

# Attendance Verification in Vista for Online Courses

There is a very simple way to run tracking reports in Vista to obtain helpful data for attendance verification. Some of the data that you can obtain includes, first login, last login, total logins, total time spent logged in, assignments started/completed, assessments started/completed, total content files viewed, and discussion/mail messages read and sent.

## Tracking students one at a time

1. Login to the desired Vista section and click on the Teach tab.
2. Access the Grade Book by clicking on the first link that appears at the top of the homepage.
3. You will notice that for each enrolled member, there is a hyperlink on their last name. Click on the link for the desired student.
4. Click on the View Performance Report link in the popup menu (see below screenshot)
5. The following page will display all relevant information for that student.

Last Name	First Name	Midterm	Final	sdfgsdf	Information Literacy Exam	ergaWO	adf
Alphanumeric	Alphanumeric	Calculated	Calculated	Numeric (out of 45)	Quiz (out of 25)	Quiz (out of 10)	Quiz (out of 10)
Ambler	Robby			^45	--	--	--
						0.00	--
		^56.00	--	^35	--		
		^77.00	--	^56	^15.00	--	--
		^89.00	--	^36	--	--	--
User 01	Training						
User 02	Training	^4.00	--	^35	--	--	--
User 03	Training	--	--	--	--	--	--
User 04	Training	--	--	--	--	--	--
User 05	Training	--	--	--	--	--	--
User 06	Training	--	--	--	--	--	--
User 08	Training	--	--	--	--	--	--
User 09	Training	--	--	--	--	--	--
User 10	Training	--	--	--	--	--	--

Send Mail Grant Access Deny Access Remove Export to Spreadsheet - Select -

Add Members Import from Spreadsheet View Audit History