

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.

The screenshot shows the iSpring admin portal's 'People' section with the 'Users' tab selected. A table lists users with columns for Name, Role, Status, Organization, Groups, Last Login, and Added. Helen Jones is highlighted.

<input type="checkbox"/>	Name	Role	Status	Organization	Groups	Last Login	Added
<input type="checkbox"/>	Helen Jones helenispring	OA	Active	iSpring	Administrators	Oct 8, 20...	Aug 9, 20...
<input type="checkbox"/>	olga.bannikova olga.bannikova	A	Active	iSpring	Administrators		Jul 18, 2...
<input type="checkbox"/>	vitaliy.fedorov vitaliy.fedorov	A	Active	iSpring	Administrators	Jul 18, 2...	Apr 17, 2...
<input type="checkbox"/>	Geert Peter de Oude gp		Active	iSpring		Apr 6, 20...	Apr 6, 20...

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


The screenshot shows the 'Edit User' page for Helen Jones, an Organization Administrator. The 'View Activity' button is highlighted. Below the tabs, there are fields for Login (helenispring) and Role (Organization Administrator), along with a 'Change Password' link and an 'Active User' toggle.

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**.

The screenshot shows the 'Generate Report' page. The 'User Activity' report type is selected. Under '1 Select a user', Helen Jones is selected. Under '2 Configure report settings', the date range is set to 'Last week' (Oct 3 2018 to Oct 10 2018). The 'Run Report' button is highlighted.

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 2018

Helen Jones Activity

Oct 3, 2018 - Oct 10, 2018

Presentations Viewed: 0
Quizzes Passed: 0
Average Activity: 1 Content item(s) viewed per day

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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	 Introducing Yourself to an Employer	Declined	–	1% (80%)	00:00:00