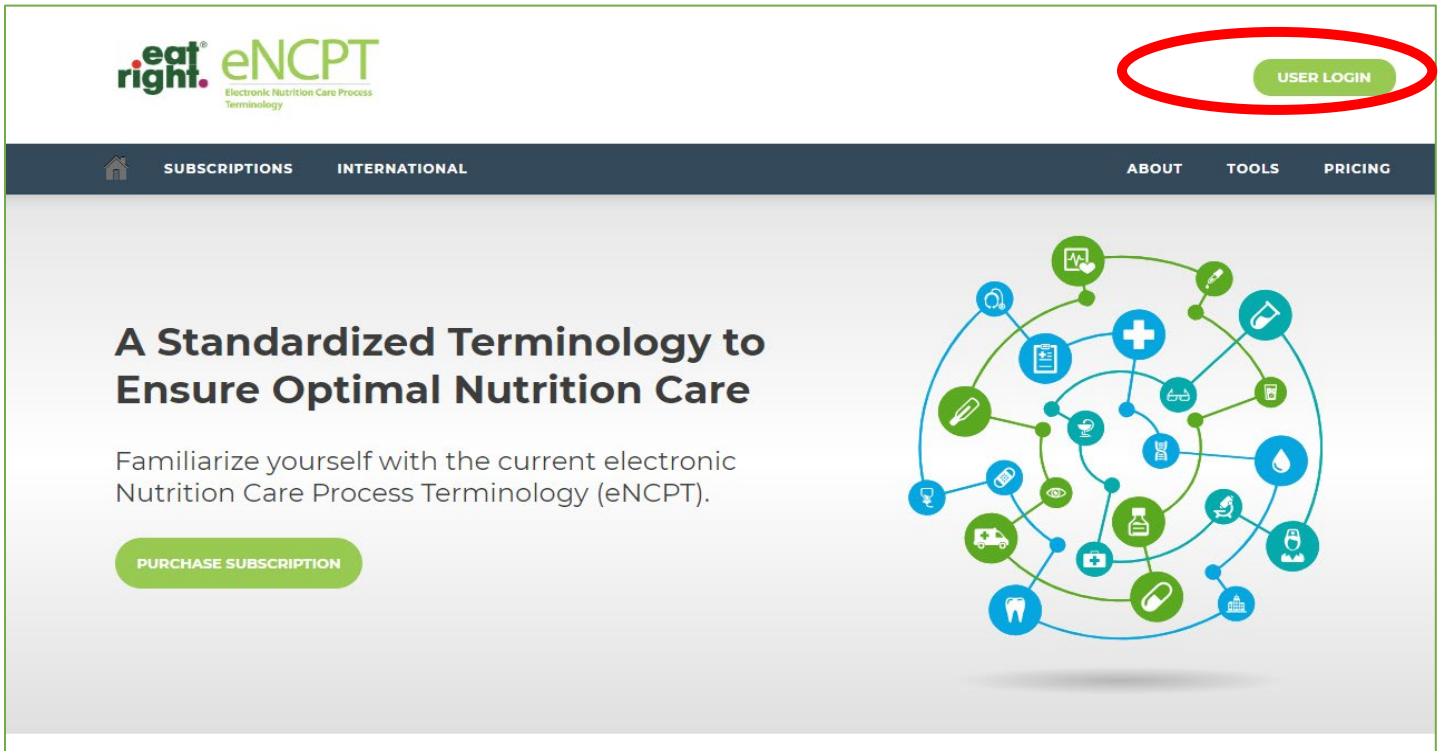# How to Generate User Reports
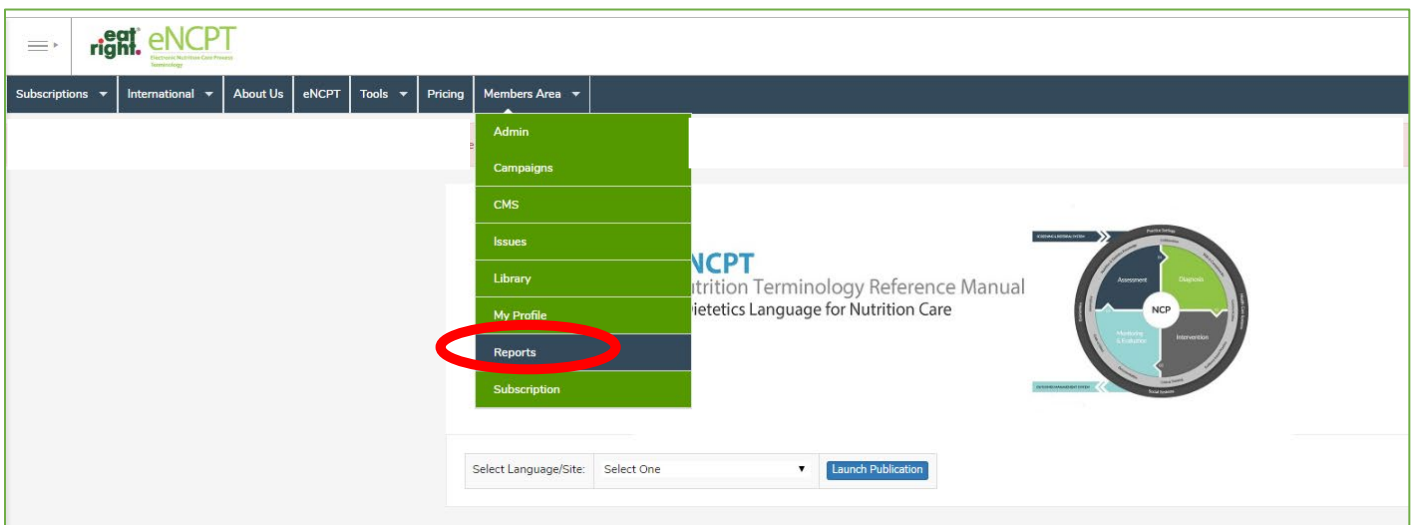### *Available to Billing Users/Administrators on Educator and Organization Subscriptions*

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1. Log in to your subscription.

2. Hover over "Members Area" and select "Reports" to access the Report Center.

3. In the Report Center, you have the ability to generate five types of reports on user activity: Monthly Page Views, Monthly Sessions, Number of Sessions by User, Weekly Page Views, and Weekly Sessions. A short description of each report is provided in the Summary column, or by clicking on the title of the report.

4. When one of the reports is selected, you will be prompted to filter your report. In the Filter box, select "Add Filter." Multiple filters can be applied to one report.

5. To generate a report on page views within a certain date range, select "Session Dates" within the Data Field, followed by an "In Range" Operator, and enter the date range you are interested in querying. The example below will produce the number of unique <u>page views by month between January 1, 2017 and December 31, 2017</u>.

REPORTS

Filter

Data Field	Operator	Value		
Session Dates ▼	In Range ▼	03/01/2019	03/31/2019	Delete

Add Filter

6. In the Format Output section, choose the columns you would like displayed in your report by clicking on a column name and clicking the arrows to move it between "Available Columns" and "Columns to Display."

REPORTS

Filter

Data Field	Operator	Value		
Session Dates ▼	In Range ▼	03/01/2019	03/31/2019	Delete

Add Filter

Format Output

Available Columns

>
>>
<
<<

Columns to Display

Session Year
Session Month
Session Month Name
Total Page Views

Save Report

Enter a title above to save this report with the parameters you choose.

E-mail Frequency ⓘ ▼

Run Report

7. If you enter a title in the "Save Report" box, the system will save a quick link to your "Report Center" in the "My Saved Reports" box so that you can run recurring reports without entering your filters and formatting your output each time. Click Run Report.

REPORTS

Filter

Data Field	Operator	Value		
Session Dates ▼	In Range ▼	03/01/2019	03/31/2019	Delete

Add Filter

Format Output

Available Columns   Columns to Display

Session Year
Session Month
Session Month Name
Total Page Views

> >> < <<

Save Report

Enter a title above to save this report with the parameters you choose.

E-mail Frequency ⓘ ▼

Run Report

8. Your report will be generated. You can export your report in various ways, including email, Excel, PDF, and Word.

Reports

Modify Filters   View   Email Report   Excel   PDF   Word

5K
4K   4.99K
3K
2K   2.68K
1.75K
1K
0

3 Record(s)

Session Year	Session Month	Session Month Name	Total Page Views
2019	1	January	1750
2019	2	February	2682
2019	3	March	4990
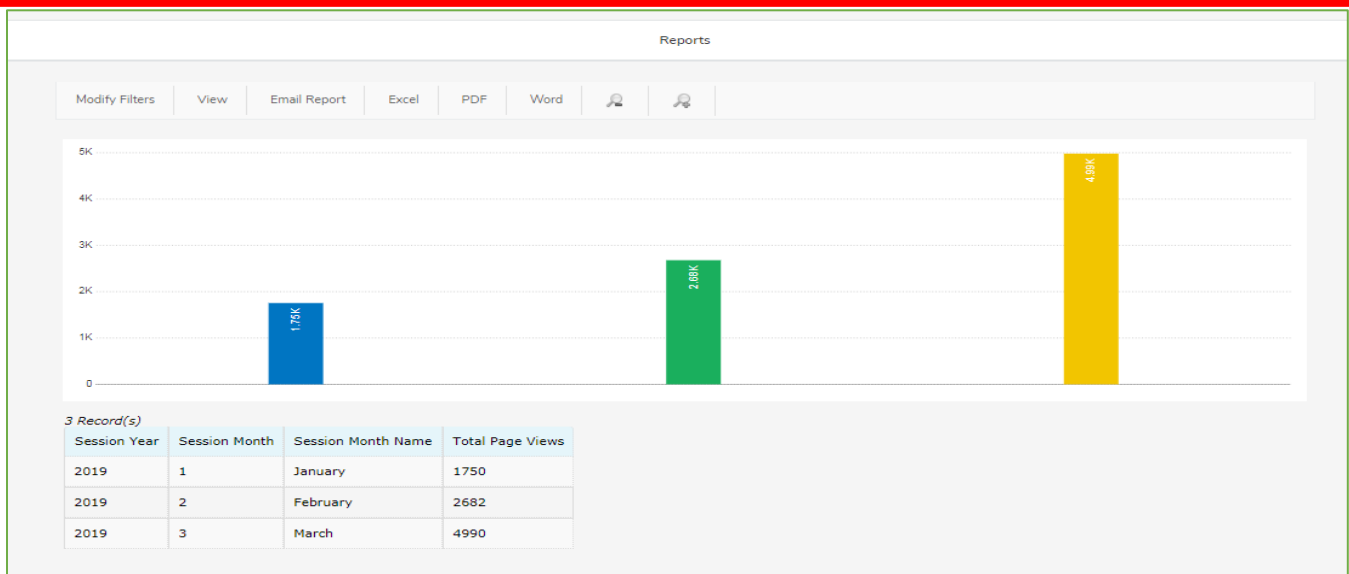
Tip for Educators:

Many educators are interested in tracking student sessions. This can be accomplished by selecting the "Number of Sessions by User" report in the "Report Center." Reports can be filtered by entering a specific date range or a specific student. An example report of number of sessions by user is shown below. As is the case for all reports, the data can be exported via email, Excel, PDF, or Word.

Reports

| Modify Filters | View | Email Report | Excel | PDF | Word | | |

53 Record(s)

Username	Person	Date Started	Date Ended	Duration	Page Views	First Name	Last Name
		01/31/19	01/31/19	3	24		
		01/31/19	01/31/19	0	3		
		02/13/19	02/13/19	0	6		
		01/16/19	01/29/19	18501	15		
		01/29/19	02/20/19	31833	24		
		02/20/19	02/20/19	0	9		
		03/21/19	03/27/19	8961	33		
		03/27/19	03/28/19	1229	15		
		01/29/19	01/29/19	3	27		
		01/29/19	01/29/19	0	3		
		01/29/19	01/29/19	2	30		
		02/25/19	02/27/19	2411	3		
		03/18/19	03/18/19	0	3		
		03/18/19	03/18/19	0	3		
		03/28/19	03/28/19	1	3		