eFundi Tutorial: Statistics



The Statistics tool allows instructors or site owners to view site usage statistics and user activity events.

A summary of statistics can be viewed the initial tool landing page. These summary reports present a quick overview of site usage. Additionally, custom reports may be created on the *Reports* page for more detailed reporting.

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The following topics will be addressed in this tutorial:

How do I view summary reports in the statistics tool?

How do I create and run a report?

How do I print/export a report?

Need help?

How do I view summary reports in the statistics tool?

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



What if you cannot see the **Statistics** tool? <u>Click here</u> for the steps to add a tool to your site.

You will see an **Overview** of the reports

STATISTICS							Po Link 7 Help
Overview Reports	Prefer	ences					
Overview							
Visits Show more	14 Visits	Users who ha	3 ave visited site	3 Site Members	3 100% Members who have visited site	0 cm. Members who have not visited site	
Activity	263 Events	Resou Most ad	tive tool	2449872 Most active u	6₀r‰ ser		
Resources	8 Fões	3 sons Files opened	Podcas	tTest ed file Use	24498726 er who has opened the most files		
Lesson Pages	2 Pages	O on Pages read	- Most read page	User who ha	 read the most pages 		

Summary reports are displayed on the Statistics tool landing page for Visits, Activity, and Resources.

The following information is displayed for Visits from the Overview page:

- Visits: Total number of site visits.
- Users who have visited site: Total number of distinct users that visited the site.
- Site members: Total number of users that are member of the current site.
- Members who have visited site: Total number and percentage of users that are site members and have visited the site. This number may be different from Unique Visits if there are visits from users that are no longer members of the site.
- Members who have not visited site: Total number and percentage of users that are site members and have not visited the site.
- Average presence time per visit: Average time a user stays present on the site, per visit.

The following information is displayed for **Activity** from the **Overview** page:

• **Events**: Total number of site activity events (from the list specified on the tool Preferences page).

- **Most active tool**: The tool that generated most events (from the list specified on the tool Preferences page). Hovering the mouse over the value will display the full tool title.
- **Most active user**: The user that generated most events (from the list specified on the tool Preferences page). Hovering the mouse over the user EID will display the full user name.

The following information is displayed for **Resources** from the **Overview** page:

- Files: Total number of existing site files (folders excluded) from the Resources tool.
- **Files opened**: Total number and percentage of site files (folders excluded) from the Resources tool that were already opened for reading.
- **Most opened file**: The site file (from the Resources tool) that were most opened for reading. Hovering the mouse over the value will display the full resource file name.
- User who has opened the most files: The user that opened most site files (from the Resources tool) for reading. Hovering the mouse over the user EID will display the full user name.

Note: A more detailed report can be obtained by clicking on any of the items above (e.g., clicking on Members who have not visited site will display a report of all site users that never visited the site).

EXAMPLE:

Clicking the *Show more/less* link will expand or collapse the Visits report. The act of entering a site is considered a site visit.

Clicking the *Show more* link will present a chart and table view for a quick view of visits statistics.



How do I create and run a report?

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

Click the **Reports** tab at the top.

Cvenier Reports Vederences	% Link 7 Help
Overview	
Image: Stream more 14 3 3 3 Icom 0 Icom Show more Visits Users who have visited site Site Members who have visited site Members who have not visited site	
Click the Add option.	
Overview Reports Preferences	
Reports	
My reports Private reports, available for this site only. Image: Add Image: Add	
No reports defined.	
Enter a Title for your report. You can also enter a description but this is optional.	
Overview Reports Preferences	
New report	
Depart c	

(1) Report Specify report title and description (required when saving/editing the report).

Title:	This is an example
Description:	
	1

In the **What?**-section you will configure the type of activity to report. You can choose to report on Visits, Events, or Resources.

III What? Select activity to report.

Activity:	Visits	-
	Visits	
📆 When? Select time pe	Events	
	Resources	
Period:	Last 7 days	-

Select Visits to report on site visits.

Select **Events** to report on activity (either by tool or by event). Click on the desired tools/events in the list of tools displayed. You may also select **All** to display events for all available tools.

Select Resources to report on file/folder activity. This selection can be filtered by:

- Action: New (file uploaded/folder created), Read (file opened for reading), Revise (file details or contents changed) or Delete (file/folder deleted).
- **Resources**: Restricts report to selected files/folders or to files under selected folders.

In the When?-section you will configure the time period to report.

- All: All activity since site creation.
- Last 7 days: Activity from the last 7 days.
- Last 30 days: Activity from the last 30 days.
- Last 365 days: Activity from the last 365 days.
- **Custom**: Activity from a user-specified date interval.

📆 When? Select time period to report.



In the Who?-section you will configure the users to report on.

- All: All site users.
- **Role**: Users with the a user-specified role.
- **Group**: Users with the a user-specified group.
- **Custom**: Users selected from the presented list. Multiple users can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.
- **None**: To report users that doesn't match all the specified report conditions (e.g., selecting "Visits" + "All" date + "None" will report users that never visited the site).

Select users to report.				
Users:	All	•		
	All			
摢 How? Specify how res	Role			
	Group			
Totals by:	Custom			
	None			

In the How?-section you will configure the how the report will be presented.

How? Specify how results should be presented.

Totals by:	User	-
	Tool	
	Event	
	Resource	
	Resource action	
	Date	÷

You have the option to limit your number of results.

Number of results:	Limit to:	0	
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Choose the format you would like the data to be presented in.

Presentati	on:	Table	-
		Table	
		Chart	
Generate report	Sa	Table & Chart	

Click **Save Report** to save this report to your list of custom reports.

Then, Generate report to create your report.



How do I print/export a report?

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To print: After generating your report, click on the Printable Version link at the top right of the screen. Then click the Send to printer link at the top to print.

C STATISTICS				% Link 7 Help
Overview Reports Preferences				
Report: 'This is an exa	mple'			D Briefshle version
Site:	"JTST 1 V Year 2015" (14cbfa	91-f7a1-4ba9-8643-436d71133242)		Con Printed Contractor
Activity type:	Visits			
Time period:	03-Nov-2018 00:00 - 09-Nov	2018 16:05		
User selection type:	All			
Report date:	09-Nov-2018 16:05			
		Viewing 1 to 4 of 4 items		
		≤ < Show 20 ♥ >		
User ID	Name A	Evens	Date	Total
26443120	KHUNOU, TUMI	Site visit	2018/11/05	1
26941465	NYAKANE, TG	Site visit	2018/11/05	4
24498726	VILJOEN, JAN-PAUL	Site visit	2018/11/05	7
24498726	VILJOEN, JAN HUL	Site visit	2018/11/09	2
Back Export > STATISTICS Send to orienter Report: 'This is an exar Site: activity type: Time period: User selection type: Report date:	nple' '7TST 1 V Year 2015'' (14cbfas Visits 03-Nov-2018 00:00 - 09-Nov- All 09-Nov-2018 16:06	11.47a1.4ba9.8643.436d71133242) 2018 16:06		A Link THelp
User ID	Name 🛦	Event	Date	Total
26443120	KHUNOU. TUMI	Site visit	2018/11/05	1
26941465	NYAKANE, TG	Site visit	2018/11/05	4
24498726	VILJOEN, JAN-PAUL	Site visit	2018/11/05	7
24498726	VILJOEN, JAN-PAUL	Site visit	2018/11/09	2

To export: After generating your report, click on the **Export** button at the bottom of your report. Then, choose your prefer red format and your document will download to your computer.



Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Call centre: 018 285 5930

Campus support:

Mafeking:	Potchefstroom:	Vanderbijlpark:
Tel.: 018 389 2447	Tel.: 018 285 2295	Tel.: 016 910 3035/8
Office: ADC Building, Block D	Office: Building E8, Room 107A	Office: Building 13, Room SL313
Room G80		

OR

Log a ticket: support.nwu.ac.za