

Course Reports on BrS

The **Table of Contents** report shows you two views: 'Overall Content viewed' and 'Content viewed by each student'. You can see how many students viewed each item of content and for how long. If you switch to the User tab, you can see how many items of content each student viewed, and you can drill down into the individual details for each student.

- 1. Log onto Brightspace using your CUNY credentials
- 2. Click on Course Admin-> Content > Table of Contents > Related Tools > View Reports.

| Search Topics | ٩ | Table of Co | ontents 、 | 🖌 🔒 Print | Settings |
|-------------------|----|-----------------|-------------|------------------------------|--------------|
| Overview | | Import Course 🗸 | 🌮 Bulk Edit | Related Tools 🗸 | |
| Course Schedule | | | | Course Builder | Collapse All |
| Table of Contents | 36 | ii Week 1 | | Manage Files View Reports | Þ |
| | | | | | |

Figure 1 Table of Contents with menu options and a dropdown under "Related Tools." View Reports Highlighted in red



Course Reports on BrS

Content > Reports

Reports

| Statistics | SCORM Reports |
|-------------------|------------------|
| Export Statistics | Reset Statistics |

| Content Users | | | | | |
|---|--------------------------------|----------------------------|--------------|---------------|-------------------|
| Total Number of Users 3 🛛 🕢 | Users Who Have Visited Content | Average Time Spent 0:18:16 | : on Content | | |
| Expand All Collapse All | | | | | |
| Content | | | Available To | Users Visited | Average Time Spen |
| Wodule 1. Week 1 | | | 3 | 1 | - |
| • i. Journal Entry | | | 3 | 1 | 0:01:22 |
| I. 4 8 Journal Entry 1 | Ċ | | 0 | 1 | 0:01:22 |
| II. 🖋 sample | | | 3 | 0 | - |
| III. 48 D2L Brightspace 101: Build Better Learning Experiences | | | 0 | 1 | - |
| IV. 🖇 Copy of Apply to CUNY // Hints & Tips- CUNY College Application 🌔 | | | | 1 | - |
| Module 2. Week 2 | | | 3 | 1 | - |
| • i. WA #1 | | | 3 | 1 | 0:04:32 |
| I. 🖋 Writing Assignm | ent 1 🕒 | | 0 | 1 | 0:04:32 |
| ii. #8 WA2 | | | 0 | 0 | - |

Figure 2 Image displays user statistics and content report in a content management system.

Reports Navigation

- In the "Content" tab of the report table, you will see how many users the modules are available to, the number of users who visited each module, and the average time spent viewing each module. To export this data, click the "Export Statistics" button above the content tab. Additionally, if you click the number under the "Available To" or "Users Visited" column, you'll see reports on which of your students has access to the module, and who has accessed it.
- In the "User" tab of the report table, you will see how many content topics are available and how many were visited by specific students. If you would like specific data for each student, click the student's name. Once clicked, you will have the ability to export this data above the user's tab by clicking the "Export Statistics" button.