Site Stats

Version 2.5.3.10 10/13/09

Description: Site Stats allows the site maintainer or instructor access to information concerning the use of the site. Users with other roles are not allowed to view data reports generated by Site Stats. Users other than instructors or maintainers do not even know the tool has been turned on because Site Stats runs in the background of TRACS sites.

Key concepts

Add Site Stats Tool
Generate a Report
Generate a Report for a Specific Resource
Preferences
Export and Print Reports

Add Site Stats Tool:

Step 1: Click [Site Stats].

Step 2: Click [Edit Tools].

Step 3: Choose Site Stats.

Step 4: Click [Continue] and then click [Finish].

Generate a Report:

There are many pre-defined reports available in Site Stats such as the most active user, the most viewed file, and users with no activity. If you would like to create your own customized report, follow these steps:

Step 1: In the course or project site menubar, click [Site Stats].

Step 2: Click [Reports].

Step 3: Click [Add].

Step 4: Choose the activity and tool you wish to generate a report for. You may want to see a report for every event and every tool in your site. To view a list of everything that happened choose All in the selection field.

Step 5: Select the time period to report.

Step 6: Select users to report, either all, by role, group, or custom. The custom option allows you select specific users in the site.

Step 7: Specify how the results should be presented. The options selected will become columns of data in the report. For example, if you want to know the specific user an event is associated with choose the User option.

Step 8: You also have display options for how the data will be presented to you. Choose table, chart, or table and chart.

Step 8: Click [Generate Report] to view the report or click [Save] to save the report for later use.

Generate a Report for a Specific Resource:

You may want to generate a report for a specific resource that displays the date and number of times an individual has accessed a particular resource. Here are the steps to follow:

Step 1: In the course or project site menubar, click [Site Stats].

Step 2: Click [Reports].

Step 3: Click [Add].

Step 4: Change the activity drop-down menu from Events to Resources.

Step 5: Check the Limit to Action box and choose your action. Selecting New will only report on new items added to resources. Selecting Read will report on which resources were viewed. Selecting Revise will report on those resources which were revised. Selecting Delete will report on those resources which were deleted. If you would like to view a report on an individual resource that was read, choose the Read action.

Step 6: If you would like to limit the report to a particular resource check the box next to Limit to Resources. Once the box is clicked the tools which can contain resources (Resources, Drop Box, and Attachments) will appear. Click on the tool you wish to report on. Once you have selected the tool you wish to report on, a list of all of the folders and items in that tool will appear. If the resource resides in a particular folder simply click on the folder's name. A list of the resources in the folder will appear.

Step 7: Check the box next to the resource you wish to report on.

Step 8: Choose the period of time you wish to include in the report.

Step 9: Choose the role you wish to report on using the drop-down Users menu.

Step 10: Choose how you would like to have the results presented to you. You may choose a table, chart, or table and chart.

Step 11: Click [Generate Report] to view the report or click [Save] to save the report for later use.

Preferences

You may wish to modify your preferences in the Site Stats tool to select all tools/events to be processed as an activity. This allows the site stats tool to display the events logged by all tools in your site. To do this place a checkmark in the box next to

All Tools in the Activity definition column. Click [Update] to save your preferences.

Export and Print Reports

Step 1: Once a report has been generated you may export it to an Excel document by clicking the [Export] button or you may print it by clicking the [Printable Version] button.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu.

For the TRACS website home page, go to: http://tracs.txstate.edu/portal/login.

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.