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

![Site Actions](image1.png)

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

![Add a Web Part](image2.png)

**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.