

## Enabling Tracking and Statistics on Content

Instructors can enable tracking and statistics on tests, assignments, folders, links, learning modules, and syllabi. Tracking can be enabled when content items are first being created or at a later time. Once tracking has been enabled, statistics can be run. Please note, statistics will only include activity that has occurred after the time since tracking has been enabled.

To make these adjustments to your content's settings, you must have **EDIT MODE** turned on in the course.

Edit Mode is: 

### Enabling Tracking When Creating a Content Item

- 1) On the **CREATE** page of an Item, scroll down and look for the **OPTIONS** area.

Where it says **TRACK NUMBER OF VIEWS** select **YES**.

When you are done creating the Item, click **SUBMIT**.



3. Options

Permit Users to View this Content  Yes  No

**Track Number of Views**  Yes  No

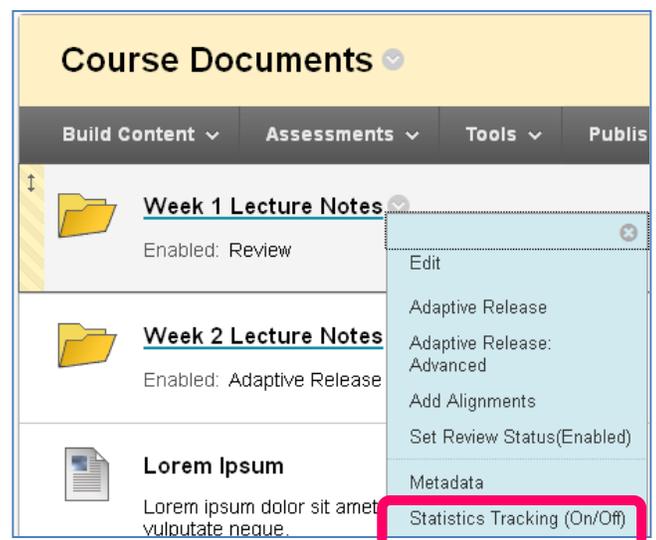
Select Date and Time Restrictions  Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

### Enabling Tracking on an Item at a Later Time

- 1) Roll your mouse over the item that you want to apply tracking to. The item will highlight and display a gray context button .

Click the context button  and select **STATISTICS TRACKING (ON/OFF)** from the menu that appears.



Course Documents

Build Content Assessments Tools Publish

Week 1 Lecture Notes  
Enabled: Review

Week 2 Lecture Notes  
Enabled: Adaptive Release

Lorem Ipsum  
Lorem ipsum dolor sit amet vulputate neque.

Context Menu:

- Edit
- Adaptive Release
- Adaptive Release: Advanced
- Add Alignments
- Set Review Status(Enabled)
- Metadata
- Statistics Tracking (On/Off)**

- 2) On the **STATISTICS TRACKING PAGE**, choose the **ENABLE** radio button.

Click **SUBMIT**.

### Statistics Tracking

To view detailed usage statistics on selected content items for all enrolled users, turn on Statistics Tracking. Statistics Tracking must be turned on for each individual item to be tracked. The default setting for Statistics Tracking is off. [More Help](#)

1. **Statistics Tracking**

Statistics Tracking  On  Off

## To Run Statistics on Tracking-Enabled Content

1. Roll your mouse over the item. The item will highlight and display a gray context button  .

Click the context button  and select **VIEW STATISTICS REPORT**.

### Course Documents

Build Content ▾ Assessments ▾ Tools ▾ Publish

-  **Week 1 Lecture Notes**   
Enabled: Review, Statistics
-  **Week 2 Lecture Notes**  
Enabled: Adaptive Release
-  **Lorem Ipsum**  
Lorem ipsum dolor sit amet, vulputate neque.  
[ancient\\_egyptian.ppt](#)  
[Greek Mythology.mlm.ppt](#)

Edit

Adaptive Release

Adaptive Release: Advanced

Add Alignments

Set Review Status(Enabled)

Metadata

Statistics Tracking (On/Off)

**View Statistics Report**

User Progress

2. On the **COURSE REPORTS** page, roll your mouse over **CONTENT USAGE STATISTICS** report.

Click the gray context button  that appears and select **RUN** from the context menu.

### Course Reports

Search Name ▾ Contains ▾

-  **Content Usage Statistics**   
This report displays u... day of the week, and 1... item, including user activity  
> Last Run: Friday, November 2, 2012 10:09:17 PM CDT > Scheduled: No

Run

3. The **RUN REPORTS** page will appear. Under **REPORT SPECIFICATIONS** complete the following areas:

**Select Format** – Choose the format of the report (PDF, Word document, Excel document, HTML file).

**Select a Start Date/ Select an End Date** - Use the calendar tools to precisely indicate a current timeframe for the report to evaluate.

**2. Report Specifications**  
*All report types will open in a new browser window upon Submit.*

Select Format    
*Charts will not display in Excel format. Run reports in HTML or PDF format if charts are required.*

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

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

Select Users   
Bracket, Brett (testhamilton3)  
Carlson, Brian (carlsobd)  
Colon, Collin (testhamilton2)  
Hamilton, Megan (meganh)

**Select Users** – Select the students and/or instructors who course activity you want to examine.

When you are done, scroll down and click **SUBMIT**.

4. A “Please Wait” animation will appear on the screen while your report processes. This may take a few minutes, depending on your timeframe’s length and number of users you have included in the report.



\*\*\*\*\*  
**Do not leave or refresh your screen. Wait until report finishes and the confirmation screen appears**  
\*\*\*\*\*

5. When the report is done processing, a confirmation page will appear. On the confirmation page, you will be given options for saving or downloading the report, as well as running a new report.

To view your report, click **DOWNLOAD REPORT**.

Depending on the report’s format, a new browser window may also appear and display your 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.*