



## View a course's logs

- 1) In course main page, press  **[Actions menu]** at top right corner, then press [ **More...**]
- 2) In **“Reports”** category, press **“Logs”**
- 3) Select the appropriate filters (e.g. course participant name, date, activity/resource, action)
- 4) Press **[Get these logs]**
- 5) In Log results page, you can select the file format (CSV, MS Excel, HTML, ODS) in **“Download table data as”** pull-down menu at the bottom, then press **[Download]** to download the log results in your selected file format