Viewing User Activity

With the Activity report, you can find out which materials a user is currently taking, how they are progressing, what is the score they have got and how long they were taking a particular course.

1. In the **People** section of the admin portal, open the **Users** tab and click the user you want to run a report on.

2. On the **Edit User** page, click **View Activity**.

3. On the newly opened **Generate Report** page, select the time range for the report, specify if you want the archived items to be shown and if the report should be opened on the same page. Click **Run Report**.

4. The generated report can be printed out, sent by email or exported in CSV, XML or PDF. Learn more about the reports in iSpring Learn here.

← Helen Jones Activity   🔔

Date Range: | Last week ▾ |

| Oct, 3 2018 | - | Oct, 10 20 | 📅 |

Helen Jones Activity

Oct 3, 2018 - Oct 10, 2018   🖨 Print   ✉ Email   ⬀ Export
Presentations Viewed: 0
Quizzes Passed: 0
Average Activity: **1 Content item(s) viewed per day**

Date ↑	Content	Status	Viewed	Score (Passing)	Duration
Oct 4, 2018 11:53 PM	Brand Wheel	In Progress	20% (1/5)	–	00:03:05
Oct 3, 2018 06:53 PM	Inroducing Yourself to an Employer	Declined	–	1% (80%)	00:00:00