

Create a Tracking Statistics Report

Overview

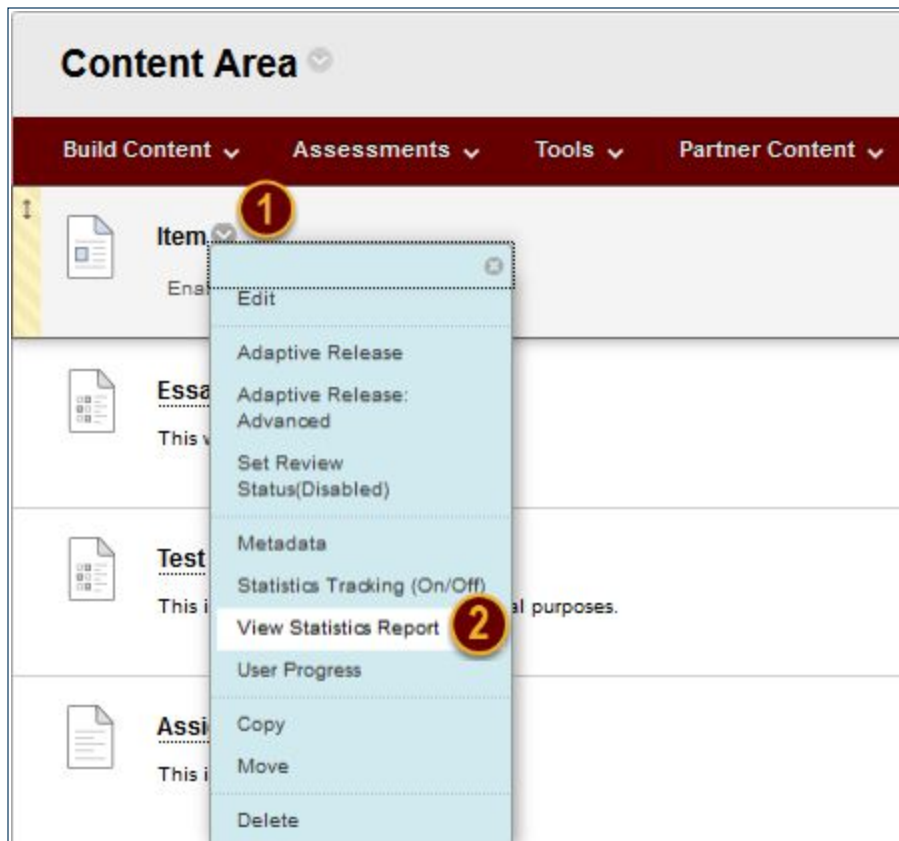
This tutorial will show you how to run a **Statistics Report** for tracked items. This can be accomplished once you [Enable Statistics Tracking for an Item](#), and is useful when you want to know how often that Item has been accessed by course users.

Quick Steps

Item > Item Options > View Statistics Report > Content Usage Statistics options > Run

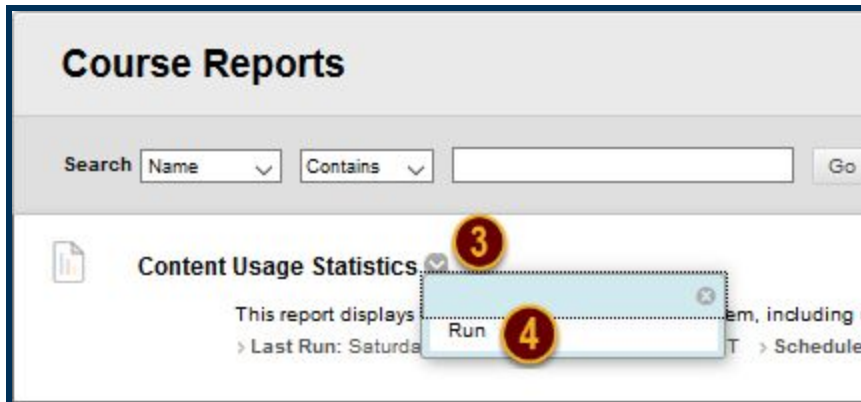
Step 1

Navigate to the Item you want to examine. Open the Item Options menu by clicking the Item Options arrow that follows the Item's title [1] and select "View Statistics Report" [2].



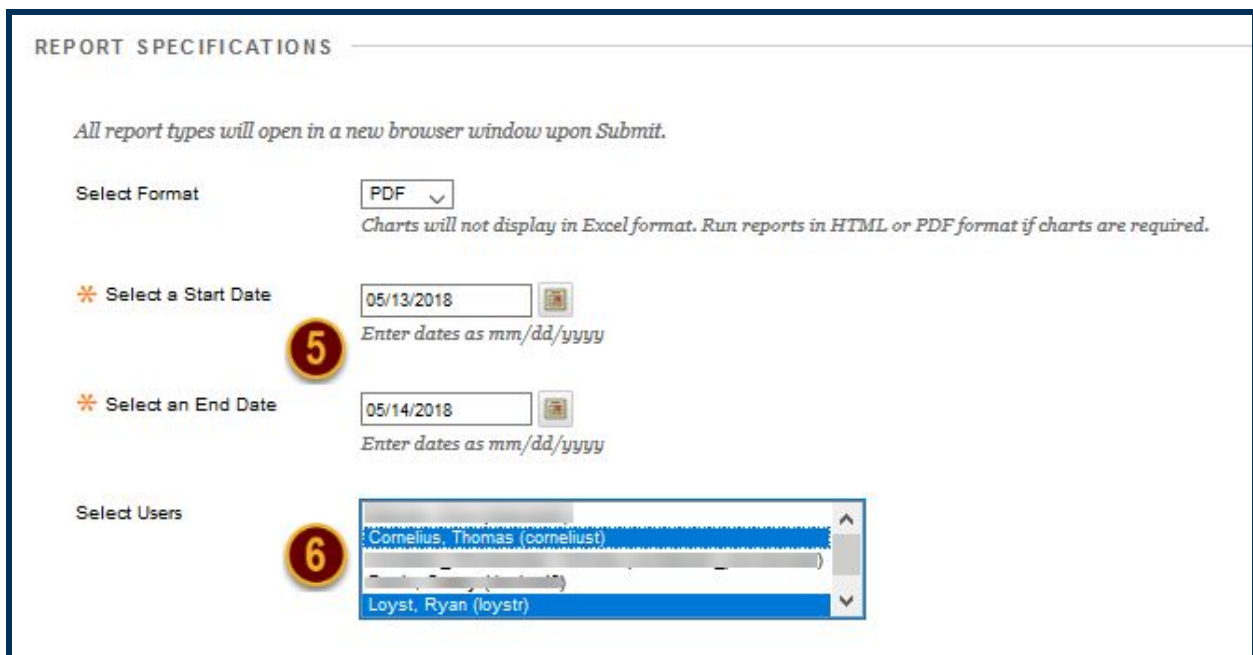
Step 2

On the Course Reports page, locate Content Usage Statistics. Open the Item Options menu by clicking the Item Option arrow that follows *Content Usage Statistics* [3] and select “Run” [4].



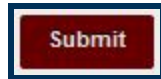
Step 3

The Run Reports page will load. Under the Report Specifications section, select the start and end date for the report data [5]. Then, use the *Select Users* box to choose which user(s) you would like included in the report. You can use either the keyboard command Ctrl+A to select all users, or hold the Ctrl key (Cmd if Mac) and left click to select multiple, specific users [6]. Be sure to complete these two items before submitting your report; otherwise, your report will be blank.



Step 4

Click the *Submit* button to run your report.



Note

Your pop-up blocker may prevent your report from automatically opening upon completion. Either *Allow* this item to be opened, or click *Download Report* on the Successful Run page to view your Tracking Statistics Report [7].

Successful Run: Content Usage Statistics

Save to Content Collection
Save this report to the Content Collection.

Download Report 7
Save the file containing the report data to a local system.

Run a new Report
Run the report again using different report criteria.