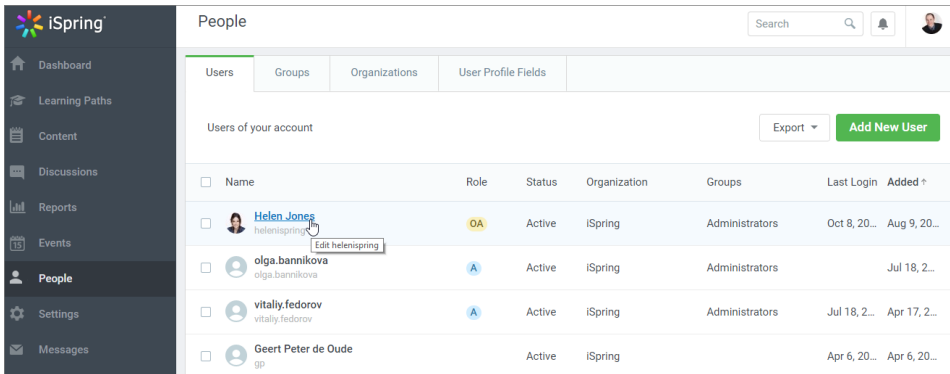


Viewing User Activity

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.

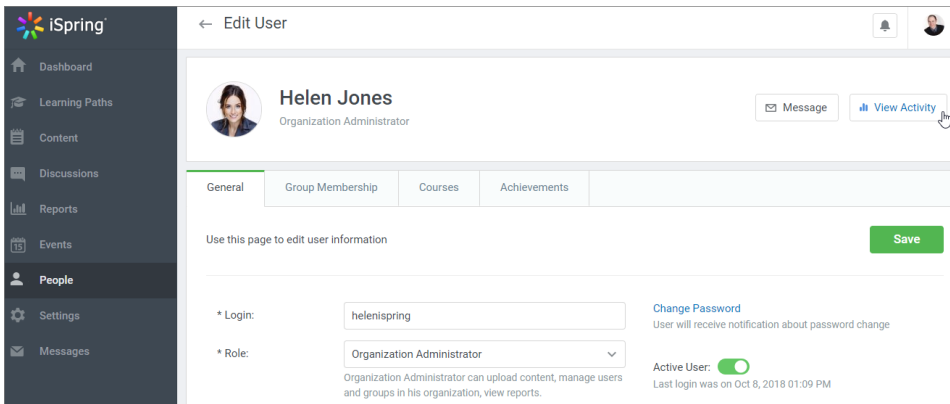
1. In the **People** section of the admin portal, open the **Users** tab and click the user you want to run a report on.



The screenshot shows the iSpring admin portal's 'People' section. The 'Users' tab is selected, displaying a table of users. The table has columns for Name, Role, Status, Organization, Groups, Last Login, and Added. The user 'Helen Jones' is highlighted, and a tooltip 'Edit helenispring' is visible over her name.

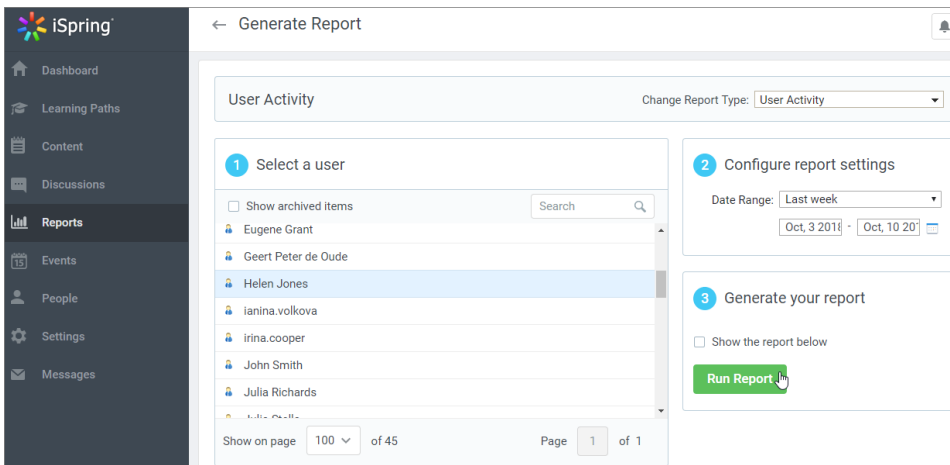
<input type="checkbox"/>	Name	Role	Status	Organization	Groups	Last Login	Added
<input type="checkbox"/>	Helen Jones helenispring	OA	Active	iSpring	Administrators	Oct 8, 20...	Aug 9, 20...
<input type="checkbox"/>	olga.bannikova olga.bannikova	A	Active	iSpring	Administrators	Jul 18, 2...	
<input type="checkbox"/>	vitaly.fedorov vitaly.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 user information, there are fields for Login (helenispring) and Role (Organization Administrator). A 'Save' button is visible. The 'Active User' toggle is checked, and the last login is noted as Oct 8, 2018 01:09 PM.


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. The '1 Select a user' step shows a list of users with 'Helen Jones' selected. The '2 Configure report settings' step shows the 'Date Range' set to 'Last week' (Oct 3 2018 - Oct 10 2018). The '3 Generate your report' step shows the 'Run Report' button 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 [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	 Introducing Yourself to an Employer	Declined	-	1% (80%)	00:00:00