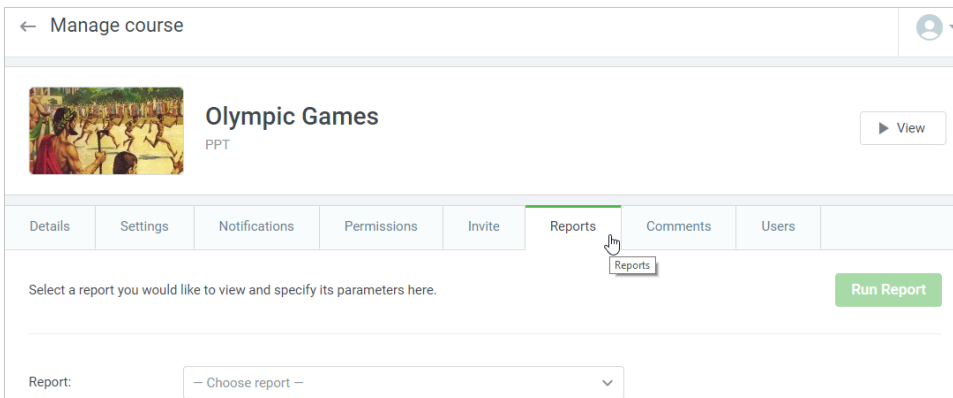


Running Reports on Content

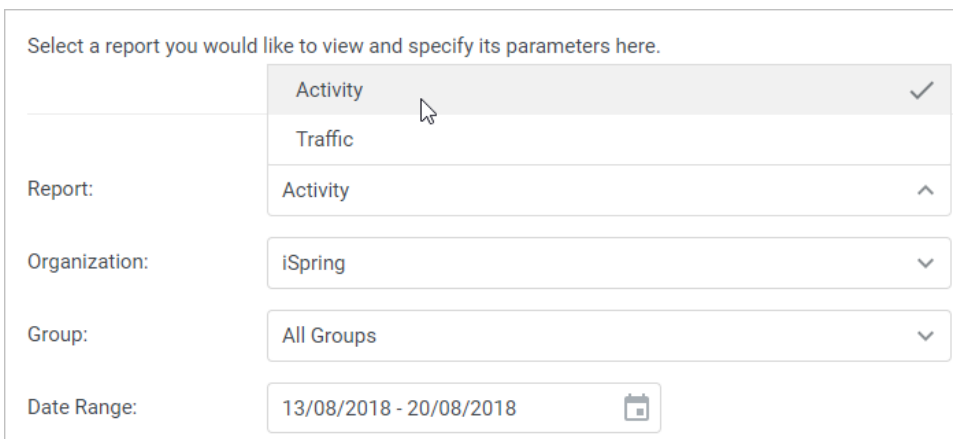
To run a report for a specific course:

1. On the **Manage course** page, open the **Reports** tab.



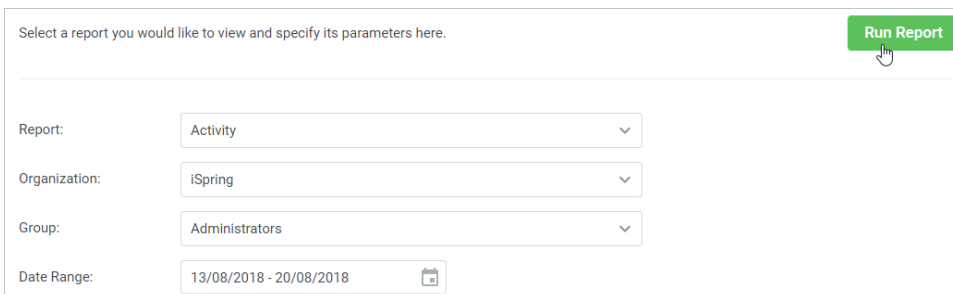
The screenshot shows the 'Manage course' interface for a course titled 'Olympic Games'. The 'Reports' tab is selected in the top navigation bar. Below the tabs, there is a dropdown menu for 'Report:' with the option '— Choose report —'. A green 'Run Report' button is visible on the right side of the form.

2. Choose the report type in the **Reports** menu.



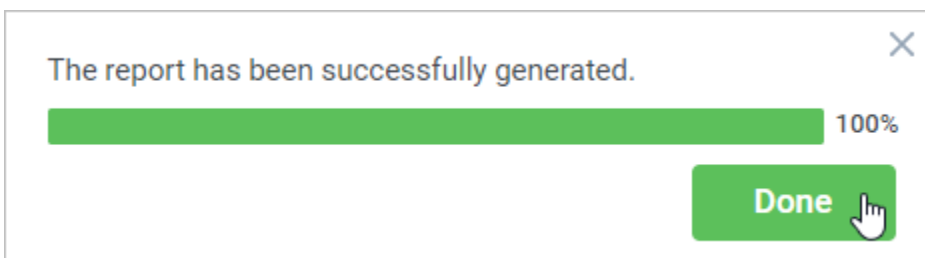
This screenshot shows the 'Reports' menu with the 'Activity' report selected. The 'Report:' dropdown is set to 'Activity'. The 'Organization:' dropdown is set to 'iSpring'. The 'Group:' dropdown is set to 'All Groups'. The 'Date Range:' is set to '13/08/2018 - 20/08/2018'.

3. Specify all necessary parameters and click the **Run Report** button.



This screenshot shows the 'Run Report' button being clicked. The 'Report:' dropdown is set to 'Activity'. The 'Organization:' dropdown is set to 'iSpring'. The 'Group:' dropdown is set to 'Administrators'. The 'Date Range:' is set to '13/08/2018 - 20/08/2018'.


4. When the report is generated, click **Done**.



This screenshot shows a success message: 'The report has been successfully generated.' with a green progress bar at 100%. A green 'Done' button is visible at the bottom right.

5. The generated report can be printed out, sent via email or exported to CSV, XML, PDF.

← Content Activity



Organization: All organizations

Date Range: Last week

Group: All Groups

Aug, 13 20 - Aug, 20 20


Content Activity

Aug 13, 2018 - Aug 20, 2018

Print Email Export

Viewers: 1

Date ↑	Content Title	User	Groups	Status	Score (Passing)	Viewed	Duration
Aug 20, 2018	Olympic Games	Brian Tarr	Administrators, Students	Complete	-	100%	00:00:40

 Every content type has its own set of reports. For more information, see [Reports](#).