

Instruction Usage Report

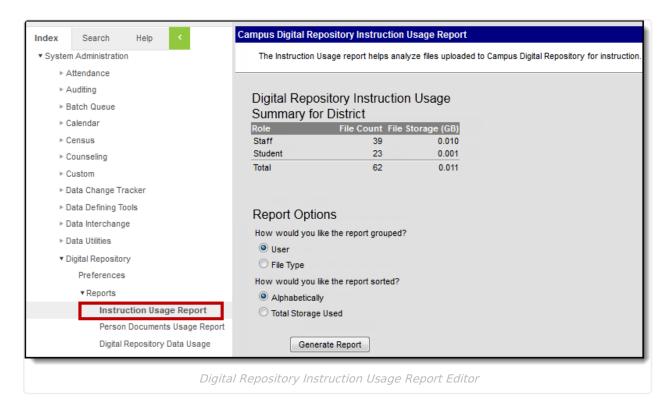
Last Modified on 10/21/2024 8:20 am CD7

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.



Generating the Report

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.



028 Distr Generated on 12/31/2013 03:0		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

028 District Generated on 12/31/2013 10:10:39 AM Page 1 of 1			Instruction Usage Report Grouped By: file			
Repository File File Type	Detail by File Typ		Stude	ant	Tot	al
тис турс	File Count		File Count		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
		120,000		_	6	120.000
zip	6	120.000				120.000

Instruction Usage Report, Grouped by File Type