

# **Instruction Usage Report**

Last Modified on 10/22/2022 10:07 am CDT

#### Generating the Report

### PATH: System Administration > Digital Repository > Reports > 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.

Index	Search	Help	¢		Campus Digital Re	pository Instruction (	Jsage Report		
<ul> <li>System</li> </ul>	n Administratio	n			The Instruction	Jsage report helps analy	ze files uploaded to	Campus Digital Reposi	itory for instruction
►A	ttendance			-					
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▶ Batch Queue					Digital Repository Instruction Usage				
► Calendar				Summary for District					
► C	ensus				Role Staff	File Count File S	0.010		
	ounseling				Student	23	0.001		
	ustom				Total	62	0.011		
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► Data Interchange ► Data Utilities				Report Options How would you like the report grouped?					
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Preferences				◯ File Type					
		,			How would you	ike the report sorted?			
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	Instru	iction Usag	e Report	- 1	Total Storage	Used			
	Persor	n Documents	Usage Re	port					
	Digital	Repository D	ata Usage	•	Gene	rate Report			

Digital Repository Instruction Usage Report Editor

## **Generating the Report**

#### **PATH:** System Administration > Digital Repository > Reports > Instruction Usage 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 03:04		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

Generated on	028: Distrie 12/31/2013 10:10:3	ct 39 AM Page 1 of 1	I	Instruction Usage Report Grouped By: file			
Repository File	Detail by File Typ	De					
File Type	Sta	ff	Stude	ent	Tota	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