

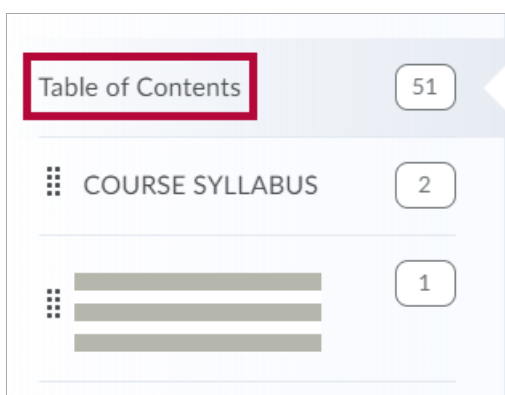
View Content Report & Completion Progress

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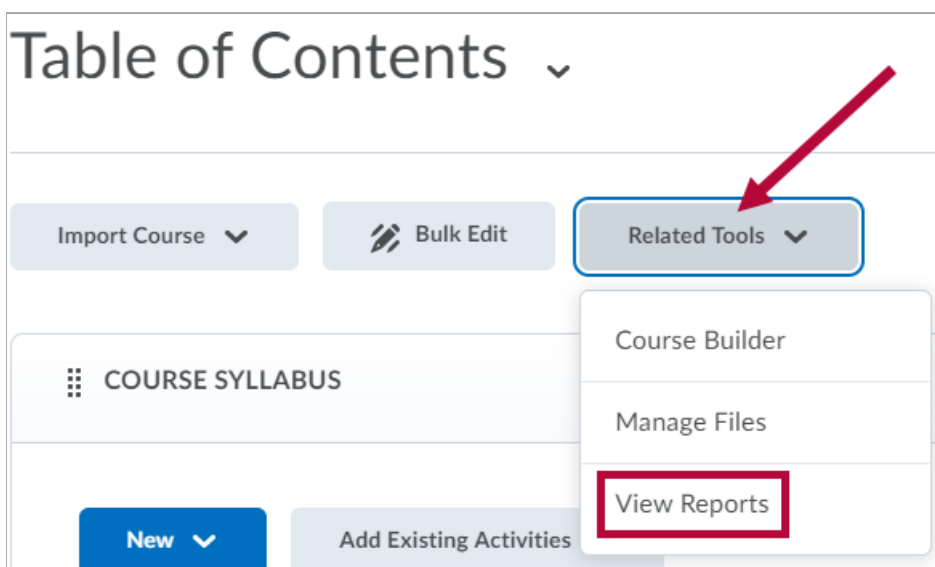
You can view and track student progress through content topics through **Content Reports** and **Completion Progress**. Content Reports provide instructors with insight into how students are interacting with course content and materials, while Completion Progress provides instructors with information on student completion of individual content topics.

Access Content Reports

1. In your D2L course, go to **[Content]** → **[Table of Contents]** inside of a course's content area.



2. Click **[Related Tools]** and select **[View Reports]**.



View Content Statistics Based on Modules and Content Items

1. The Content Report will provide the following information:

Content		Users			
Total Number of Users		Users Who Have Visited Content		Average Time Spent on Content	
A 16		B 16		C 5:00:25	
D Expand All Collapse All		E		F	
Content	Available To	Users Visited	Average Time Spent		
▼ Module 1. COURSE SYLLABUS	16	16	0:01:00		
i. [Progress Bar]	16	14	1:25:19		
ii. [Progress Bar]	16	8	0:00:19		

- A. **Total Number of Users**: The total number of users within the course that have access to course content.
- B. **Users Who Have Visited Content**: The total number of users that have accessed course content.
- C. **Average Time Spent on Content**: Time spent viewing content divided by the total number of visitors.
- D. **Content**: Content modules, activities, and items.
- E. **Available To**: Click on the number beside the content module or item to see a list of users that have access to a particular piece of content.
- F. **Users Visited**: Click on the number beside the content module or item to see a list of users that have visited a particular piece of content.
- G. **Average Time Spent**: The average amount of time spent on a particular piece of content or module.

View Content Reports by User

1. Click on the **[Users]** tab to view and access content reports based on individual users.
2. Click on a user's name to view individual reports.

Content		Users	
View By: User		Apply	
Search For...		Show Search Options	
Last Name, First Name	Content Topics Available	Content Topics Visited	
[User Name]	50	13	

- This view allows an instructor to see additional details on students' activity in course content.

Content		Users	
Username	Topics Available	Topics Visited	
Roger Chambers	50	13	
Title	Available	Visits	Average Time Spent
Module 1. COURSE SYLLABUS	Yes	4	0:00:46
i.	Yes	3	0:00:46
		Last Visited	
		Jan 12, 2016 7:04 PM	
		Dec 3, 2015 1:40 PM	

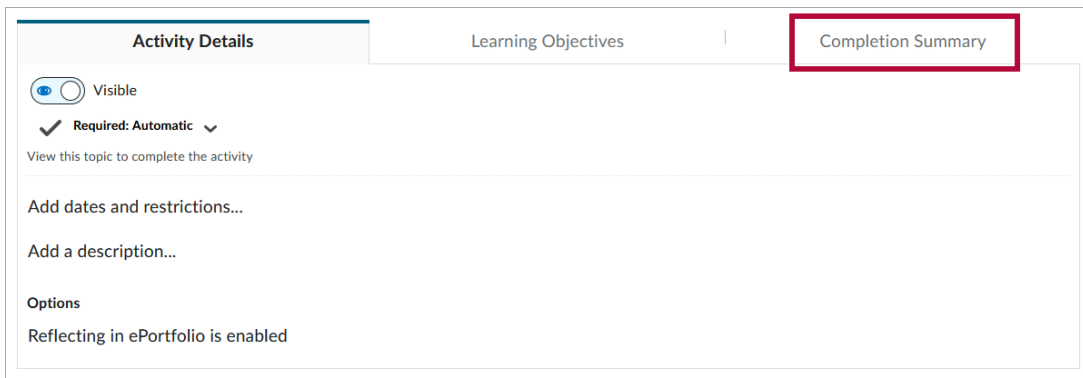
View Completion Progress in Content

Completion Progress allows you to view completion information for an individual **Content** topic. To turn **Completion Tracking** on or off, see [Adjust Completion Tracking of Content Topics](https://vtac.lonestar.edu/help/visibility-and-completion-options-in-content-modules#adjust-completion-tracking-of-content-topics) (<https://vtac.lonestar.edu/help/visibility-and-completion-options-in-content-modules#adjust-completion-tracking-of-content-topics>).

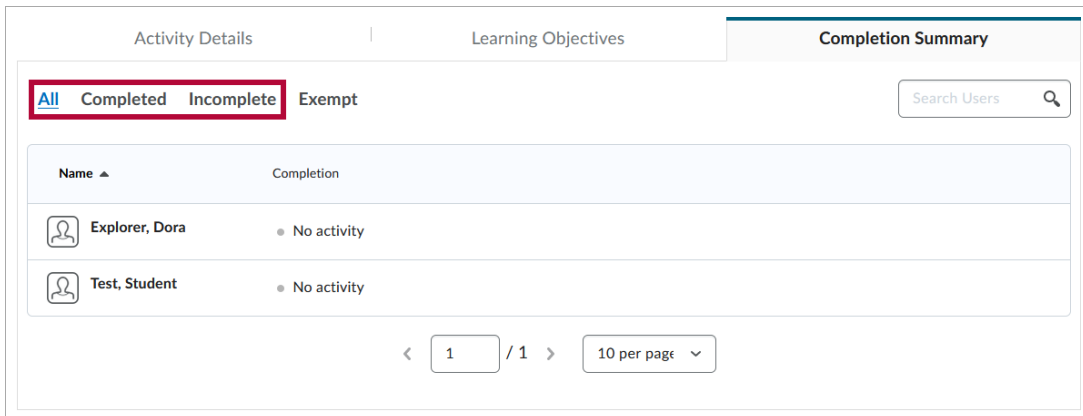
1. Navigate to **[Content]**.
2. Click on the **[Module]** and **[Topic]** you want to view completion tracking results for.

The screenshot shows the LMS interface with a dark blue header containing navigation links: Course Management, Content, Grades, Course Activities, and Collaboratio. Below the header is a search bar labeled 'Search Topics' and a sidebar menu with options: Overview, Bookmarks, Course Schedule, and Table of Contents. The 'Table of Contents' section shows a list of items: 'Table of Contents' (1) and 'Week 1' (1). The 'Week 1' item is highlighted with a red box. To the right of the sidebar, the 'Week 1' content area is visible, showing options to 'Add dates and restrictions...', 'Add a description...', and buttons for 'New' and 'Add Existing Activities'. Below these, a 'Syllabus' link is highlighted with a red box and a red arrow points to it. The 'Syllabus' link is accompanied by a globe icon and the text 'Web Page'. At the bottom of the content area, there is an 'Add a sub-module...' button.

3. Click the **[Completion Summary]** tab in the bottom right of the page.



4. In the **[Completion Summary]** tab, you can choose any of the options below:



- To view all learners' results for the topic, click **[All]**.
- To view all learners who have completed the topic, click **[Completed]**.
- To view all learners who have not completed the topic, click **[Incomplete]**.