

MY OPEN MATH (MOM) REPORTING

For proxy hour documentation, you will need to download copies of the time-on-task report and the gradebook in PDF.

TIME-ON-TASK

1. From the course home page, select “More” in the Tools section of the left navigation pane, then select “Reports”

2. Select “Activity Report – Lab Style Courses”

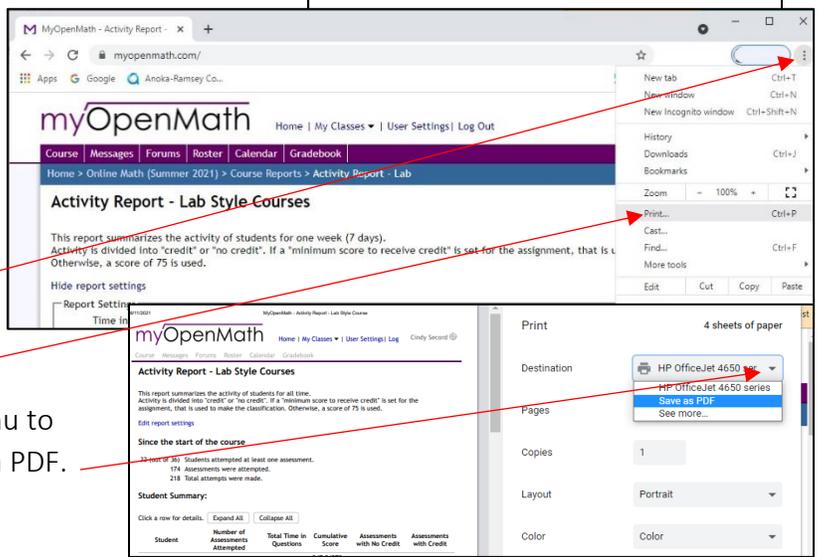
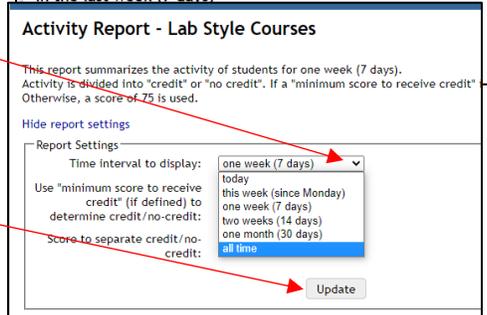
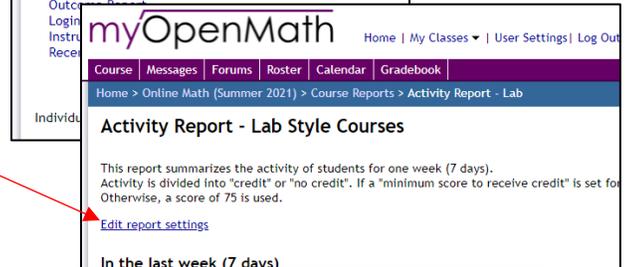
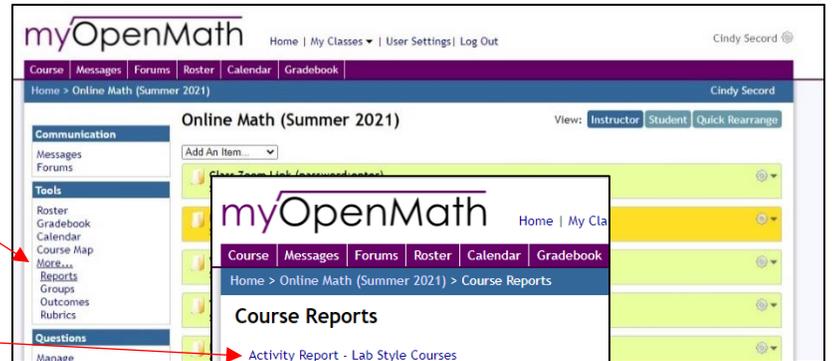
3. Select “Edit Report Settings” to modify reporting period.

4. Choose from,
 - a. Today
 - b. This week (since Monday)
 - c. Two weeks (14 days)
 - d. One month (30 days)
 - e. All time

5. Click the “update” button.

6. Use your browser tools to download a pdf version of the report.

- a. Chrome: click the three dots in the upper right corner to access the settings and tool menu.
- b. Select “Print”
- c. Use the dropdown menu to save the document as a PDF.



EXPORT THE GRADEBOOK

1. From the course home page, select "Gradebook."

2. From the toolbar, select "Export."

3. Choose settings for report (Limit the information to avoid large files)

4. Click the download CSV or Excel.

The image shows two screenshots of the myOpenMath interface. The top screenshot shows the 'Gradebook' page for 'Online Math (Summer 2021)'. The 'Export' button in the toolbar is highlighted with a red arrow. The bottom screenshot shows the 'Export Gradebook' settings page. The 'Download Gradebook as CSV' button is highlighted with a red arrow.

myOpenMath Home | My Classes | User Settings | Log Out
Cindy Secord

Course Messages Forums Roster Calendar Gradebook
Home > Online Math (Summer 2021) Cindy Secord

View: Instructor Student Quick Rearrange

Communication
Messages
Forums

Tools
Add An Item...
Class Zoom Link (password:enter)
Showing as Folder Always
In Class Study Guides
Showing as Folder Always

Course Messages Forums Roster Calendar Gradebook
Home > Online Math (Summer 2021) > Gradebook

Gradebook

Offline Grades Export Settings Comments Color: None Toggles
Category: All Not Counted: Show stu view Show: Available Only

Check: All None With Selected

Name	Section	(MOM) Study	Self-Evaluation of Collaboration Skills	(MOM) Whole Numbers Skills
N=36 Show Locked	MyOpenMath	Intro to		

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Course Messages Forums Roster Calendar Gradebook
Home > Online Math (Summer 2021) > Gradebook > Export Gradebook

Export Gradebook

Locked students? Hide Show

Separate header line for points possible? No Yes

Assessment comments: Don't include comments
 Separate set of columns at the end
 After each score column

Assessment times: Don't include assessment times
 Include total assessment time
 Include time in questions

Include last login date? No Yes

Include total number of logins? No Yes

Include email address? No Yes

Download Gradebook as CSV Download Gradebook for Excel Return to gradebook