Viewing Class Engagement

Instructors can use the Class Engagement tool to track grade statistics and monitor student access to the course and discussion boards.

- View Whole Class Engagement
- View Individual User Engagement
- Email Students from Engagement Dashboard

View Whole Class Engagement

1. Click **Course Tools** in the purple navigation bar, then click **Classlist.**
2. *Click the **Class Engagement** button.*

Figure: Class Engagement button

3. *The Class Engagement dashboard will load. The following options can be used to verify student participation:*
   - Under the **Class Engagement** heading, a box displays the number of students who have not accessed the course in the past week. Click this box to view a list of those students and click it again to return to the main dashboard.
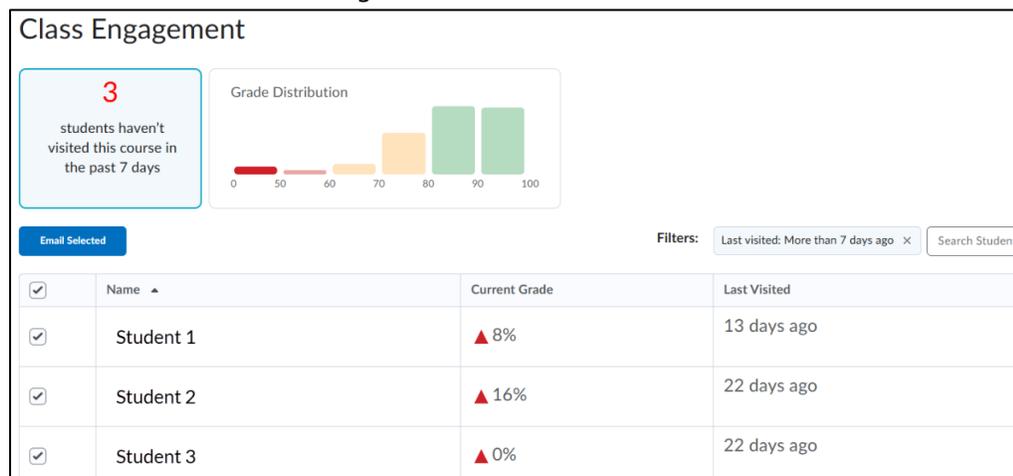

Figure: Class Engagement access

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- The **Grade Distribution** box presents a graph of current class grades. Click on a bar in the graph to see the students within that grade range. To remove the filter, select **Clear**.

View Individual Users

1. Click **Course Tools** in the purple navigation bar, then click **Classlist.**
2. Click the **Class Engagement** button.
3. Select the name of the student to view their Class Progress page.
4. Select the pieces of student information to view corresponding pages from their class progress:
   - **Current Grade**: Select the percentage to view grade progress.
   - **Last Visited**: Select the number of days to view course access progress.
   - **Discussions**: Select the number of threads or replies to view discussions progress.

Email Students from the Class Engagement Dashboard

1. Click **Course Tools** in the purple navigation bar, then click **Classlist.**
2. Click the **Class Engagement** button.
3. *(Optional) Filter the list of students to those who have not accessed the course in the past week or within a certain grade range using the "Grade Distribution" box.*
4. Select the checkboxes next to the users that should receive the email. To email all students, select the box next to **Name** or the Email Class button.
5. Click the **Email Selected** button to draft and send the email.

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