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.

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.

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

Instruction Usage Report
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