Instruction Usage Report

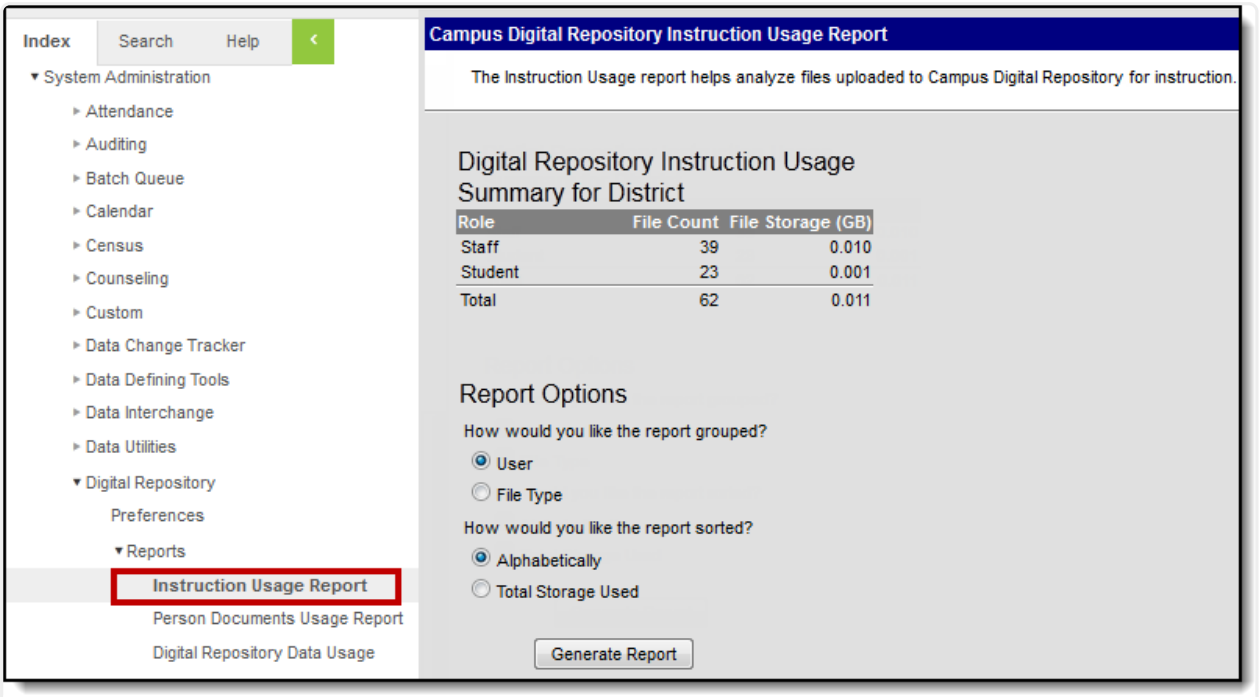
Last Modified on 06/10/2025 9:50 am CDT

Generating the Report

Tool Search: Instruction Usage Report

The Digital Repository Instruction Usage Report helps you track and analyze the number and size of files stored in the Digital Repository by the Instruction service. The report includes a summary view of currently stored files. The **File Count** on the editor summarizes the number of files uploaded by staff and students.

The **Report Options** section allows you to group report results by User or File Type.



Digital Repository Instruction Usage Report Editor

See the Digital Repository Tool Rights article for details on available tool rights.

Generating the Report

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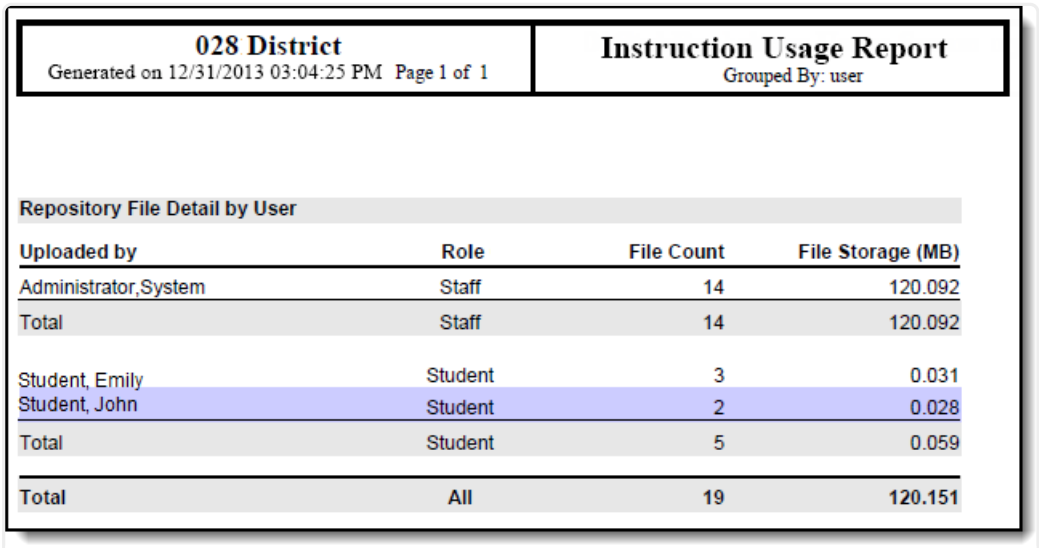
To generate the report, select how the report should be grouped and sorted then click **Generate Report** to view the report in PDF format.

- When grouped by **User**, the report groups Staff then Students. The file count and size are given for each user and totaled for each role.
- When sorted by **File Type**, the report summarizes files by type of file, such as .doc or .txt.



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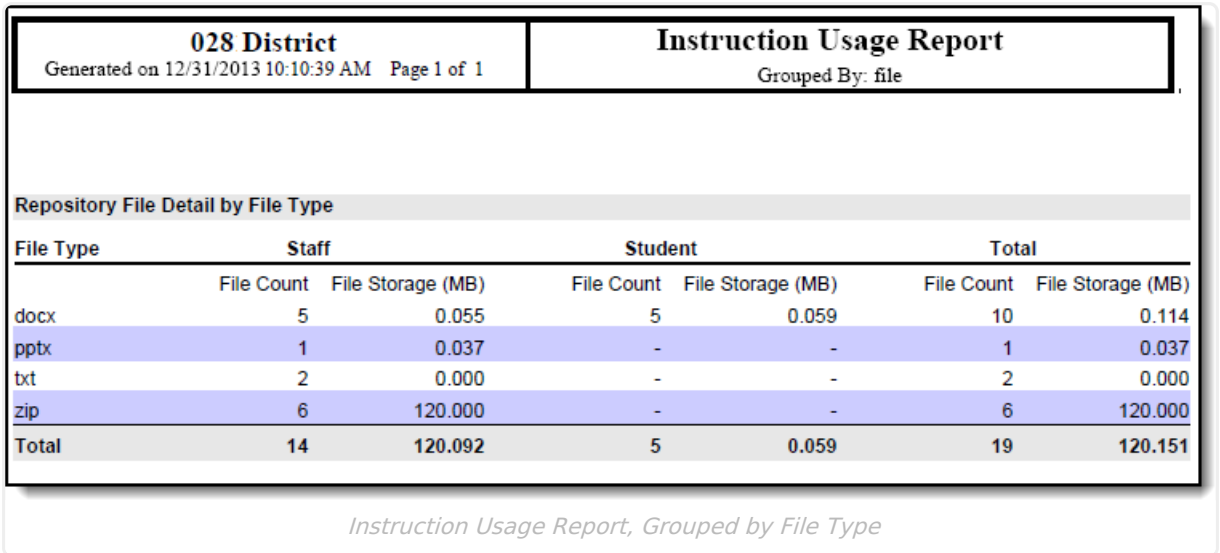
Instruction Usage Report
Grouped By: user

Repository File Detail by User

Uploaded by	Role	File Count	File Storage (MB)
Administrator,System	Staff	14	120.092
Total	Staff	14	120.092
Student, Emily	Student	3	0.031
Student, John	Student	2	0.028
Total	Student	5	0.059
Total	**All**	**19**	**120.151**

Instruction Usage Report, Grouped by User



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Instruction Usage Report
Grouped By: file

Repository File Detail by File Type

File Type	Staff		Student		Total	
	File Count	File Storage (MB)	File Count	File Storage (MB)	File Count	File Storage (MB)
docx	5	0.055	5	0.059	10	0.114
pptx	1	0.037	-	-	1	0.037
txt	2	0.000	-	-	2	0.000
zip	6	120.000	-	-	6	120.000
Total	**14**	**120.092**	**5**	**0.059**	**19**	**120.151**

Instruction Usage Report, Grouped by File Type

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