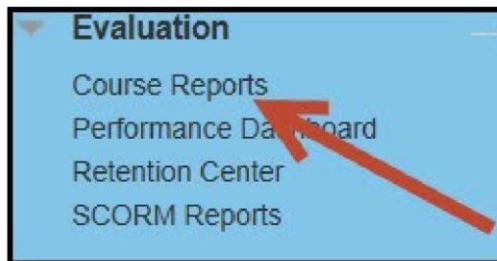
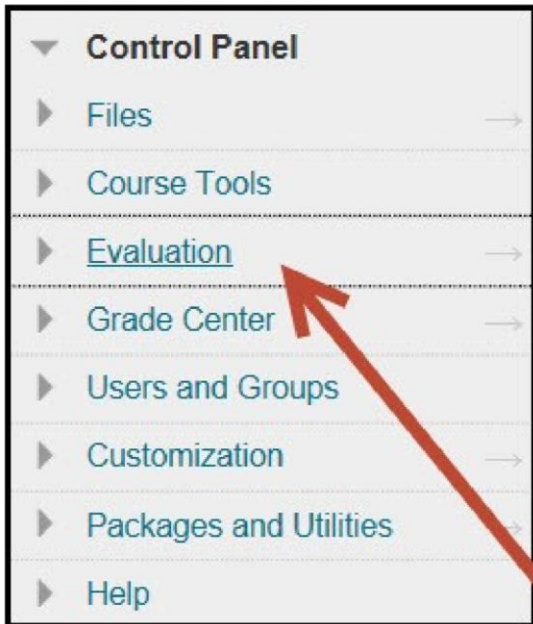


Instructions for Downloading and Emailing Course Reports

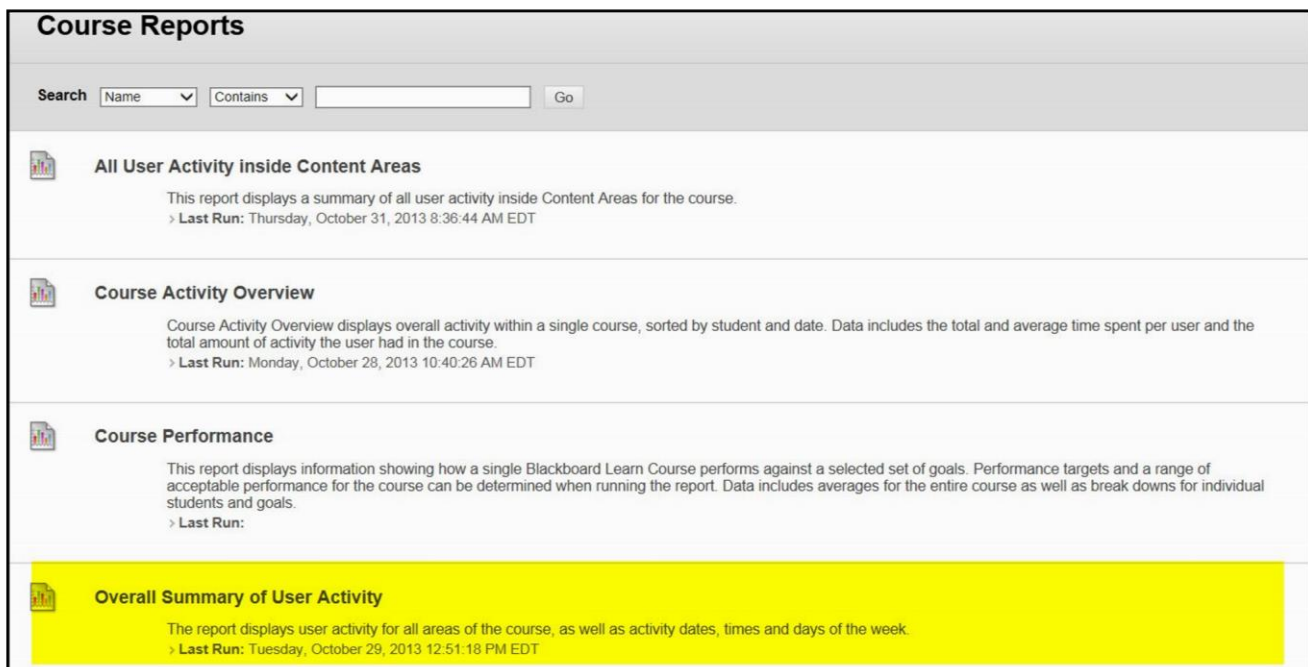
Step 1

- Go to **Control Panel**, Click **Evaluation**
- Click **Course Reports**



Step 2

- Select **Overall Summary of User Activity** course report

A screenshot of the 'Course Reports' page. At the top, there is a search bar with 'Name' and 'Contains' dropdowns and a 'Go' button. Below the search bar, there are four report entries, each with a small icon, a title, a description, and a 'Last Run' date. The first report is 'All User Activity inside Content Areas' (Last Run: Thursday, October 31, 2013 8:36:44 AM EDT). The second is 'Course Activity Overview' (Last Run: Monday, October 28, 2013 10:40:26 AM EDT). The third is 'Course Performance' (Last Run:). The fourth is 'Overall Summary of User Activity' (Last Run: Tuesday, October 29, 2013 12:51:18 PM EDT), which is highlighted with a yellow background.

Step 3

Run Reports

* Indicates a required field. Cancel Submit

1. Report Information

Name: Overall Summary of User Activity
 Description: The report displays user activity for all areas of the course, as well as activity dates, times and days of the week.
 Elapsed Time of Last Run: 11.428 seconds

2. Report Specifications

Select Format: PDF

* Select a Start Date: 01/08/2014

* Select an End Date: 01/17/2014

Select Users:

- Small, Soibhon (sasmall)
- Slevens, Shawanda (sylevens)
- Tenwilliger, Alyson (amtenwilliger)
- Tompkins, Dallas (dmlompkins)
- Wiggins, Melanie (mjwiggins)

3. Run Report Cancel Submit

Format should be .pdf

Start date: 08/15/2014

End date: 08/28/2014

Select all students in the class (Hint: click the first student, hold down **Shift**, click the last student)

Step 4

Successful Run: Overall Summary of User Activity

[Download Report](#) Run a new Report

Click Download Report

Save downloaded report.

File name should be: Course name-Semester-Instructor Last Name
Ex. (CIS 110-I16-Fall 2013-Murphy)

Email report to: jaguarnews@mail.johnstoncc.edu.
Subject line should be the file name.

Reports should be emailed to jaguarnews@mail.johnstoncc.edu by

September 30, 2014

Please send a **SEPARATE** email for each course

Contact **JOLT** at 919-464-2260 or distancelearning@johnstoncc.edu with questions!