

Quick Reference Guide

Logs and Reports

Summary:

- **How to find where to get logs and reports**
- **How to get a report on specific and reports**

 Watch a demonstration

 Text-only version

 What are logs?	Information: • Logs are used to determine if and when someone accessed or worked/submitted an assignment.
 Where are logs found	How to: • Go into a specific course in LearningHub • Click on the Gear icon • Click on more • Click on the reports tab
 How to I get a report on a specific students	Information/How to: • Go the log area by following the “Where are the logs found” instructions • Select the student that you need the report on • Chose the specific day or use All days • Select the specific activity ◦ You can use actions/sources/events to narrow down a specific search • Click Get these logs FA2021 MB Testing ▾ [more] Beal, Harrison F ▾ All days ▾ dilitopoly base unit ID version ▾ All actions ▾ All sources ▾ All events ▾  Get these logs
 How to I get a report on a specific assignment	How to: • Go the log area by following the “Where are the logs found” instructions • Select All participants • Chose the specific day or use All days • Click Get these logs

FA2021 MB Testing [more]

All participants

All days

MB testing a course video link

All actions

All sources

All events

Get these logs

Sample Report:

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
October 11 2021, 4:54 PM	Beal, Marsha	*	URL: MB testing a course video link	URL	Course module viewed	The user with id '8' viewed the 'url' activity with course module id '1474005'.	web	
October 11 2021, 4:42 PM	ZZZ-Beal, ZZZ-Marsha X	*	URL: MB testing a course video link	System	Course module updated	The user with id '19056' updated the 'url' activity with course module id '1474005'.	web	
October 11 2021, 4:29 PM	ZZZ-Beal, ZZZ-Marsha X	*	URL: MB testing a course video link	System	Course module created	The user with id '19056' created the 'url' activity with course module id '1474005'.	web	

Additional Resources

- xxxLink to Demo
- xxxLink(s) to QRguide
- xxxLink to other web resources
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