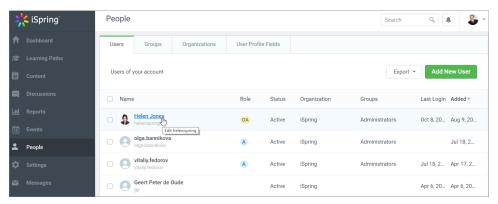
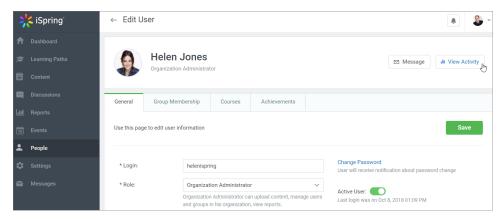
## **Viewing User Activity**

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.

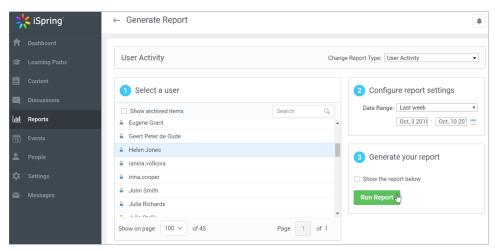
1. In the People section of the admin portal, open the Users tab and click the user you want to run a report on.



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.

