

## Faculty Handout

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At times faculty are asked or interested in knowing the amount of activity a student has engaged in within a course. Did a student access and assignment? Did a student review some content in a module? For online courses, when was the last date/time they accessed the course.

This type of information is obtained from the \_\_\_\_\_ of a student. To locate the report:

1. From within your MyClasses course, select \_\_\_\_\_ from the course menu.
2. You will receive a list of all of your students which includes a date/time of Last Activity.

3. Click on the student's name.

4. On the right click the \_\_\_\_\_ for the student.

5. The Access Report will then show the items and activities the student has most recently accessed including the date/times of that access. This information should be used when reporting the last date a student has accessed or participate in a course.

