

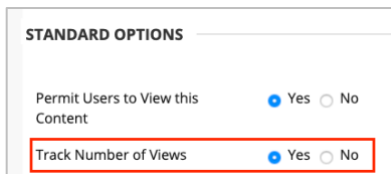
SETTING STATISTICS TRACKING FOR AN ITEM AND VIEWING REPORTS

Statistics Tracking provides detailed statistics on content item usage for all course users. This feature is useful to determine how many times a particular content item was viewed and exactly when it was accessed. Once statistics tracking is turned on, reports can be run to determine if students have opened and accessed the syllabus or other important content in each week of the course. Item statistics are not available on items prior to tracking being enabled. Please note that reports may take some time to run depending on the size of the file.

Instructions: Setting Statistics Tracking


Method 1 –Set Tracking when Creating or Editing a Content Area or Item

1. When creating or editing a content area or item scroll down to Standard Options. Select **Yes** to Track Number of Views.



The screenshot shows a form titled "STANDARD OPTIONS". It contains two rows of radio button options. The first row is "Permit Users to View this Content" with "Yes" selected. The second row is "Track Number of Views" with "Yes" selected. A red rectangular box highlights the "Track Number of Views" row.

2. If required, set the availability options for the items. If they need to always be available, there is no need to enter any dates. Otherwise, click **Submit**.

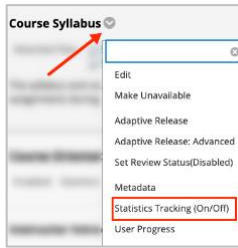


The screenshot shows two buttons: a light gray "Cancel" button and a dark gray "Submit" button.

Method 2 –Set Tracking for an Existing Content Area or Item

1. Navigate to an existing content area or item. Click the arrow to the right of its name and select Statistics Tracking (On/Off).

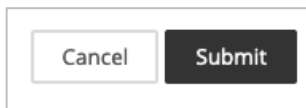
SETTING STATISTICS TRACKING FOR AN ITEM AND VIEWING REPORTS



2. Select **On** next to Statistics Tracking.

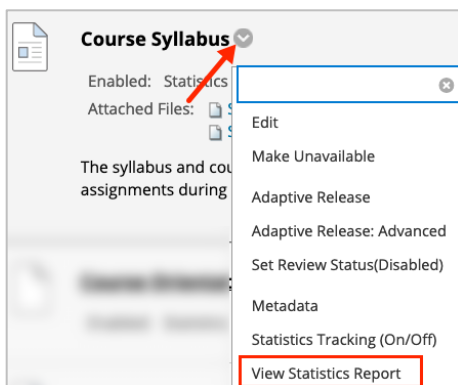


3. Click **Submit**.



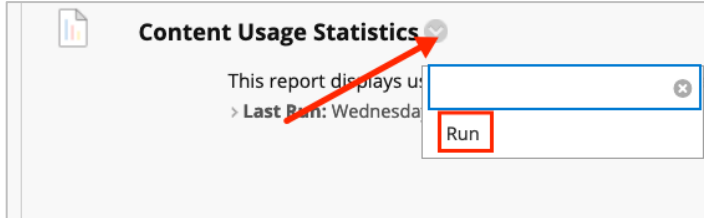
Run a Report

1. Navigate to the content folder or item that has Statistics Tracking enabled. Click on the arrow to the right of its name and select **View Statistics Report**.

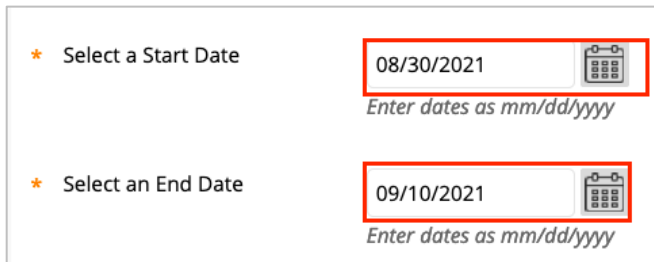


2. Click the arrow to the right of Content Usage Statistics. Select **Run**.

SETTING STATISTICS TRACKING FOR AN ITEM AND VIEWING REPORTS

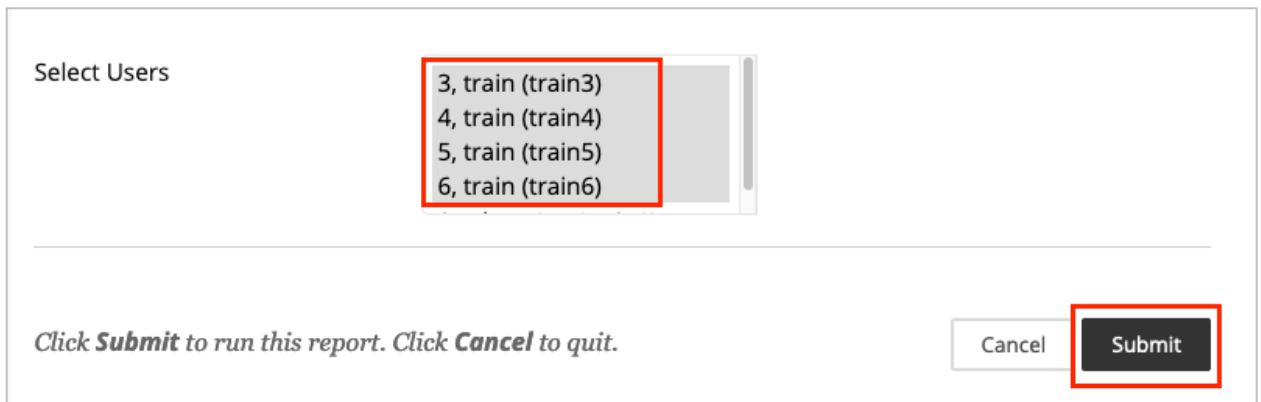


3. Select the dates to **Start** and **End** the report.



4. Select Users to include in the report:
 - a. Do not select any users if you want to run the report for **all students** in the course.
 - b. Select one user's name if you want to run the report for a **single student**.
5. Hold down the **Ctrl** key and click on multiple users if you want to run the report for a **group of students**.

Click **Submit** to run the report.



6. On the next page, click **Download Report**.

SETTING STATISTICS TRACKING FOR AN ITEM AND VIEWING REPORTS

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.

7. The report opens in a new window. The report displays three sections of data.
 - a. Access by Date
 - b. Access by Hour of Day
 - c. Access by Day of Week

Note:

Access information for system guests and un-enrolled users (previously enrolled users who were removed from the course) is displayed under the Guest user. If a user is un-enrolled and then re-enrolled, only statistics since the re-enrollment are kept.