

Click **Reports** from the Administration menu:

The screenshot shows the ATT Training Administration interface. On the left, there are three main menu sections: 'Course categories' (listing Automotive USA, UK, Hairdressing, etc.), 'Activities' (listing Certificates, Forums, etc.), and 'Administration' (listing Reports, Grades, etc.). A red arrow points to the 'Reports' option in the Administration menu. The main content area, titled 'Topic outline', shows a list of units under '1 Generic Units', including 'V1 Contribute to Workplace Good Housekeeping' and 'V2 - Ensure Own Actions Reduce Risks to Health and Safety'.

Select the options from these boxes:

The screenshot shows a form titled 'Choose which logs you want to see:'. It contains five dropdown menus: 'Automotive Level 1 (C&G)', 'All groups', 'All participants', 'All days', and 'All activities'. Below these is a 'Get these logs' button. Underneath the button, it says 'Or watch current activity:' followed by a link 'Live logs from the past hour'.

The first box will allow you to choose the **course**.

The second box allows you to select the **group** that you would like to track and the third box allows you to select an individual **participant** (a student) if you wish. Please note that lower case user details will follow on after those entered as either upper case or as a combination.

The fourth box allows you to specify the **date** on which you'd like search. Choosing 'All days' means that you can see all activity by that person since they first logged on.

The fifth box allows you to specify a certain **activity** from within the course if you wish. Selecting 'All activities' will let you see everything that person has done on the website. The sixth box allows you to check specific **actions** but it is usually best to leave this as all actions. Finally, the last box allows you to display or download the results.

Once you have selected an option for each of the boxes, click the 'Get these logs' button, and the relevant information will appear lower down on the screen or be downloaded.

The report logs for, erm, Jenson Button follows:

Automotive Level 1 (C&G): Jenson Button, All days (Server's local time)

Automotive Level 1 (C&G) | All groups | Jenson Button | All days

All activities | All actions | Display on page | Get these logs

Displaying 61 records

Time	IP Address	Full name	Action	Information
Mon 13 July 2009, 06:02 PM	212.219.119.210	Jenson Button	quiz review	Intro to Vehicle Technology and Workshop Processes Quiz
Mon 13 July 2009, 06:02 PM	212.219.119.210	Jenson Button	quiz review	Intro to Vehicle Technology and Workshop Processes Quiz
Mon 13 July 2009, 06:02 PM	212.219.119.210	Jenson Button	quiz close attempt	Intro to Vehicle Technology and Workshop Processes Quiz
Mon 13 July 2009, 06:01 PM	212.219.119.210	Jenson Button	quiz attempt	Intro to Vehicle Technology and Workshop Processes Quiz
Mon 13 July 2009, 06:00 PM	212.219.119.210	Jenson Button	quiz view	Intro to Vehicle Technology and Workshop Processes Quiz
Mon 13 July 2009, 06:00 PM	212.219.119.210	Jenson Button	course view	Automotive Level 1 (C&G)
Mon 13 July 2009, 06:00 PM	212.219.119.210	Jenson Button	scorm pre-view	205
Mon 13 July 2009, 05:59 PM	212.219.119.210	Jenson Button	scorm view all	
Mon 13 July 2009, 05:59 PM	212.219.119.210	Jenson Button	scorm view	V76 - Intro to Vehicle Technology and Workshop Processes
Mon 13 July 2009, 05:59 PM	212.219.119.210	Jenson Button	scorm pre-view	205
Mon 13 July 2009, 05:58 PM	212.219.119.210	Jenson Button	course view	Automotive Level 1 (C&G)
Fri 10 July 2009, 04:46 PM	86.168.61.51	Jenson Button	course view	Automotive Level 1 (C&G)
Fri 10 July 2009, 04:42 PM	86.168.61.51	Jenson Button	course view	Automotive Level 1 (C&G)
Fri 10 July 2009, 04:42 PM	86.168.61.51	Jenson Button	quiz view	Contribute to Workplace Good Housekeeping Quiz
Fri 10 July 2009, 04:42 PM	86.168.61.51	Jenson Button	quiz review	Contribute to Workplace Good Housekeeping Quiz
Fri 10 July 2009, 04:42 PM	86.168.61.51	Jenson Button	quiz close attempt	Contribute to Workplace Good Housekeeping Quiz
Fri 10 July 2009, 04:41 PM	86.168.61.51	Jenson Button	quiz attempt	Contribute to Workplace Good Housekeeping Quiz
Fri 10 July 2009, 04:40 PM	86.168.61.51	Jenson Button	quiz view	Contribute to Workplace Good Housekeeping Quiz

From these logs you will see, by reading the list from the bottom, that Jenson first looked at a quiz on Friday 10th July at 4.40pm – then logged out six minutes later, logged in again on Monday 13th July at 5.58pm and logged out four minutes later. It is up to you how to deal with this information – but in this case he may have been busy practicing his driving skills...

Click the Course in the 'breadcrumb' trail at the top to go back:

[ATT](#) ▶ [Auto1C&G](#) ▶ [Reports](#) ▶ [Logs](#) ▶

To check results and general progress, click the **Grades** link:

Course categories

- Automotive USA
- Automotive UK
- Hairdressing
- Admission Testing
- IMI Database
- IAEA

Search courses...
All courses...

Activities

- Certificates
- Forums
- Glossaries
- Quizzes
- Resources
- SCORMs/AICCs


Administration

- Reports
- Grades**
- Unenrol me from Auto1C&G
- Profile

Topic outline

- News forum
- Tools and Equipment
- Automotive Glossary

1 Generic Units



- V1 Contribute to Workplace Good Housekeeping
 - Contribute to Workplace Good Housekeeping Quiz
- V2 - Ensure Own Actions Reduce Risks to Health and Safety
 - Ensure Own Actions Reduce Risks to Health and Safety Quiz
- V3 - Maintain Positive Working Relationships
 - Maintain Positive Working Relationships Quiz
- Housekeeping, Health and Safety, Working Relations Quiz
- V Units (House Keeping, Health and Safety, Working Relationships)

Please be patient here as the system has a lot of sums to do and will take a few minutes!



Separate groups:

Student	V1 Contribute to Workplace Good Housekeeping Quiz		Contribute to Workplace Good Housekeeping Quiz		V2 - Ensure Own Actions Reduce Risks to Health and Safety		Ensure Own Actions Reduce Risks to Health and Safety Quiz		V3 - Maintain Positive Working Relationships		Maintain Positive Working Relationships Quiz		Housekeeping, Health and Safety, Working Relations Quiz							
Sort by Lastname	35	Raw %	100	Raw %	84	Raw %	100	Raw %	49	Raw %	100	Raw %	100	Raw %	138	Raw %	100	Raw %	528	Raw %
Sort by Firstname	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
	-	0%	90	90%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	48	9.09%
	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	25	4.73%
	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
	-	0%	100	100%	-	0%	70	70%	-	0%	90	90%	70	70%	-	0%	-	0%	-	0%
	-	0%	70	70%	-	0%	80	80%	-	0%	70	70%	85	85%	-	0%	60	60%	-	0%
	-	0%	-	0%	-	0%	100	100%	-	0%	100	100%	-	0%	-	0%	-	0%	-	0%
	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%

The default setting lists all participants on the course so select your **group** from the list.

Please be patient once again as the system has even more sums to do and will take a few more minutes!

You can download the results as a spreadsheet or a text file if you wish. I have obscured some names and details for privacy reasons.

Click the Course or ATT in the 'breadcrumb' trail at the top to go back:

[ATT](#) ▶ [Auto1C&G](#) ▶ [Reports](#) ▶ [Logs](#) ▶