

# Helping Students Succeed

- [Monitoring Activity Using Course Blocks](#)
- [Tracking Student Activity Using Reports](#)
- [Class "Attendance" in Moodle](#)
- [Enabling Student Access to Logs and Reports](#)
- [Regular & Substantive Interactions: Online Faculty Guidance](#)

# Monitoring Activity Using Course Blocks

## What are "Blocks?"

Blocks are part of the Moodle Course Page. These areas give the user information at a glance. Courses are created with a default set of blocks enabled. There are additional blocks available. Blocks can be repositioned on the course page, or they may be deleted.

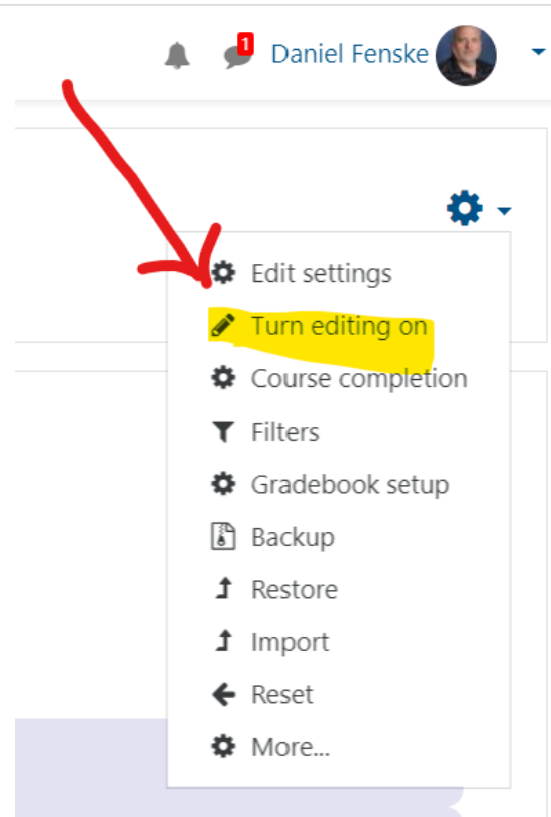
The screenshot shows a Moodle course page titled "Sandbox Course for Daniel J Fenske". The page is divided into two main sections. On the left, under "General Course Content", there is a list of course sections: "Chapter 14", "Section 2", "Section 3", "Photosynthesis" (marked "Hidden from students"), and "Section 5". A red arrow points from the "Content Area" label to this list. On the right, there are several blocks: "Online users" (showing 1 online user, Daniel Fenske), "Search forums", "Advanced search", "Latest news" (with a link to "Add a new topic..."), and "Upcoming events" (showing no upcoming events). A red circle and the handwritten label "Blocks" are drawn around these right-hand blocks. A red arrow also points from the "Blocks" label to the "Online users" block.

There are two Blocks that are very useful for monitoring what is going on in your course. Those Blocks are the recent Activity Block and the Online Users Block. Recent Activity is displayed by default. As things happen in the course, this block will display that for you. You can also get a report by clicking on the link that appears in the Block "Full report of recent activity...".

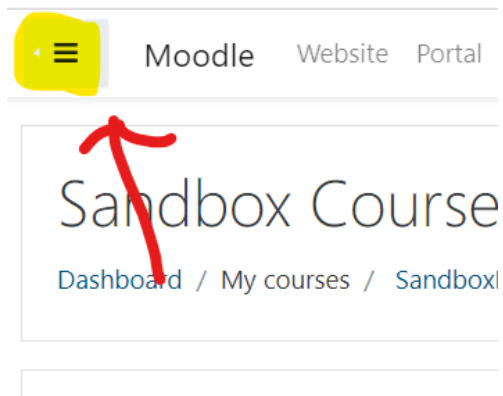
The Online Users block displays a list of students who are currently logged in to your course. This Block must be added if you wish to make use of it. The instructions for adding this Block follow.

## Add a Block

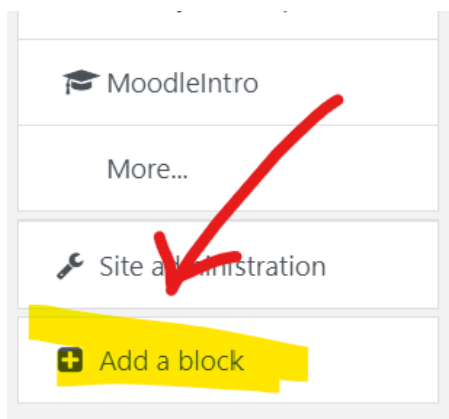
1. Navigate to your Course Page. Turn Editing on.



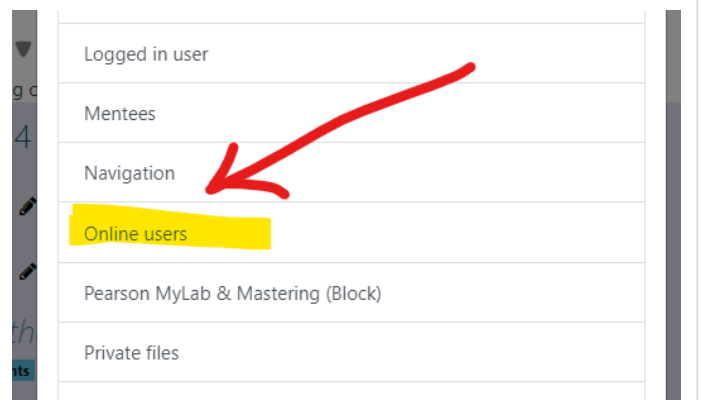
2. At the upper left corner of the page, find the 3 horizontal line button (the "hamburger"). Click on that button to expand the left side pane.



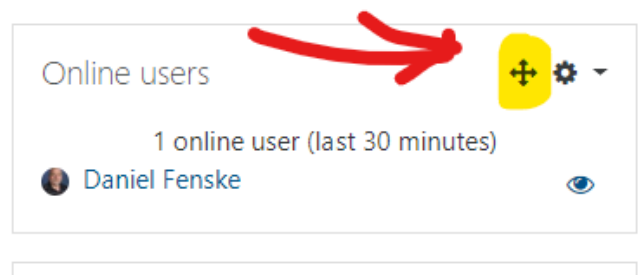
3. When the left side pane opens, scroll to the very bottom of the pane. You will see a box, "Add a Block". Select that button.



4. For our purposes, we'll add a Block that tells us which users are currently logged in to our course. Scroll down the list of Blocks to find "Online users". Select that Block.



5. The Block will appear in the right pane of your course. You can change the position (up or down in the pane) by clicking and holding on the crossed arrow icon. Your cursor changes to the crossed arrow. You can drag the Block up or down to your desired position.

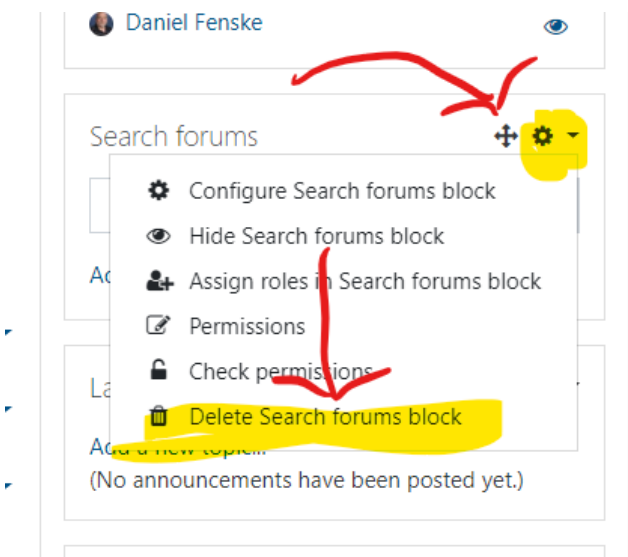


Turn your editing off, your block is in place.

## Delete a Block

You may decide that you do not wish to use a Block, and want to remove it from the Course Page. Directions follow:

1. Turn Editing on (refer to step 1 of the directions above).
2. Locate the Block you wish to delete. Click on the "gear" icon. From the menu, select the last item "Delete \_\_\_ block".
3. Accept the confirmation dialog that appears. The Block is deleted. It may be re-added at any time.



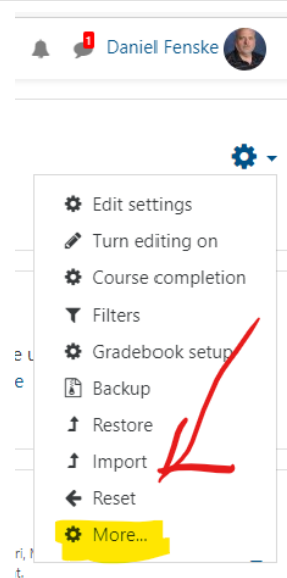


# Tracking Student Activity Using Reports

## Reports

Moodle provides several tools for giving you feedback about student activity. Moodle's Reports offers some useful information about student activity. Directions to access the Reports follows (clicking on an image will bring up a larger view in a new tab):

1. In your Course page, select the small arrow next to your picture. From the drop-down menu, select "More".



2. The Course Administration page appears. Note that the middle section has the Reports options.

### Course administration

Course administration

Users

Edit settings  
Turn editing on  
Course completion  
Filters  
Gradebook setup  
Backup  
Restore  
Import  
Reset

Reports

Logs  
Live logs  
Activity report  
Course participation  
Event monitoring rules

Question bank

Questions  
Categories  
Import  
Export

3. Selecting "Activity Report" brings up a Report of all activity on every item in your course. This report may take a few minutes to generate. It allows you to see which items are accessed. You have the option to Filter the Report by date range.

#### Faculty Sandbox Course

Filter

Computed from logs since Wednesday, July 18, 2012, 3:06 PM.

Activity	Views	Related blog entries	Last access
Items from Workshop Sessions			
Academic Integrity	4 views by 3 users	-	Thursday, March 19, 2020, 11:33 AM (1 day 1 hour)
Announcements	168 views by 24 users	-	Thursday, March 19, 2020, 4:47 PM (20 hours 11 mins)
More descriptive name	2 views by 2 users	-	Wednesday, March 18, 2020, 7:18 PM (1 day 17 hours)
Intro to Big Blue Button	130 views by 33 users	-	Thursday, March 19, 2020, 4:44 PM (20 hours 14 mins)
General Questions	120 views by 24 users	-	Thursday, March 19, 2020, 4:45 PM (20 hours 13 mins)
US Geological Survey	2 views by 2 users	-	Wednesday, March 18, 2020, 7:18 PM (1 day 17 hours)
Page of Text	5 views by 5 users	-	Thursday, March 19, 2020, 4:46 PM (20 hours 12 mins)
Class for 3-17-2020	3 views by 3 users	-	Friday, March 20, 2020, 9:10 AM (3 hours 48 mins)

4. Selecting "Course Participation" allows you a very detailed report about activity in your course. You select which Activity you are interested in, how far back to look, and which actions you are interested in. When you click "Go," Moodle displays the requested information.

#### Faculty Sandbox Course

Dashboard / My courses / FacultySandbox / Reports / Course participation

Activity module: Choose Look back: Choose Show only: Manager Show actions: All actions Go

Groups: All participants

5. In this example, the Announcements Forum is selected, for the last 4 days, by Students, and All actions. The result is displayed. One user accessed this activity, some did not.

Activity module: Announcements Look back: 4 days Show only: Student Show actions: All actions Go

Groups: All participants  
Forum Views  
Forum Posts

89 Student

First name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Last name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name	All actions	Select
Tyson Zarnstorff	Yes (5)	<input type="checkbox"/>
Mark Zaring	No	<input type="checkbox"/>
Kathryn Wurster	No	<input type="checkbox"/>
Miles Wurster	No	<input type="checkbox"/>
Jeffery Wiechman	No	<input type="checkbox"/>

## Logs

Moodle keeps logs of all activity in your course. You can view these logs. Logs enable you to see very granular information, and you have many options for viewing logs. Generally, the logs are used when you want information about a specific student for a specific reason. Directions:


1. Select Logs from the Reports section (refer to the directions above.)

2. You will see a dialog box where you have quite a few options. Note all the menus to select from. Make your selections. You will never hurt anything by viewing logs. However, Moodle will take more time to process logs when you leave selection criteria broad.

# Faculty Sandbox Course

[Dashboard](#) / [My courses](#) / [FacultySandbox](#) / [Reports](#) / [Logs](#)

Choose which logs you want to see:

Faculty Sandbox Course ▾	<a href="#">[ more ]</a>	All participants ▾	All days ▾	All activities ▾	All actions ▾	All sources ▾	All events ▾		Standard log ▾
<a href="#">Get these logs</a>									

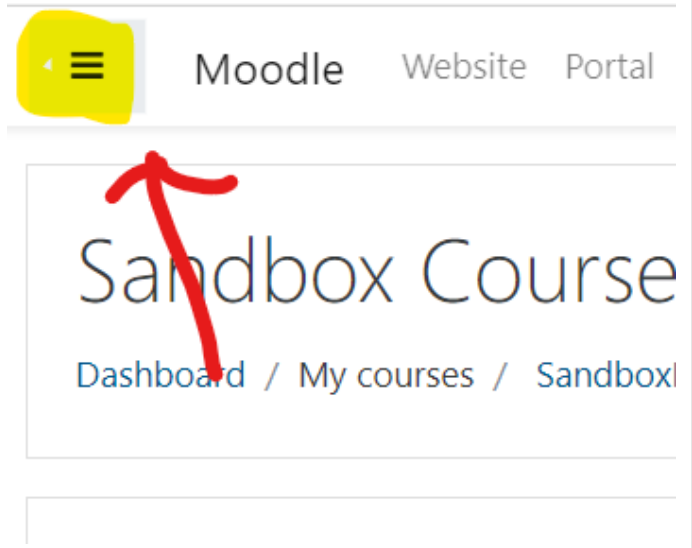
<https://www.youtube.com/embed/Je5ppW49d3o>



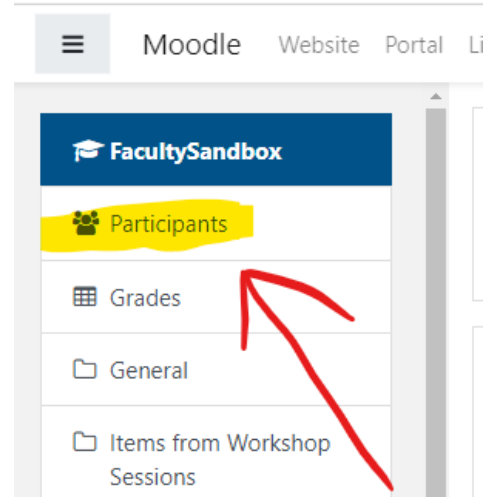
# Class "Attendance" in Moodle

It may be useful to know when a student last accessed your course. Moodle keeps track of that for you. Directions follow (click on an image to open a larger view in a new window):

1. In your Course page, look to the upper left corner to find the button with three horizontal lines (the "hamburger"). Clicking the button will open the left pane.



In the left pane, select "Participants."



A list of all the course participants will appear. You can view when each participant last accessed the course.

If you have a large roster, you can apply a filter to search for a specific participant.

## Participants



x fenske

Enroll users

Search keyword or select filter

Number of participants: 1

First name


All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name

All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	First name / Last name	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>						
<input type="checkbox"/>	 Daniel Fenske	fenskedj@mlc-wels.edu	Teacher, Student	No groups	31 secs	Active

With selected users...

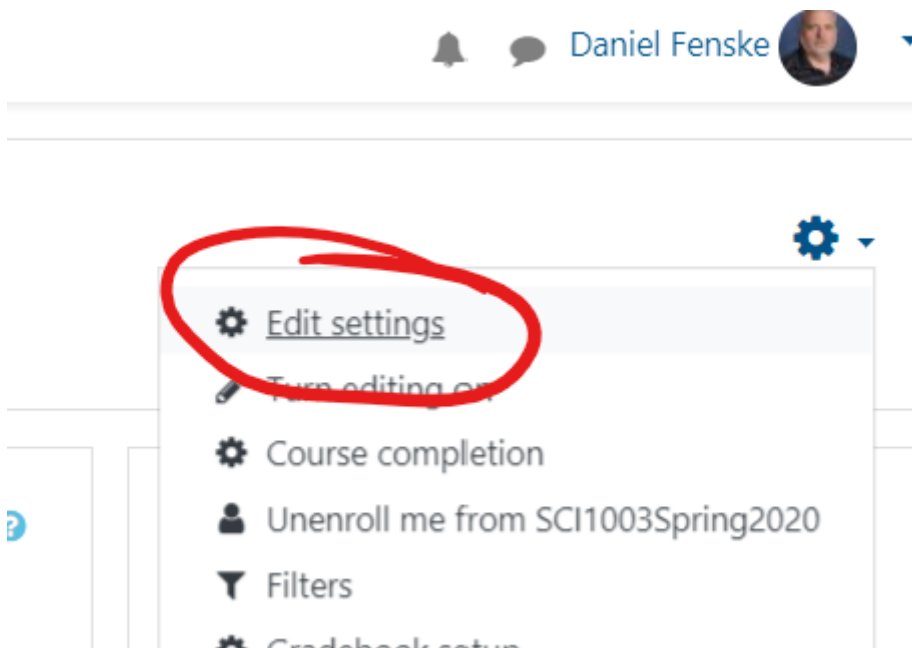
Choose...

Enroll users

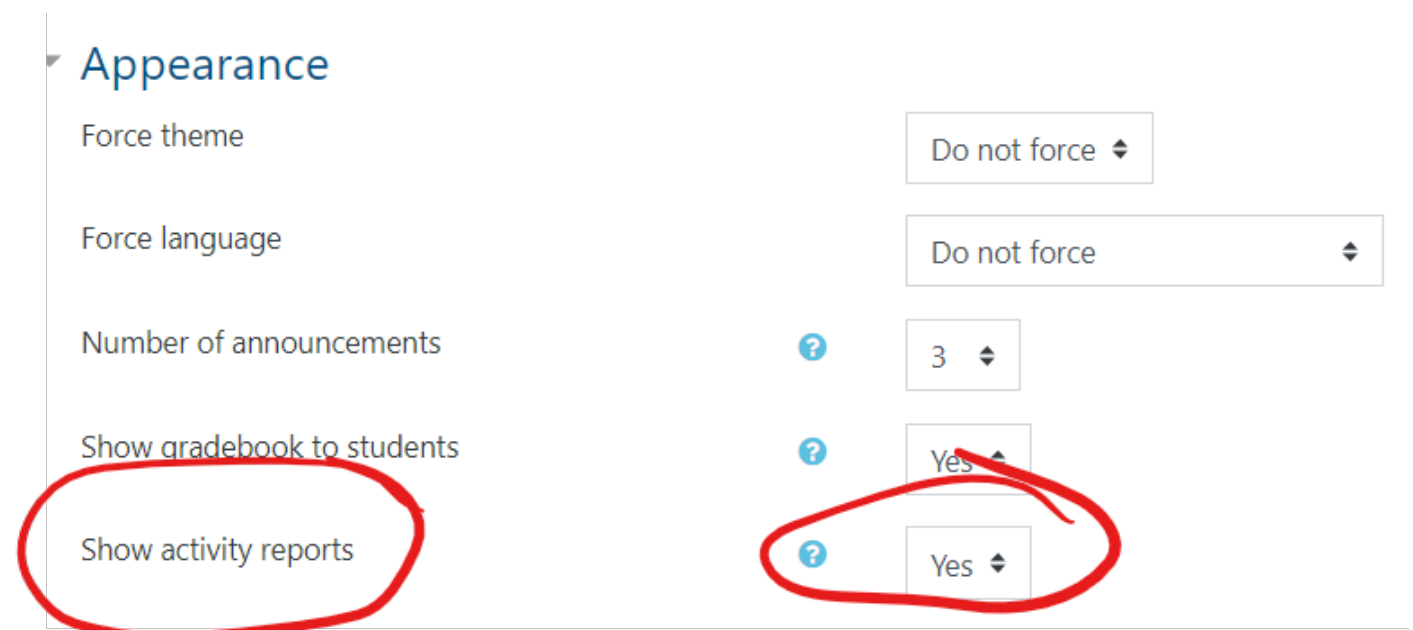
# Enabling Student Access to Logs and Reports

You can allow students to access logs and activity reports. Steps:

Log in to the course. Select "Edit Settings" from the gear icon:



Expand the "Appearance" tab. Set "Show activity reports" to Yes:





# Regular & Substantive Interactions: Online Faculty Guidance

High impact and best practices in teaching and learning encourage meaningful interactions between instructors and students. MLC has long advocated for robust learning experiences across all modalities. Recent guidance by the federal government requires that institutions receiving Title IV funding demonstrate that their courses include regular and substantive interactions between instructors and students. These interactions occur when faculty meet with students at specific times, present information, solicit student feedback, and answer student questions within a predictable timeframe.

The U.S. Department of Education defines both regular and substantive interactions.

**Regular interaction** between students and their instructor in asynchronous online instruction must be intentionally planned and initiated by the instructor. Regular interaction includes BOTH

- Providing the opportunity for substantive interactions with students on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; AND
- Monitoring the students' academic engagement and success and ensuring substantive interaction with the student when needed as indicated by such monitoring or upon request by the student.

**Substantive interaction** involves engaging students in teaching, learning, and assessment consistent with the content under discussion, and also AT LEAST TWO of the following:

- Providing direct instruction (synchronous only);
- Assessing or providing feedback on a student's coursework;
- Providing information or responding to questions about the content of a course or competency;
- Facilitating a group discussion regarding the content of a course or competency; or
- Other instructional activities as approved by the institutional or programmatic accrediting agency.

Martin Luther College expects its faculty to provide regular and substantive interactions with students in each online course in a uniform manner. To that end, each faculty member follows these practices and publishes them in their course syllabus:

- Respond to student questions communicated via email, Moodle messenger, or an open forum within 24 hours.
- Give substantive feedback and scores to students in discussion forums within 72 hours of the forum's due date.
- Evaluate student assignments with instructive comments within 7 days of the assignment due date.
- Schedule, publish, and attend virtual office hours at least once monthly so students can consult with the instructor in real-time using convenient electronic means (phone, video conference, text messaging).