

# 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.

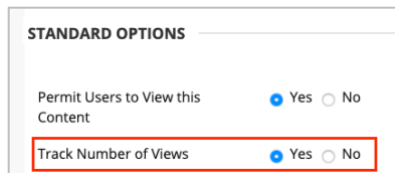
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## Instructions

### 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.




**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

**Track Number of Views**  Yes  No

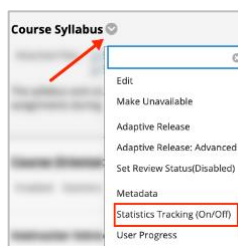
2. If required, set the availability options for the items. If they need to always be available, there is no need to enter any dates. Otherwise, click **Submit**.



Cancel Submit

#### 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).



Course Syllabus

Edit

Make Unavailable

Adaptive Release

Adaptive Release: Advanced

Set Review Status(Disabled)

Metadata

**Statistics Tracking (On/Off)**

User Progress

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

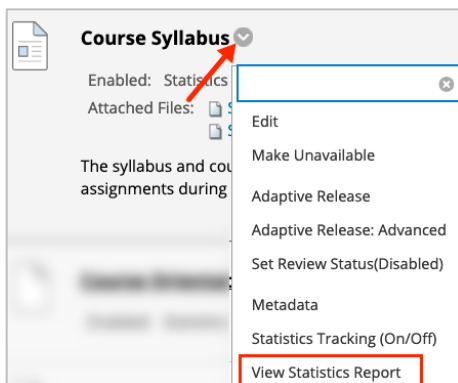


3. Click **Submit**.

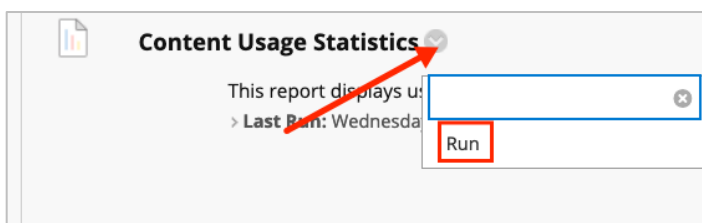


### Run a Report

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**.



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

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\* Select a Start Date    
*Enter dates as mm/dd/yyyy*

\* Select an End Date    
*Enter dates as mm/dd/yyyy*

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.

Select Users

3, train (train3)  
4, train (train4)  
5, train (train5)  
6, train (train6)

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*Click **Submit** to run this report. Click **Cancel** to quit.*

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

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.*

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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.