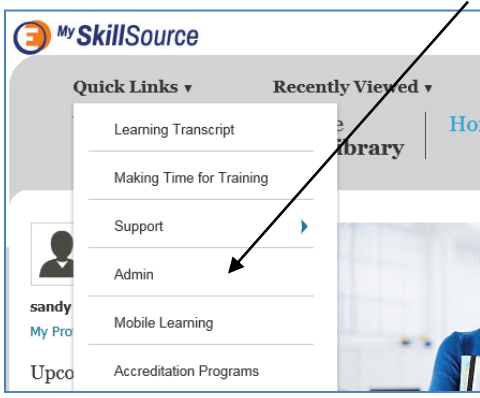
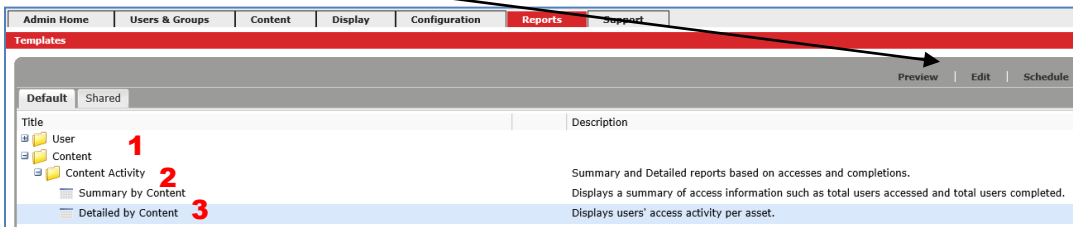


## Content Activity Report Step x Step

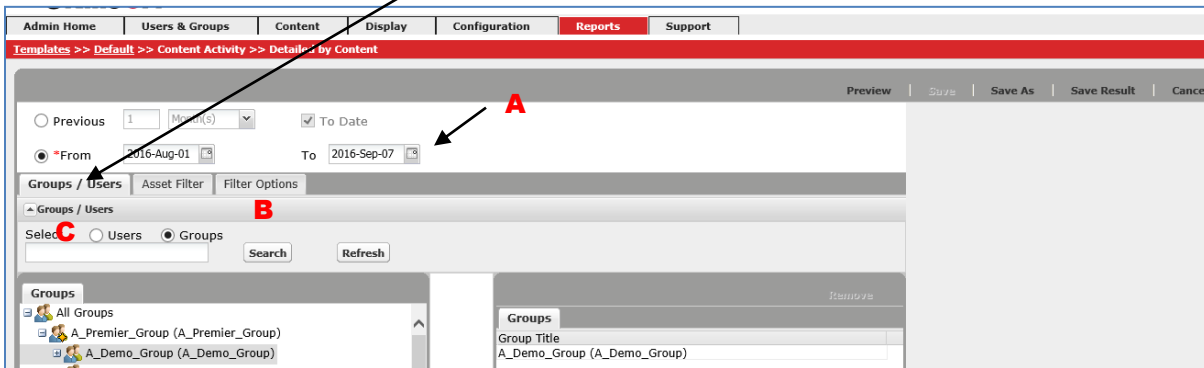
1. Log-in and select the Admin tab within Quick Links



1. Reports tab, then Templates
  2. Expand (+) folders: 1. Content /2. Content Activity/ 3. Detailed by Content
- Click **"Edit"**



3. A. Choose Date Parameters (from and to)
- B. If running report for entire Group click on "Group" & add it to column to the right (green arrow)
- C. If running on individual users click "Users" & choose/ click on user name & add it to column to the right (green arrow).



4. Click on - Display Options – If you choose to see data more options in your report

Display Options

Select Time Zone (GMT) Coordinated Universal Time ☐ Include Timestamps

List users within multiple groups in Multiple Rows

**Display Fields**

**Asset Fields**

☒ Asset Title ☒ Asset ID ☒ Asset Type ☒ Asset Sub-type

☒ Expected Duration

**Group Fields**

☒ Group Name ☒ Group Org Code ☐ Group Path

**User Fields**

☒ Username ☒ First Name ☒ Last Name ☐ Display First Name

☐ Display Last Name ☐ Location ☐ User Status ☐ Last Skillport Login

☐ Skillport Registration Date ☐ Approval Manager ID ☐ Approval Manager First Name ☐ Approval Manager Last Name

☐ Email Address ☐ Employee Number ☐ Free\_data\_field\_1 ☐ Free\_data\_field\_2

☐ Free\_data\_field\_3

**Activity Fields**

☒ Times Restarted ☐ Absolute First Access Date ☐ Absolute Last Access Date ☐ Absolute Times Accessed

☐ Absolute High Score ☐ Absolute Last Score ☐ Absolute Actual Duration ☒ First Access Date

☒ Last Access Date ☒ Times Accessed ☐ Times Downloaded ☐ Download Date

5. A. Click **Save Results** to run report now
- B. Click Preview to view your report
- C. Click Save As to save the report in your personal folder

Preview | Save | Save As | Save Result | Cancel

6. Rename your report if you wish. Click OK – to continue

Save Result

Properties

Name: Content Activity-Detailed by Content

Description: Displays users' access activity per asset.

Format: CSV

Delete In: 7 Days

☐ Include report parameters

OK Cancel

7. Click ok

Info

Your request has been submitted. You can view the report once it has been executed. Reports are run in the order received. If email notification is enabled, you will be notified when the report is available.

OK

8. The report database query will run automatically, click refresh until the report can be selected (highlighted)
9. Click to open/download to Excel, manipulate data and **Save**

							Refresh	Download	Delete	Delete All
Personal										
Name	Description	Format	Completed	Run time	Delete On	Status				
Content Activity-Detailed by Content	Displays users' access activity per asset.	CSV	2016-Sep-07 18:57	00:00:00	2016-Sep-14	Completed				
Onondaga County	Displays users' access activity per asset.	CSV	2016-Sep-07 14:04	00:00:00	2016-Sep-14	Completed				