



# MY PROGRESS STUDENT

<b>INTRODUCTION</b>	<b>2</b>
<b>ACCESSING MY PROGRESS</b>	<b>2</b>
<b>DOWNLOADING THE MY PROGRESS SCREEN</b>	<b>2</b>



## Introduction

The **My Progress** tool enables students to access their profile to see how active they have been in the course. The instructor can also access the student progress information about each student in the course but each student has access to only their profile showing only their progress.

## Accessing My Progress

1. Click on the **My Progress** link from the **My Tools** menu. The **My Progress** screen displays as seen in figure 3-1.

Your location: **My Progress**

**My Progress**  
Student: Guy Mitchell  
First access: Aug 5, 2005  
Last access: Dec 14, 2005  
Total number of sessions: 45  
Report generated Dec 14, 2005

Session	First Access	Last Access	Total Time	Content Folders		Files		Discussions		Assessments			Assignments	
				Viewed	Viewed	Viewed	Message Posted	Began	Finished	Total Time	Read	St		
1	Aug 5, 2005	Aug 5, 2005	00:01:46	1				2	1	0	0	00:00:00	0	0
2	Aug 18, 2005	Aug 18, 2005	00:01:01	1						0	0	00:00:00	0	0
3	Aug 29, 2005	Aug 29, 2005	00:08:30	1						0	0	00:00:00	0	0
4	Sep 15, 2005	Sep 15, 2005	00:09:25	1						0	0	00:00:00	0	0
5	Sep 15, 2005	Sep 15, 2005	00:00:40							0	0	00:00:00	0	0
6	Sep 15, 2005	Sep 15, 2005	00:01:45							0	0	00:00:00	0	0
7	Sep 19, 2005	Sep 19, 2005	00:05:06							0	0	00:00:00	0	0
8	Sep 19, 2005	Sep 19, 2005	00:01:32	1						0	0	00:00:00	0	0
9	Sep 20, 2005	Sep 20, 2005	00:07:22	1						0	0	00:00:00	0	0
10	Sep 23, 2005	Sep 23, 2005	00:53:29	1						0	0	00:00:00	0	0
11	Oct 3, 2005	Oct 3, 2005	00:02:35	1					1	0	0	00:00:00	0	0
12	Oct 3, 2005	Oct 3, 2005	00:02:44				5		1	0	0	00:00:00	0	0
13	Oct 6, 2005	Oct 6, 2005	01:30:40	1						0	0	00:00:00	0	0
14	Oct 19, 2005	Oct 19, 2005	00:01:00	1						0	0	00:00:00	0	0
15	Oct 28, 2005	Oct 28, 2005	00:01:00	1						0	0	00:00:00	0	0
16	Nov 1, 2005	Nov 1, 2005	00:00:42	1						0	0	00:00:00	0	0
17	Nov 1, 2005	Nov 1, 2005	00:04:34	1				1	1	0	0	00:00:00	0	0
18	Nov 1, 2005	Nov 1, 2005	00:02:17	1				1	1	0	0	00:00:00	0	0

Figure 3-1

In figure 3-1 the **Sessions** are numbered. The time of your **First Access**, **Last Access** and the **Total Time** of your session is recorded in the table. The **Content Folders**, **Files**, **Discussions**, **Assessments** and **Assignments** that you have accessed is also recorded in the table.

## Downloading the My Progress Screen

1. Click on the **My Grades** tool from the **My Tools** menu. The **My Grades** tool screen displays.
2. Click on the **Export** button at the bottom of the page. The **File Download** window opens as seen in figure 3-2 on the following page.

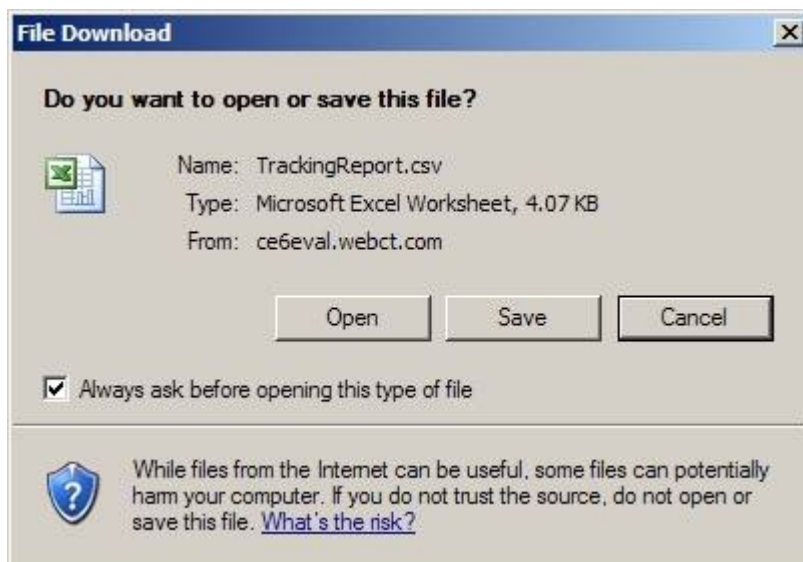


Figure 3-2

3. Click on the **Save** button. The **Save As** window opens as seen in figure 3-3.

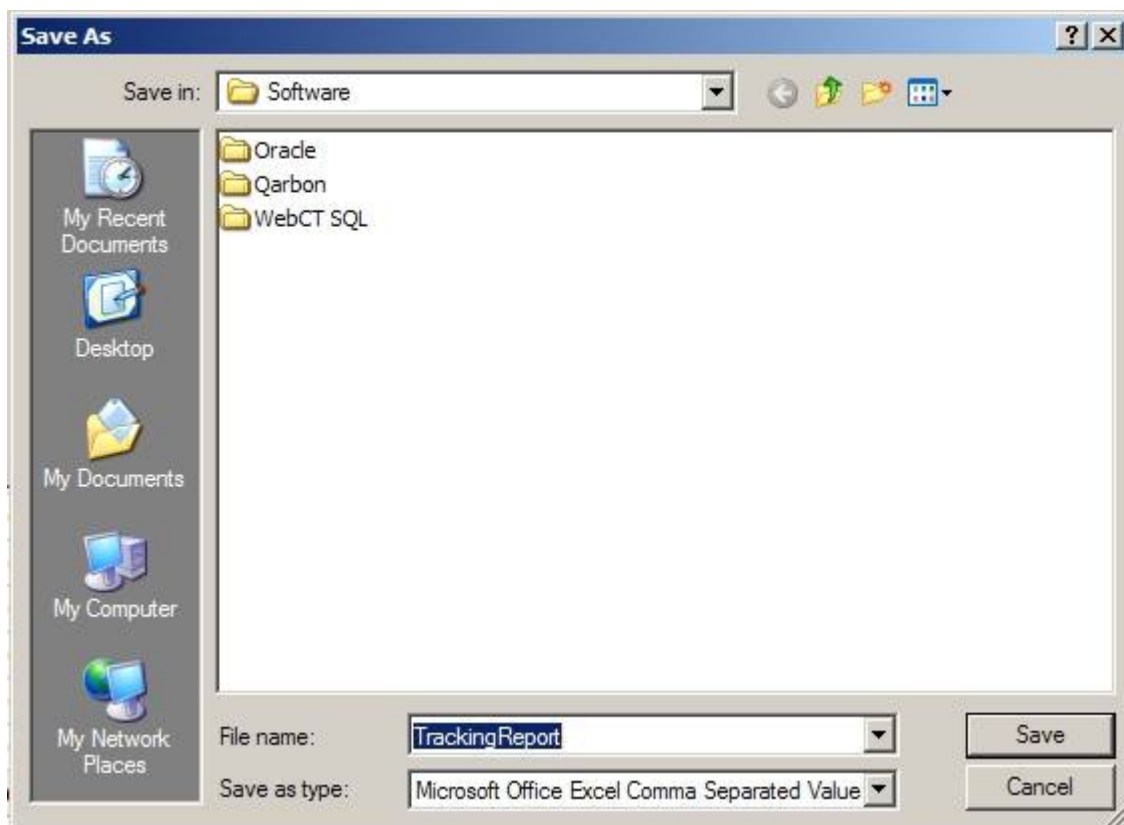


Figure 3-3

4. Navigate to where you would like to save this file on your computer in the **Save As** window.
5. Click on the **Save** button. The **Save As** window closes and the file is saved on your computer.
6. Access the file on your computer in the location you have saved it.



7. Double click on the file name. The **Microsoft Excel** window opens showing the **My Progress** screen which the file has downloaded into Excel as seen in figure 3-4.

Session	First Acces	Last Acces	Total Time	Content F	Files	Discussions	Assessments	Assignments	Media Library								
				Viewed	Viewed	Viewed	Me Posted	Me Began	Finished	Total Time	Road	Submitted	Total Time	Entry	View	Collection	Viewed
1	Aug 5, 200	Aug 5, 200	00:01:46	1	1	2	1	0	0	00:00:00	0	0	00:00:00				
2	Aug 18, 20	Aug 18, 20	00:01:01	1				0	0	00:00:00	0	0	00:00:00				
3	Aug 29, 20	Aug 29, 20	00:08:30	1				0	0	00:00:00	0	0	00:00:00				
4	Sep 15, 20	Sep 15, 20	00:09:25	1				0	0	00:00:00	0	0	00:00:00				
5	Sep 15, 20	Sep 15, 20	00:00:40					0	0	00:00:00	0	0	00:00:00				
6	Sep 15, 20	Sep 15, 20	00:01:45					0	0	00:00:00	0	0	00:00:00				
7	Sep 19, 20	Sep 19, 20	00:05:06					0	0	00:00:00	0	0	00:00:00				
8	Sep 19, 20	Sep 19, 20	00:01:32	1				0	0	00:00:00	0	0	00:00:00				
9	Sep 20, 20	Sep 20, 20	00:07:22	1				0	0	00:00:00	0	0	00:00:00				
10	Sep 23, 20	Sep 23, 20	00:53:29	1				0	0	00:00:00	0	0	00:00:00				
11	Oct 3, 200	Oct 3, 200	00:02:35	1			1	0	0	00:00:00	0	0	00:00:00				
12	Oct 3, 200	Oct 3, 200	00:02:44			5	1	0	0	00:00:00	0	0	00:00:00				
13	Oct 6, 200	Oct 6, 200	01:30:40	1				0	0	00:00:00	0	0	00:00:00				
14	Oct 19, 20	Oct 19, 20	00:01:00	1				0	0	00:00:00	0	0	00:00:00				
15	Oct 28, 20	Oct 28, 20	00:01:00	1				0	0	00:00:00	0	0	00:00:00				
16	Nov 1, 200	Nov 1, 200	00:00:42	1				0	0	00:00:00	0	0	00:00:00				
17	Nov 1, 200	Nov 1, 200	00:04:34	1		1	1	0	0	00:00:00	0	0	00:00:00				
18	Nov 1, 200	Nov 1, 200	00:02:17	1		1	1	0	0	00:00:00	0	0	00:00:00				
19	Nov 16, 20	Nov 16, 20	00:17:16	1				0	0	00:00:00	0	0	00:00:00				
20	Nov 17, 20	Nov 17, 20	00:12:00	1				0	0	00:00:00	0	0	00:00:00				
21	Nov 17, 20	Nov 17, 20	00:23:50	1				0	0	00:00:00	0	0	00:00:00				
22	Nov 17, 20	Nov 17, 20	00:54:27	1				0	0	00:00:00	0	0	00:00:00				
23	Nov 21, 20	Nov 21, 20	00:15:04	1				0	0	00:00:00	0	0	00:00:00				
24	Nov 22, 20	Nov 22, 20	00:54:25	1				0	0	00:00:00	0	0	00:00:00				
25	Nov 25, 20	Nov 25, 20	01:36:36	2				0	0	00:00:00	0	0	00:00:00				
26	Nov 27, 20	Nov 27, 20	02:02:34	1		8	2	0	0	00:00:00	0	0	00:00:00				
27	Nov 28, 20	Nov 28, 20	00:02:35	1		1		0	0	00:00:00	0	0	00:00:00				
28	Nov 28, 20	Nov 28, 20	01:27:04	1				0	0	00:00:00	0	0	00:00:00				
29	Nov 30, 20	Nov 30, 20	01:20:01	1				0	0	00:00:00	0	0	00:00:00				
30	Nov 30, 20	Nov 30, 20	00:02:27	1				0	0	00:00:00	0	0	00:00:00				
31	Dec 1, 200	Dec 1, 200	00:06:36	1				0	0	00:00:00	0	0	00:00:00				
32	Dec 1, 200	Dec 1, 200	00:57:07	4		5	1	0	0	00:00:00	0	0	00:00:00				

Figure 3-4