

## How to Access Your Class Student Participation Hours

The screenshot shows a Moodle course page for 'SPAN-39-B1(24019)-LATIN-AMERICAN NOVEL'. The user is logged in as Fabian Banda. The breadcrumb trail is: Home > My courses > BERKELEY > SPAN > SPAN-39-24019-S14 > Reports > Logs. The left sidebar has a 'Navigation' section with 'My courses' expanded to 'SPAN-39-24019-S14'. Below it is an 'Administration' section with 'Reports' expanded to 'Logs'. A box points to 'Reports' with the text 'Here is "Reports" under "Administration"'. Another box points to 'Logs' with 'Please click on Logs.'. The main content area is titled 'Choose which logs you want to see:' and contains several dropdown menus: 'SPAN-39-B1(24019)-LATIN-AMERICAN NOVEL', '[ more ]', 'All participants', 'All days', 'All activities', 'All actions', and 'Download in Excel format'. A 'Get these logs' button is also present. A box points to this button with the text 'Click on "Get these logs". This action will download an excel file.'

On your Moodle shell, please go to “Reports” under “Administration” and click on Logs. Please select:

- The class you need the report
- All participants
- All days
- All activities
- All actions
- Download in Excel format

Then click on “Get these logs”. This action will download an excel file.