report section, *enter a start and end date and time* for the report.
3. Then click **Run Report**.

## Tool Usage Report

Tool Usage reports provide an overview of which tools students are using in your course.

NOTE: If a tool has not yet been accessed, it is not listed in the Tool Usage report.

Tool Usage reports include the following statistics:

Tools: the tools that students have accessed. Tool sessions are recorded for the following tools:

- ✓ Assessments
- ✓ Assignments
- ✓ Bookmarks
- ✓ Calendar
- ✓ Chat and Whiteboard
- ✓ Content File
- ✓ Discussions
- ✓ Mail
- ✓ Media Library
- ✓ Notes
- ✓ Organizer Page
- ✓ URL
- ✓ Sessions: the total number of sessions for each tool. Each time a student accesses a tool, it is counted as one tool session.
- ✓ Average Time Per Session: the average time students spent per tool session.
- ✓ Total Time: the total amount of time spent in all tool sessions.
- ✓ Percent of Total Sessions: relates the time per tool session to the total time.

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### To Run a Tool Usage Report

1. On the Tracking screen, select the **Tool Usage radio button**.
2. In the Select a Date Range for the Report section, *enter a start and end date and time* for the report.
3. Then click **Run Report**.

## Component Usage Report

Component Usage reports provide an overview of how often each component is used by students.

NOTE: If a component has not yet been accessed by students, it is not listed in the Component Usage report.

Component Usage reports contain the following data:

- ✓ Component: the component students have accessed.
- ✓ Sessions: the total number of sessions for each component. Each time a student accesses a component, it is counted as one component session.
- ✓ Average Time Per Session: the average time students spent per component session.
- ✓ Total Time: the total amount of time students spent in all component sessions.
- ✓ Percent of Total Sessions: relates the time per component session to the total time.

NOTE: Depending on the settings selected by your WebCT administrator, activity statistics may not appear in reports immediately; it may take from one hour to one day before the statistics are available.

### To Run a Tool Usage Report

1. On the Tracking screen, select the **Component Usage radio button**.
2. In the Select a Date Range for the Report section, *enter a start and end date and time* for the report.
3. Then click **Run Report**.

## Entry Points Report

Entry Points reports provide an overview of which pages students use as an entry point to your course.

There are two possible entry points for students:

- ✓ If a new assessment, assignment, calendar entry, or discussion topic is available to students, a New Assessment Available, New Assignment Available, New Calendar Entry Available, or New Discussion Topic Available icon appears in their My WebCT. If students click the icon, they are taken directly to the assessment, assignment, calendar entry, or discussion topic, which is then registered as their entry point to the course.
- ✓ If students access the course via the linked course title that is always available in their My WebCT, the Home Page is registered as their entry point to the course.

Entry Points reports include the following data:

- ✓ Page Name: the name of the page that was used by students as an entry point to the course.
- ✓ Tool: the tool with which the entry point page is associated.
- ✓ Page Usage: the total number of times the page was used as an entry point to the course.
- ✓ Percent of Total Usage: relates the total number of times the page was used as an entry point to the total usage for all entry point pages.

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NOTE: Depending on the settings selected by your WebCT administrator, activity statistics may not appear in reports immediately; it may take from one hour to one day before the statistics are available.

### To Run a Entry Points Report

1. On the Tracking screen, select the **Entry Points radio button**.
2. In the Select a Date Range for the Report section, *enter a start and end date and time* for the report.
3. Then click **Run Report**.

## Exit Points Report

Exit Points reports provide an overview of which pages students use as an exit point from your course.

Exit Points reports contain the following data:

- ✓ Page Name: the name of the page that was used by students as an exit point from the course.
- ✓ Tool: the tool with which the exit point page is associated.
- ✓ Page Usage: the total number of times the page was used as an exit point from the course.
- ✓ Percent of Page Views: relates the total number of times the page was used as an exit point to the total usage for all exit point pages.

NOTE: Depending on the settings selected by your WebCT administrator, activity statistics may not appear in reports immediately; it may take from one hour to one day before the statistics are available.

### To Run a Exit Points Report

1. On the Tracking screen, select the **Exit Points radio button**.
2. In the Select a Date Range for the Report section, *enter a start and end date and time* for the report.
3. Then click **Run Report**.

## Content File Usage Report

Content File Usage reports provide an overview of which content files students are using in your course.

NOTE: If a content file has not yet been accessed by students, it is not listed in the Content File Usage report.

Content File Usage reports contain the following data:

- ✓ Content File: the content file that students have accessed.
- ✓ Sessions: the total number of content file sessions. Each time a student accesses a content file it counts as one content file session.
- ✓ Percent of Total Sessions: relates the number of content file sessions to the total number of sessions for all content files.

NOTE: Depending on the settings selected by your WebCT administrator, activity statistics may not appear in reports immediately; it may take from one hour to one day before the statistics are available.

### To Run a Content File Usage Report

1. On the Tracking screen, select the **Content File Usage radio button**.
2. In the Select a Date Range for the Report section, *enter a start and end date and time* for the report.
3. Then click **Run Report**.

## Student Tracking Report

Student Tracking reports provide an overview of individual student activities in your course.

NOTE: Depending on administrator settings, the results displayed in Student Tracking reports may be anonymous.

Student Tracking reports include the following data:

- ✓ Student: the student's first and last names.
- ✓ User Name: the student's user name.
- ✓ First Access: the date and time of the first time the student accessed the course.
- ✓ Last Access: the date and time of the last time the student accessed the course.
- ✓ Sessions: the total number of user sessions for the student.  
NOTE: Each time the student accesses the course, it is counted as one user session.
- ✓ Total Time: the total time of the student's user sessions.
- ✓ Mail:
  - Read Messages: the total number of messages the student read in the Mail tool.
  - Sent Messages: the total number of messages the student sent in the Mail tool.
- ✓ Discussions:
  - Read Messages: the total number of messages the student read in the Discussions tool.
  - Posted Messages: the total number of messages the student posted in the Discussions tool.
- ✓ Calendar:
  - Viewed Entries: the total number of entries the student viewed in the Calendar tool.
  - Added Entries: the total number of entries the student added to the Calendar tool.
- ✓ Chat and Whiteboard:
  - Entered Lobby Page: the total number of times the student entered the lobby page in the Chat and Whiteboard tool.
- ✓ Assessments:
  - Began: the total number of assessments the student began.
  - Finished: the total number of assessments the student finished.
  - Total Time: the total amount of time the student spent in the Assessments tool.
- ✓ Assignments:
  - Read: the total number of assignments the student read.
  - Submitted: the total number of assignments the student submitted.
  - Total Time: the total amount of time the student spent in the Assignments tool.
- ✓ URL:
  - Viewed: the total number of URLs the student viewed.
- ✓ Organizer Pages:
  - Viewed: the total number of organizer pages the student viewed.
- ✓ Content Files:
  - Viewed: the total number of content files the student viewed.
- ✓ Media Library:
  - Viewed Entries: the total number of entries the student viewed in the Media Library tool.
  - Viewed Collection: the total number of collections the student viewed in the Media Library tool.

NOTE: Depending on the settings selected by your WebCT administrator, activity statistics may not appear in reports immediately; it may take from one hour to one day before the statistics become available.

### To Run a Student Tracking Report

1. On the Tracking screen, select the **Content File Usage radio button**.
2. In the Select a Date Range for the Report section, *enter a start and end date and time* for the report.

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3. Then click **Run Report**.

### To View a Individual Students Report

1. *Click the name of the student* on the Student Tracking Report.

### To Graph a Report (available for some reports)

1. When viewing the report, click the **Graph button**.