The Statistics tool in Sakai can be used to create custom reports for tracking participant activity in your course or project site.

- Three types of reports can be generated:
  1. **Visits** – How many times someone has accessed the site?
  2. **Events** – What was done during site visits?
  3. **Resources** – What specific materials or documents were accessed?

### Create Customized Reports

In order to create customized reports for tracking users and resources in a course site, you will first need to add the **Statistics** tool to your course site menu. Statistics tool information is only accessible by Instructors, Teaching Assistants, Librarians, and Course Builders.

1. To add the Statistics tool to your course site in Sakai, go to the **Site Info** tool and click on **Edit Tools** at the top of the page. Scroll down and check the box next to **Statistics**. Click **Continue** and then **Finish**. The Statistics tool should now appear at the bottom of your course tools on the left.

2. Click on the **Statistics** tool to see an **Overview** of activity in the course site.

3. To create a customized report, click on the **Reports** button at the top of the **Statistics** page.

4. If this is the first time you have created a report, you will see “No reports defined”. Click on the **Add** button to create a new report.
Statistics Tool in Sakai

5. Here you will see the **New Report** page. Click on **Show** to give your report a title.

6. Determine the type of report by selecting the specific activity desired under the **What?** menu:
   a. **Visits** – How many times someone has accessed the site?
   b. **Events** – What was done during site visits?
   c. **Resources** – What specific materials or documents were accessed?
7. Select the time period for data as desired using the **When?** drop down menu:

8. Select **All** users, or users with a specific **Role** such as all students. To run a report on individual users, select **Custom** and highlight the particular user name as desired.

9. Select how the results should be displayed under **How?** – Different options will be available depending on the type of report selected (Visits, Events, Resources).
10. You may select to limit the number of results if desired, and then determine the method of report output: Table, Chart, or Table & Chart.

<table>
<thead>
<tr>
<th>Number of results:</th>
<th>Limit to:</th>
<th>0</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Presentation:</th>
<th>Table, Chart, or Table &amp; Chart</th>
</tr>
</thead>
</table>

11. After all settings and options have been updated, click on **Save Report**. This ensures your report settings are saved for future use should you desire to run the same type of report repeatedly throughout the semester.

12. Once your report has been saved, you will be taken back to the main Statistics Report page. Click on the **title** of the report created to access your reporting data.

[Image of My reports section with Demo Report selected]