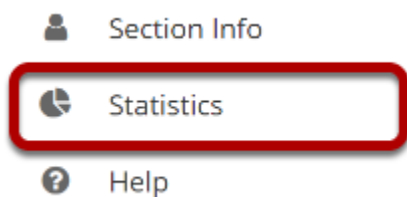


How do I export a report?

Go to Statistics.




Select the **Statistics** tool from the Tool Menu of your site.

View a report.

Reports

My reports Private reports, available for this site only.

[+ Add](#)

 Recent Visits Edit Duplicate Delete	All visits within the last 7 days
---	-----------------------------------

Select to view a report either by [creating/running](#) a report, or by clicking on one of the report links from the [Overview page](#).

Click Export.

 [Send to printer](#)

Report: 'Recent Visits'

Description: All visits within the last 7 days
Site: "TEST 003 015 Summer 2020" (dd183f90-6478-46bd-a980-ea8f14716694)
Activity type: Visits
Date range: Apr 1, 2020 - Apr 7, 2020 (Sakai server time zone)
User selection type: All
Report generated: Apr 7, 2020 11:00 PM EDT

User ID	Name ▲	Event	Date	Total
demoinstructor	Instructor, Demo	Site visit	Apr 6, 2020	6
demoinstructor	Instructor, Demo	Site visit	Apr 7, 2020	12

[BACK](#) [Export ->](#)

Choose your export format.

[BACK](#) [Export XLS](#) [Export CSV](#) [Export PDF](#)

Select the desired file format for your report to download the file.

- **Export XLS** will export the report to a Microsoft Excel file.
- **Export CSV** will export the report to a Comma Separated Values file.
- **Export PDF** will export the report to a Portable Document Format file.