Topic: Viewing Student Participation within Discussions

Display Discussions by Topic (export to Excel)

1. Go to Communications on the navigation bar and select Discussions.

2. For the first topic, click on the drop-down icon and select View Topic Statistics.

3. From the View By drop-down, select Groups and click Apply.

4. From the Groups drop-down, select the chosen group and click Apply. A list of students assigned to that group, and their Authored and Read statistics appear.
5. At the top of the page, click on the Export to CSV File to view the information in Excel.

Display Discussions by Student

1. Go to Assessments on the navigation bar and select User Progress.

2. Click on the student’s name to open their statistics.
   
   Note: Leave the Filter to drop-down to All Users.

3. From the menu on the left side of the screen, select Discussions.
4. A list of forums should now appear. Under the forum name, it will show the student’s total **Read**, **Authored** and **Replied** statistics across all topics in that forum. Click on the **Topics** link under the forum name to view the student’s statistics for each topic in that forum.

5. A full list of topics will now be displayed for that forum. Under the Topic Name, it will show the student’s **Read**, **Authored** and **Replied** statistics for that topic. Clicking **Details** will show the student’s messages in the topic.
For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.