

# 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"/>	<a href="#">Helen Jones</a> helenispring	OA	Active	iSpring	Administrators	Oct 8, 20...	Aug 9, 20...
<input type="checkbox"/>	<a href="#">olga.bannikova</a> olga.bannikova	A	Active	iSpring	Administrators		Jul 18, 2...
<input type="checkbox"/>	<a href="#">vitaliy.fedorov</a> vitaliy.fedorov	A	Active	iSpring	Administrators	Jul 18, 2...	Apr 17, 2...
<input type="checkbox"/>	<a href="#">Geert Peter de Oude</a> 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 'General' tab is active. There are fields for Login (helenispring) and Role (Organization Administrator). A 'View Activity' button is visible.

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. Step 1 'Select a user' shows a list of users with Helen Jones selected. Step 2 'Configure report settings' shows the date range set to 'Last week' (Oct 3 2018 to Oct 10 2018). Step 3 'Generate your report' has 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

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