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
Step 3

Run Reports

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: 11,424 seconds

2. Report Specifications
   - Select Format: PDF
   - Select a Start Date: 08/15/2014
   - Select an End Date: 08/28/2014
   - Select Users: [Dropdown menu]

   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)

3. Run Report

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 110-116-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!