

Instruction Usage Report

Last Modified on 03/13/2024 11:46 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.

Role	File Count	File Storage (GB)
Staff	39	0.010
Student	23	0.001
Total	62	0.011

Report Options

How would you like the report grouped?

User
 File Type

How would you like the report sorted?

Alphabetically
 Total Storage Used

Digital Repository Instruction Usage Report Editor

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 District		Instruction Usage Report	
Generated on 12/31/2013 03:04:25 PM Page 1 of 1		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		Instruction Usage Report				
Generated on 12/31/2013 10:10:39 AM Page 1 of 1		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