

## Tracking Grades and Course Progress

The **Report** tab allows you to track your progress through the course and generate reports on grades or course milestones. Default reports include:

### VIEWING GRADES

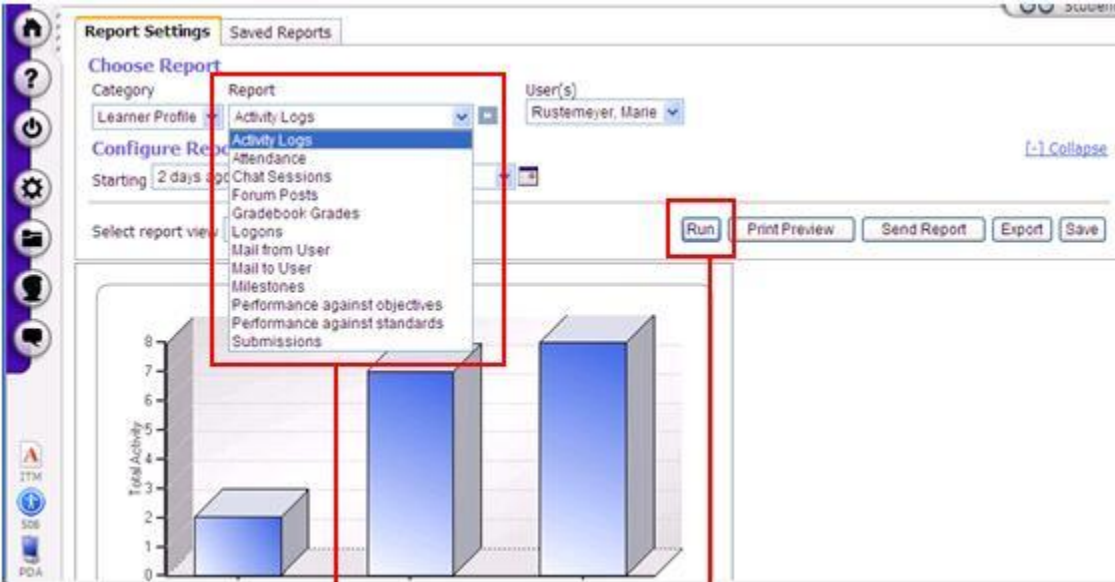
1. Click the **Report** tab, choose **Grade** in the Category drop down menu, and click **Run**.



The screenshot shows the 'Practice Course Shell' interface with the 'Report' tab selected. The 'Reports Console' section is visible, containing 'Report Settings' and 'Saved Reports' tabs. Under 'Choose Report', the 'Category' dropdown menu is open, showing options: 'Learner Profile', 'Grades', and 'Milestones'. 'Grades' is selected. The 'Report' dropdown is set to 'Activity Logs', and 'User(s)' is 'Rustemeyer, Marie'. The 'Ending before' date is 'Now'. The 'Run' button is highlighted with a red box. A yellow callout box points to the 'Grades' option in the 'Category' dropdown menu with the text 'Choose Grade in the Category drop down menu.' Another yellow callout box points to the 'Run' button with the text 'Click Run.'

### TRACK COURSE PROGRESS

1. Click the **Report** tab, select an activity type in the Report drop down menu, and click **Run**.



The screenshot shows the 'Practice Course Shell' interface with the 'Report' tab selected. The 'Reports Console' section is visible, containing 'Report Settings' and 'Saved Reports' tabs. Under 'Choose Report', the 'Category' dropdown menu is open, showing options: 'Learner Profile', 'Activity Logs', 'Attendance', 'Chat Sessions', 'Forum Posts', 'Gradebook Grades', 'Logons', 'Mail from User', 'Mail to User', 'Milestones', 'Performance against objectives', 'Performance against standards', and 'Submissions'. 'Activity Logs' is selected. The 'Report' dropdown is set to 'Activity Logs', and 'User(s)' is 'Rustemeyer, Marie'. The 'Starting' date is '2 days ago'. The 'Run' button is highlighted with a red box. A yellow callout box points to the 'Activity Logs' option in the 'Report' dropdown menu with the text 'Select an activity from the Report drop down menu.' Another yellow callout box points to the 'Run' button with the text 'Click Run.'