Instructors can view statistics (number of hits, dates, hours) about user activity on individual items, such as how many students accessed a lecture or file, by enabling statistics at the item level. The statistics feature must be turned on before the students access the item or it will not gather the data. This is currently the only way to see statistics on a specific item, aside from viewing Grade Center information for graded activities such as tests, discussions, or assignments. This information is not available through Course Reports.

1. Go to the content item and click on its action link.

2. Click the Statistics Training link on the drop-down menu.

3. On the Statistics Tracking page, click the On button.

4. Click the Submit button.
5. After students have accessed the item, click the item’s action link and click **View Statistics Report** from the drop-down menu.

6. On the **Course Reports** page, click on the action link on the **Content Usage Statistics** report. Click **Run** from the drop-down menu.

7. On the **Run Reports** page, **Reports Specifications** section, select the desired **Format**. If you want charts to display, choose PDF or HTML.

8. Use the date picker to set the **Start Date** and **End Date** for the report. Or, type in the date.
9. In the Select Users list, click the name of the student(s) whose data you want to include in the report. To select multiple students, hold the Shift key to select students next to each other or hold the Control (Ctrl) key to add students in different parts of the list.

10. Click the Submit button to run the report. A “Please wait...processing your request” will display.

The report will display with the number of hits, percentages of overall activity, date, and hour of activity.