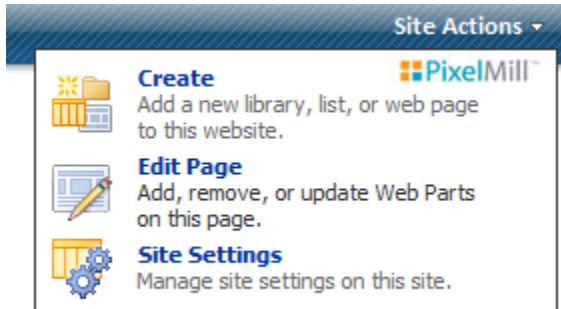


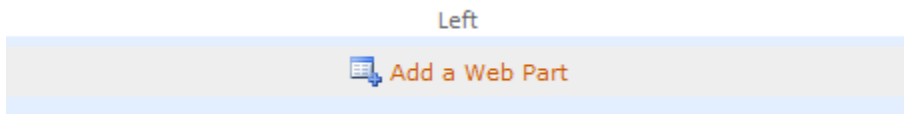
Tracking Student Participation using COLWeb Collaboration Tools

Step 1: Go to your Collaboration Site

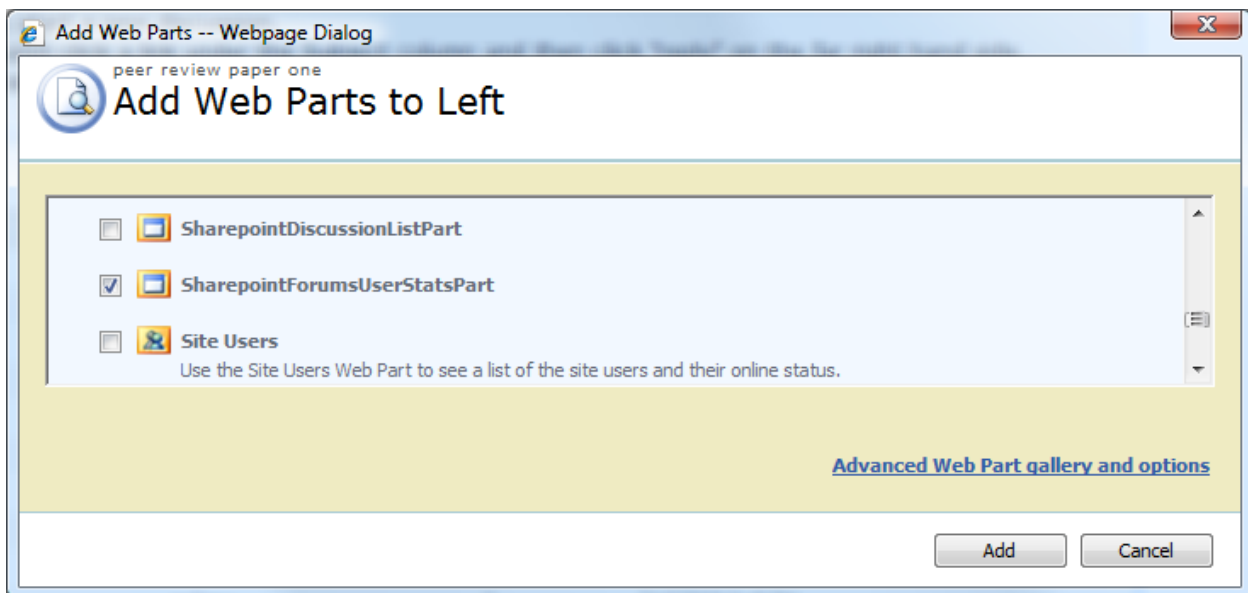
Step 2: Click “Site Actions”, “Edit Page” in the upper right hand corner



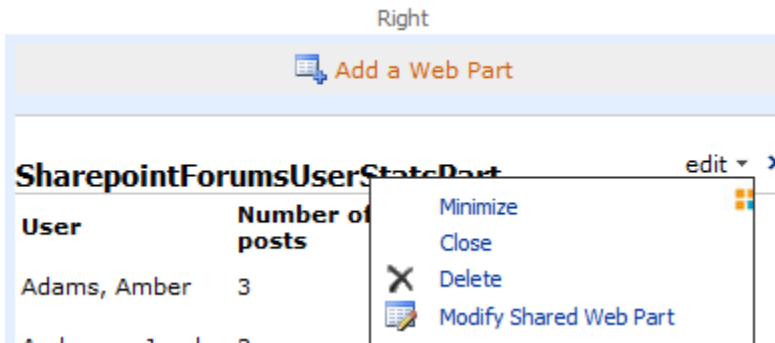
Step 3: Click “Add a Web Part” in one of the zones (Left Zone Recommended)



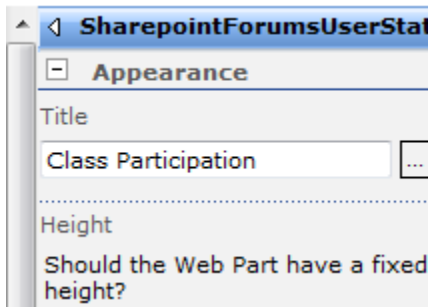
Step 4: Select “SharepointForumsUserStatsPart” (we’re going to rename this promise!)



Step 5: In the new web part click “Edit,” “Modify Shared Web Part”



Step 6: Give the Web Part a friendly name under title



Step 7: Information is now displayed.

Class Participation			
User	Number of posts	Last post date	Last post
Adams, Amber	3	2/5/2009 3:01:26 PM	LevinShawn
Anderson, Jacob	3	2/13/2009 2:41:55 PM	UhlJoseph
bcox2	3	2/4/2009 10:28:51 AM	IngMichelle