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
Save the file containing the report data to a local system.

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