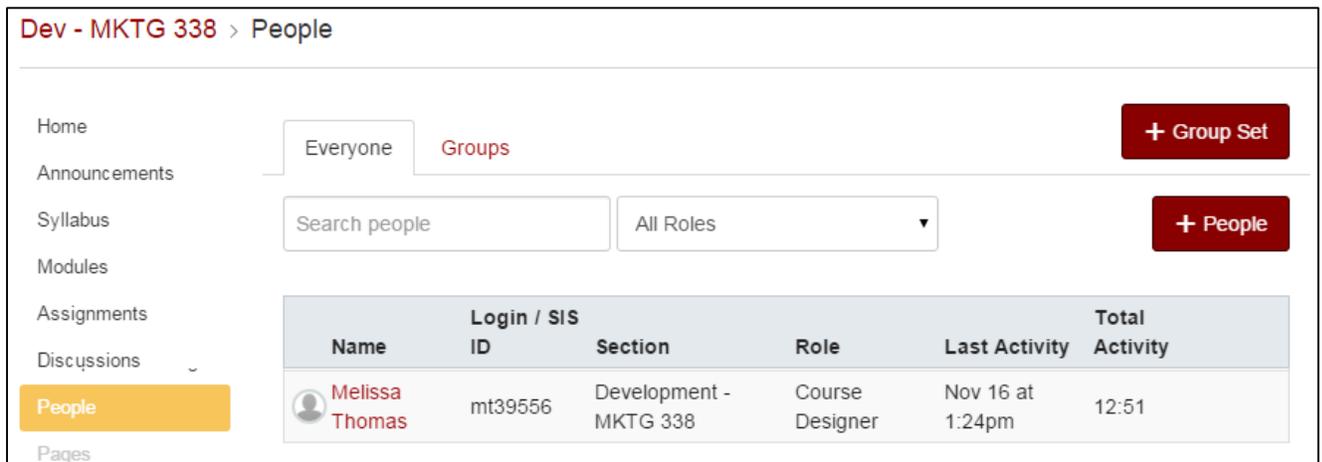INSTRUCTIONAL DESIGN & DELIVERY

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 **Access Report** of a student. To locate the report:

1. From within your MyClasses course, select **People** from the course menu.
2. You will receive a list of all of your students which includes a date/time of Last Activity. **Warning: The last activity is for the entire MyClasses Canvas system and not a particular course.**
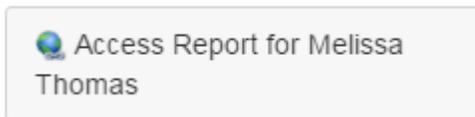

3. Click on the student's name.
4. On the right click the **Access Report button** for the student.

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.
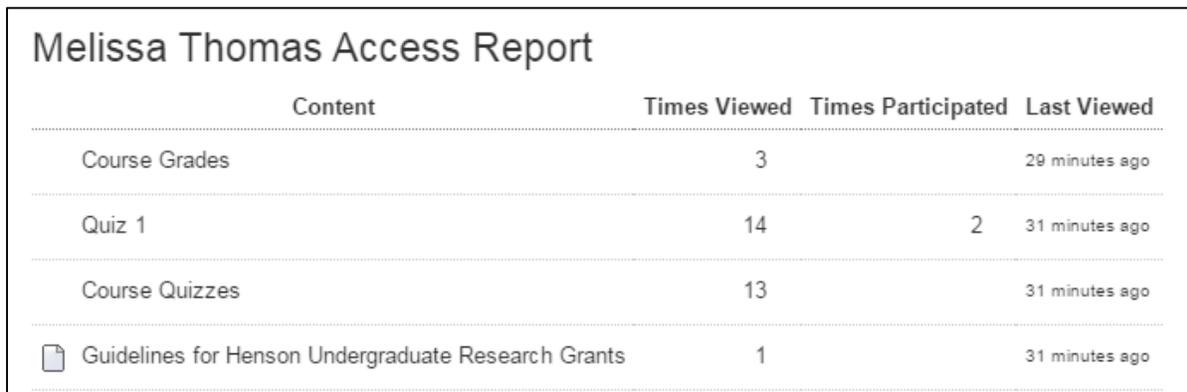
Melissa Thomas Access Report

Content	Times Viewed	Times Participated	Last Viewed
Course Grades	3		29 minutes ago
Quiz 1	14	2	31 minutes ago
Course Quizzes	13		31 minutes ago
Guidelines for Henson Undergraduate Research Grants	1		31 minutes ago