

Time Tracker

Overview of Time Tracker

An instructor will find one *Time Tracker* in each course, which tracks the time each learner spends in that course.

Note that the *Time Tracker* is not meant for learners to view, so this item should remain hidden at all times.

Instructors should use the *Participants* link in the *Navigation drawer* to easily message and follow up with learners who are not actively participating in the course. See the Messaging help file for details about how to message learners on Onyx.


Accessing and Checking the *Time Tracker*

The *Time Tracker* is located at the very top of the course. Locate and click on the *Time Tracker* link.



The *Time Tracker* appears, and instructors can view a learner's total time online in the course and see when the learner's last session ended.

Time Tracker

 [Show printable version](#)

Tracked Courses

Beverly's Class	Beverly's Class
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#	Name	Total Time Online	Last Session End
1	Ahmed Ali	28 min	Thursday, 22 July 2021, 7:40 AM
2	Jorge Benito	29 min	Wednesday, 21 July 2021, 8:11 AM
3	Maria Guptez	26 min	Wednesday, 14 July 2021, 1:41 PM

The learner's name is a link, and instructors can click the learner's name to be taken to a more detailed report of a specific learner.

Time Tracker: Ahmed Ali

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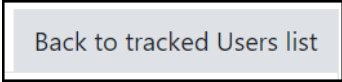
User's Sessions summary

Previous login on Site	Wednesday, 21 July 2021, 8:09 AM
Last login on Site	Thursday, 22 July 2021, 7:32 AM
Last activity on Site	Thursday, 22 July 2021, 7:37 AM
Last Register online Session End (excl. current Session)	Thursday, 22 July 2021, 7:40 AM

Online Sessions Total Time	28 min
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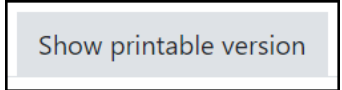
#	Start	End	Online/Offline
1	Thursday, 22 July 2021, 7:32 AM	Thursday, 22 July 2021, 7:40 AM	7 min
2	Wednesday, 21 July 2021, 9:19 AM	Wednesday, 21 July 2021, 9:23 AM	3 min
3	Wednesday, 21 July 2021, 8:09 AM	Wednesday, 21 July 2021, 8:13 AM	3 min
4	Tuesday, 20 July 2021, 11:37 AM	Tuesday, 20 July 2021, 11:40 AM	2 min
5	Tuesday, 20 July 2021, 11:28 AM	Tuesday, 20 July 2021, 11:31 AM	3 min
6	Tuesday, 20 July 2021, 9:44 AM	Tuesday, 20 July 2021, 9:46 AM	2 min

To leave a single learner's record and return to the course record, click the *Back to tracked Users list* button.



Back to tracked Users list

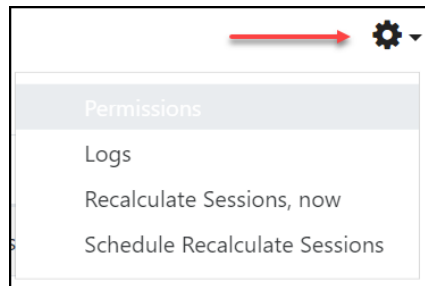
Instructors can choose to show a printable version of the data by clicking on the *Show printable version* button.



Show printable version

The *Actions menu* in the *Time Tracker* allows instructors to check settings for this resource.

Instructors must not change the settings for the *Time Tracker*.



- The *Permissions* link shows which roles have rights to do which functions.
- The *Logs* link shows a detailed view of the online work in the course.
- The *Recalculate Sessions, now* link shows the percentage of completion since last time.
- The *Schedule Recalculate Sessions* link allows administrators to schedule when a recalculation takes place.

Click on the course *Breadcrumb menu* to return to the course.

