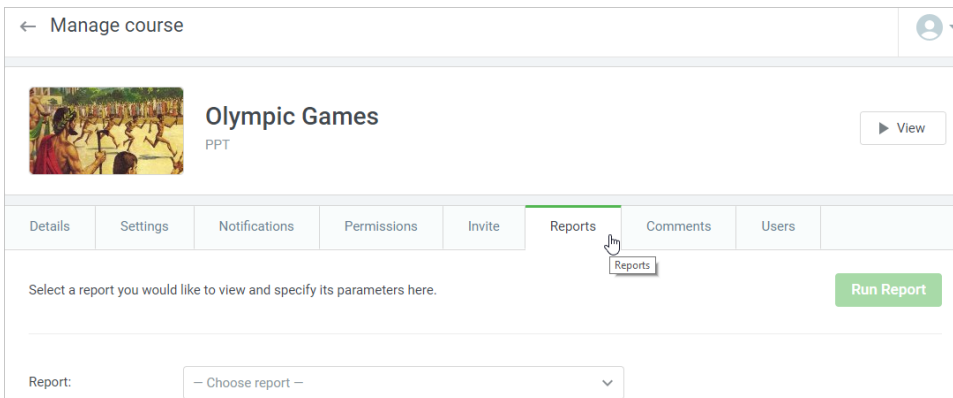


# Running Reports on Content

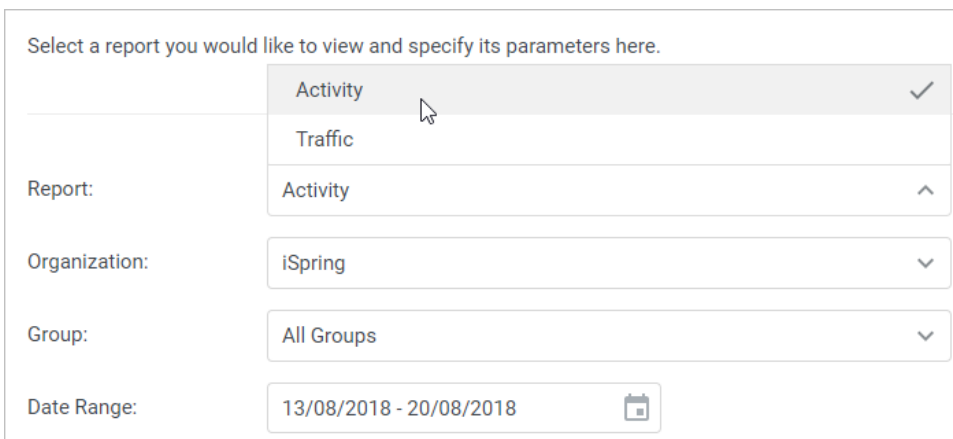
To run a report for a specific course:

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



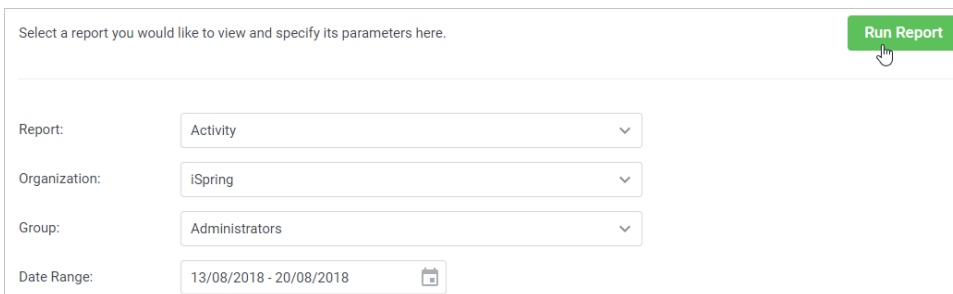
The screenshot shows the 'Manage course' interface for a course titled 'Olympic Games'. The course is associated with a 'PPT' icon. A navigation bar at the top includes tabs for 'Details', 'Settings', 'Notifications', 'Permissions', 'Invite', 'Reports', 'Comments', and 'Users'. The 'Reports' tab is selected, and a mouse cursor is hovering over it. Below the tabs, there is a text prompt: 'Select a report you would like to view and specify its parameters here.' To the right of this prompt is a green 'Run Report' button. At the bottom, there is a 'Report:' label followed by a dropdown menu currently showing '— Choose report —'.

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



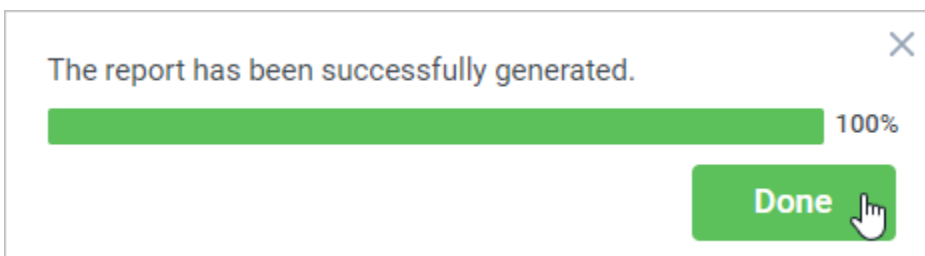
This screenshot shows the configuration options for a report. At the top, it says 'Select a report you would like to view and specify its parameters here.' Below this is a list of report types: 'Activity' (which is selected and has a checkmark) and 'Traffic'. Under the 'Report:' label, a dropdown menu shows 'Activity'. Further down, there are two more dropdown menus: 'Organization:' set to 'iSpring' and 'Group:' set to 'All Groups'. At the bottom, the 'Date Range:' is set to '13/08/2018 - 20/08/2018' with a calendar icon to its right.

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



This screenshot shows the same configuration interface as the previous one, but with the 'Run Report' button highlighted by a mouse cursor. The parameters are: Report: Activity, Organization: iSpring, Group: Administrators, and Date Range: 13/08/2018 - 20/08/2018.


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



The screenshot shows a success message box with the text 'The report has been successfully generated.' A green progress bar is at 100%. In the bottom right corner, there is a green 'Done' button with a mouse cursor hovering over it. A close button (X) is in the top right corner of the message box.

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](#).