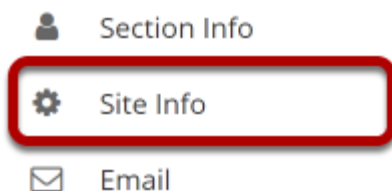


# What is the User Audit Log?

The User Audit Log displays manual enrollment and user update information for your site. If anyone adds a user, removes a user, or changes a user's role in the site, a log of the change will be noted here.

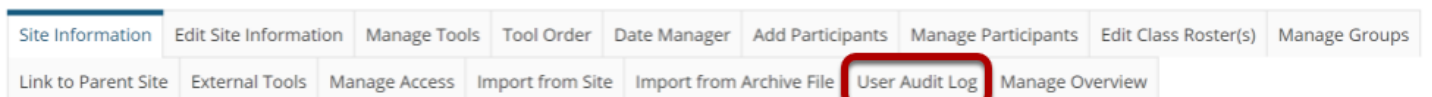
*Note: Currently this log displays add/remove/update events, for manually updated events only. It does not display automated course enrollment activity such as events handled via Web Services or other Student Information System integration.*

## Go to Site Info.



To access this feature, select the **Site Info** tool from the Tool Menu of your site.

## Click User Audit Log.



Click **User Audit Log** from Site Info tabs.

## View event information.

1 <u>Name</u>	2 <u>Username</u>	3 <u>Role</u>	4 <u>Date</u>	5 <u>Event</u>	6 <u>Source</u>
Demo, Student04	student04	Student	Feb 28, 2021 6:23:02 AM EST	Add	Administrator, Sakai (admin)
Demo, Student03	student03	Student	Feb 28, 2021 6:23:02 AM EST	Add	Administrator, Sakai (admin)
Demo, Student03	student03	Student	Feb 27, 2021 2:11:15 PM EST	Remove	Administrator, Sakai (admin)

The following information will display:

1. **Name:** The name of the user account that was modified.
2. **Username:** The username of the user account that was modified.
3. **Role:** The role of the user account that was modified.
4. **Date:** The date and time that the change was made.
5. **Event:** The type of change that was made to the account (i.e., add user to course, remove user from course, or update user role).
6. **Source:** The name and username of the account that initiated the event.

*Note: You may sort by any of the columns by clicking on the column heading. Click on the heading again to sort in the opposite direction (ascending/descending).*