# Overview of Class Progress and User Progress

The Class/User Progress reports include a visual representation of student progress for course participation in the assignment dropbox, logins, grades, checklist, content completion, discussions, quizzes, surveys, and objectives. There are two main views: Class Progress for overall course trends and User Progress for individual student progress.

## Class Progress

To access Class Progress and select progress indicators,

* From the Course Tools menu, select User Progress.
* Click on Settings and select the desired items--four indicators can be displayed.
* Click on Save and Close.

To change progress indicators,

* From the Course Tools menu, select User Progress.
* Click on Settings.
* Click the Action menu for the item to be changed.
* Click on Replace.

## Individual Student Progress

To view the progress for an individual student,

* From the Course Tools menu, select User Progress.
* Click the link with the student's name.

OR

* From the Classlist, click the Actions arrow next to a student's name and select View Progress.

The Individual Student Progress screen has three panes:

* User Infirmation area with the name and email link. Instructors see the email link; students do not.
* Reports List with links to individual reports or a summary. Faculty see all items; students see only items the instructor has selected. (See instructions for selecting items below.)
* Report Details area. This area displays content based on the item selected from the Reports List. The Reports Summary displays a report based on the time period selected: Last 7 days, Last 30 days, All time. Only the 15 most recent grade items are included.

To select items from the Reports List to display to students,

* From the Individual Student Progress screen, click on Settings.
* Select the items to display.
* Select colors and values to indicate whether students are on track, have some concerns, or are at risk.
* Click on Save and Close.

To view the items from the Reports List,

* From the Individual Student Progress screen, click the item in the left pane.
* For more detailed information, move the cursor over the visual display (graph line or bar) in the right pane.

**NOTE:** When you look at Login History, the number of logins in the last 30 days, the date a student last accessed your course, and the date a student last accessed the system are displayed. Click on the arrow "show details for 'date'" to see the time and IP address of the computer.