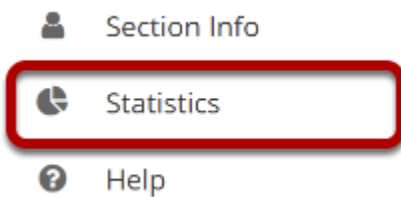# How do I view detailed user activity reports?

Note: The User Activity tab must be enabled by your system administrator in order for this option to display.

Go to Statistics.

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

Select the User Activity tab.

Select a user, specify the events and date range, and then click Search.

The User Activity report will display.

User Activity

Choose a user to view their events for the selected date range

User
Southerly, Jay (student1) ▼

Tool
All tools ▼

Date Range (Eastern Time)
04/22/2020 12:00 am 📅 to 04/23/2020 12:00 am 📅

SEARCH

Showing items 1 to 13
< Show 20 items ▼ >

Date ▲	Event	Details
Apr 22, 2020 11:32:29 AM EDT	Site visit	
Apr 22, 2020 11:32:32 AM EDT	Syllabus item read	
Apr 22, 2020 11:32:38 AM EDT	Syllabus item read	
Apr 22, 2020 11:32:43 AM EDT	View calendar	Show more
Apr 22, 2020 11:33:13 AM EDT	New thread	Show more
Apr 22, 2020 11:33:13 AM EDT	Read thread	Show more

(Optional) Click Show More to see additional details.

Apr 22, 2020 11:32:38 AM EDT	Syllabus item read	
Apr 22, 2020 11:32:43 AM EDT	View calendar	Show more
Apr 22, 2020 11:33:13 AM EDT	New thread	Topic: DAC-EDUCATION-DEPT1-SUBJ1-101 Forum > General Discussion Message: "Introduction" posted by Jay Southerly (student1) on Apr 22, 2020 11:33 AM EDT