

OTLE Audit function

The **Audit** function is used to check on the progress of students.

1. After logging into OTLE using the MOE number for your school, you will be taken to the *My Home* page. From here, click on **Audit Users**.

If you cannot see this option please contact helpdesk.otle@tekura.school.nz for assistance.



2. You should now see a list of your students. Click on the student you wish to see progress for. *Note: the 'Never Accessed' in the 'Last Accessed' column means that **you** have not audited that student yet.*

Audit Users

Users to Audit

20 per page

Last Name ▲, First Name	Last Accessed
Student100, Test	21 January, 2014 11:42 AM
Student200, Test	Never Accessed
Student300, Test	Never Accessed
Student400, Test	Never Accessed
Student500, Test	Never Accessed
Student600, Test	Never Accessed
Student700, Test	Never Accessed

20 per page

3. From here you have multiple options to view the information, starting from a summary.

OTLE 10.3 testing

- Summary
- Grades
- Objectives
- Content
- Discussions
- Dropbox
- Quizzes
- Surveys
- Login History

Grades

Grades Received: 0

Objectives

Learning Objectives Passed
0 % (0/0)

In Progress: 0

Passed: 0

Needs Remediation: 0

Content

# Visits	Time Spent	Topics Visited
0	0h 0m 0s	0

Topics Visited: 0

Discussions

Posts Read	Threads Created	Replies Posted
0	1	0

Posts Authored: 1

Different courses are using different tools and therefore some of the functions shown above may not give any useful data.

Possibly the most useful tools to look into at this stage are:

Content – Which shows what pages students have visited.

Discussions – Gives an indication of how many discussion posts a student has read or authored.

Dropbox – Shows what assignments have been submitted to the OTLE Dropbox and what feedback has been given on them.

Quizzes – Shows what quizzes have been completed, the score and feedback given.

Login history – Shows when the students have logged into the OTLE system.

The grey bars can be expanded and collapsed for more information and feedback (and other information) can be seen by clicking on 'Details'.

The screenshot displays the 'Dropbox' section with the following statistics:

Dropbox Submissions	Late Submissions	Awaiting Grade
16 % (3/19)	0	1

Below the statistics, there are two expandable sections:

- Graded Submissions: 2** (indicated by a red arrow pointing to the expand/collapse icon)
- Awaiting Grade: 1** (indicated by a red arrow pointing to the expand/collapse icon)

The 'Graded Submissions' section contains two entries:

- ePortfolio assessment**: Received: 17 December, 2013 12:02 PM. A red arrow points to the 'Details' link. Below the title, it says 'here is s comment on the Mark's movie file.'
- test folder**: Received: 17 December, 2013 11:00 AM. A red arrow points to the 'Details' link.

It is worthwhile checking through the various options within the Audit function to see what is most useful to you and your school. Some tools (such as Dropbox) are currently only used in certain courses.