
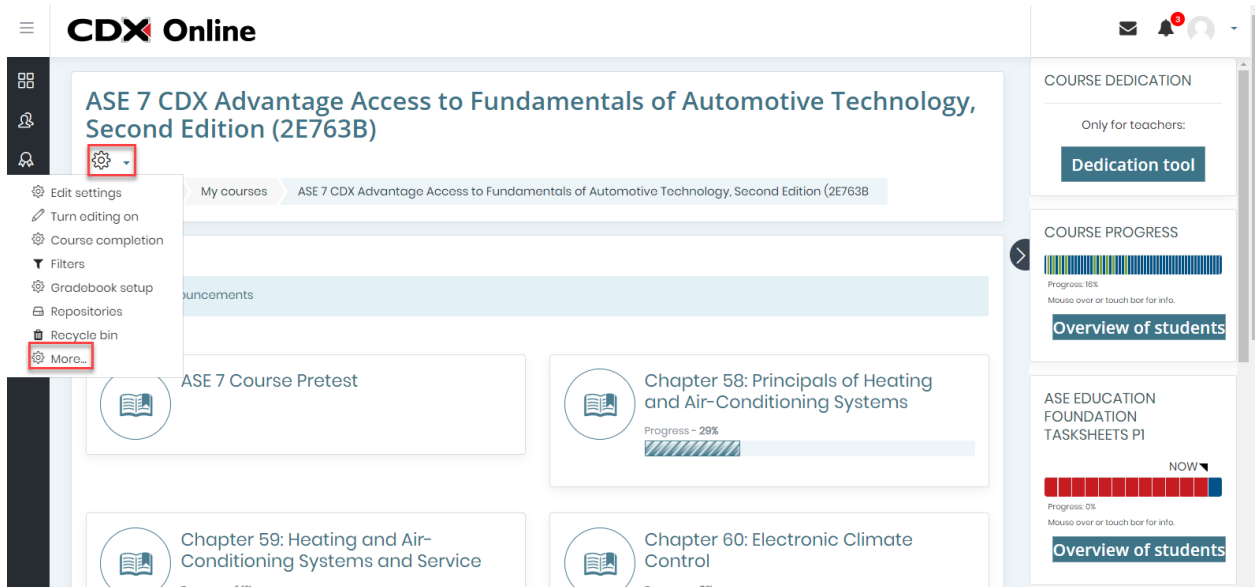


## How Do I Track My Students' Activity Completion?

1. For a more detailed and interactive progress report, it is recommended that you refer to course "Activity Completion" report.
2. This report is accessed from the course front page, where you can click the Actions menu  and then select the "More..." option.



The screenshot displays the CDX Online interface for a course titled "ASE 7 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition (2E763B)". On the left, a navigation menu includes options like "Edit settings", "Turn editing on", "Course completion", "Filters", "Gradebook setup", "Repositories", "Recycle bin", and "More...". The main content area shows course progress for "ASE 7 Course Pretest" and three chapters: "Chapter 58: Principals of Heating and Air-Conditioning Systems" (28% progress), "Chapter 59: Heating and Air-Conditioning Systems and Service", and "Chapter 60: Electronic Climate Control". On the right, a sidebar contains sections for "COURSE DEDICATION" (with a "Dedication tool" button), "COURSE PROGRESS" (with a progress bar and "Overview of students" button), and "ASE EDUCATION FOUNDATION TASKSHEETS P1" (with a "NOW" dropdown and "Overview of students" button).

3. On the page that loads, under the Course administration options, you'll find the Report section. Click the last option for "Activity completion".

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The screenshot shows the CDX Online interface. The top navigation bar includes 'Dashboard', 'My courses', 'ASE 7 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition (2E763B)', and 'Course administration'. The main content area is titled 'Course administration' and has a sub-tab for 'Users'. A list of options is displayed, including 'Edit settings', 'Turn editing on', 'Course completion', 'Filters', 'Gradebook setup', 'Repositories', and 'Recycle bin'. Below this, there are three sections: 'Reports' (with 'Activity completion' highlighted), 'Badges' (with 'Manage badges' and 'Add a new badge'), and a partially visible 'Groups' section.

- The course activity report will open, presenting a comprehensive report of all course items that are tracked for completion and the progress of each student against these requirements.
- You may filter the report to individual students based on the first letters of their last and first names.

The screenshot displays the 'Activity completion' report. At the top, it says 'Separate groups: All participants'. There are two filter tabs: 'First name' and 'Last name', both highlighted with red boxes. Below the filters is a grid with columns for course items and rows for students. The course items include 'Chapter 58 Pre - Test', 'K58001 - Describe the ...', 'Objective FAT2K58001 Quiz', 'K58002 - Explain the basic ...', 'Objective FAT2K58002 Quiz', 'K58003 - Explain the ...', 'Objective FAT2K58003 Quiz', 'K58001 - Explain the ...', 'Objective FAT2K58001 Quiz', 'K58014 - Explain the ...', 'Objective FAT2K58014 Quiz', 'Chapter 58 End of Chapter ...', 'Chapter 58 Test', 'Anatomy of a Car Quiz - ...', 'Anatomy of a Car Quiz - Air...', 'Chapter 58: Resources', 'Chapter 58 Flashcard', 'Chapter 58 Pretest', 'K59001 - Describe the ...', 'Objective FAT2K59001 Quiz', 'K59002 - Describe AC system...', 'Objective FAT2K59002 Quiz', 'K59001 - Identify and ...', 'Objective FAT2K59001 Quiz', and 'Tasksheet C341 - Identify ...'. The students listed are 'Santi Carzola' (email: scarzola@cdxlearning.com) and 'Mesut Ozil' (email: mozil@cdxlearning.com). Each cell in the grid contains a progress indicator, such as a document icon, a checkmark, or a percentage. At the bottom, there are download options: 'Download in spreadsheet format (UTF-8 .csv)' and 'Download in Excel-compatible format (.csv)'.

- The report presents the students' names and email address vertically on the left and displays the course item names that are being tracked for completion horizontally across the top.



## How Do I Track My Students' Activity Completion?

- Together these form a grid which you can use to track whether an activity has been completed by the individual student.
- A green checkmark in a box indicates that the student received a grade to complete the given activity. A blue checkmark identifies items that have been opened or accessed by the individual. If a checkbox is blank, it means the student has yet to complete the activity.

First name / Last name	Email address	Chapter 58 Pre - Test	K58001 - Describe the ...	Objective FAT2K58001 Quiz	K58002 - Explain the basic ...	Objective FAT2K58002 Quiz	K58003 - Explain the ...	Objective FAT2K58003 Quiz	K58011 - Explain the ...	Objective FAT2K58011 Quiz	K58014 - Explain the ...
		November 10, 2018	January 2, 2019	August 20, 2018	August 20, 2018	August 20, 2018	August 20, 2018	August 21, 2018	January 21, 2019	August 21, 2018	
Santi Carzola	scarzola@cdxlearning.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mesut Ozil	mozil@cdxlearning.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- As an instructor, you may override any item's completion status by clicking the desired checkbox. This can be useful if you want to help students with their course progress by checking off items they have yet to address or if you need to indicate that the student must redo a task they had previously completed.
- Any overridden item will display with a red box indicating it has been manually updated.
- You may also download this report at any time by selecting the file format of your preference.

# How Do I Track My Students' Activity Completion?

First name/ Last name	Email address	Chapter 58 Pre - Test	K58001 - Describe the ...	Objective FAT2K58001 Quiz	K58002 - Explain the basic ...	Objective FAT2K58002 Quiz	K58003 - Explain the ...	Objective FAT2K58003 Quiz	K58001 - Explain the ...	Objective FAT2K58001 Quiz	K58004 - Explain the ...	Objective FAT2K58004 Quiz	Chapter 58 End of Chapter ...	Chapter 58 Test	Anatomy of a Car Quiz - ...	Anatomy of a Car Quiz - All...	Chapter 58: Resources	Chapter 58 Flashcard	Chapter 59 Pretest	K59001 - Describe the ...	Objective FAT2K59001 Quiz	K59002 - Describe AC system...	Objective FAT2K59002 Quiz
		November 10, 2018	January 2, 2019	August 20, 2018	August 20, 2018	August 20, 2018	August 20, 2018	August 21, 2018	January 21, 2019	August 21, 2018	November 17, 2018	August 22, 2018	November 1, 2018						November 6, 2018	K59001 - Describe the ...	August 23, 2018	K59002 - Describe AC system...	August 23, 2018
Santi Carzola	scarzola@cdxlearning.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mesut Ozil	mozil@cdxlearning.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

First name

Last name

Download in spreadsheet format (UTF-8 .csv)  
 Download in Excel-compatible format (.csv)

