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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How do I view summary reports in the statistics tool?

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

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

You will see an **Overview** of the reports
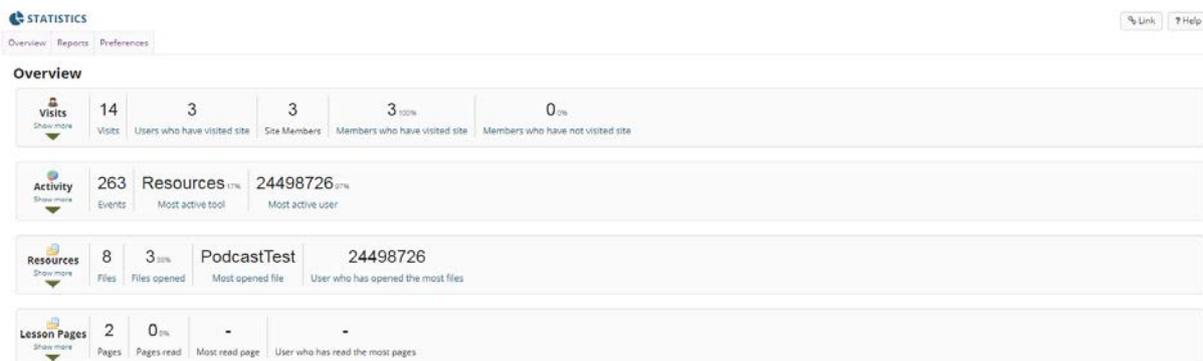
Summary reports are displayed on the **Statistics** tool landing page for *Visits, Activity, and Resources*.

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?

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

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

Click the **Add** option.

Enter a **Title** for your report. You can also enter a **description** but this is optional.
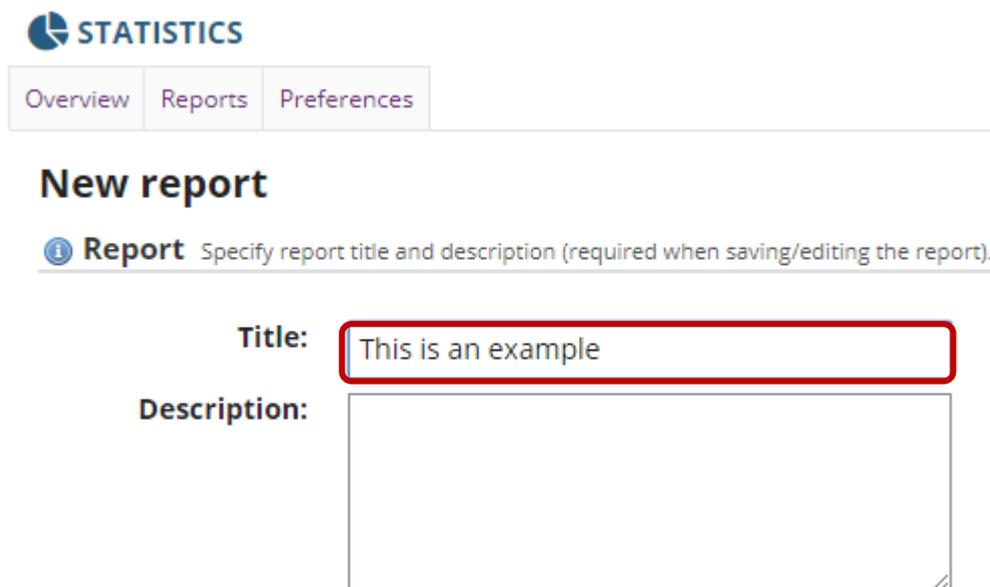
In the **What?**-section you will configure the type of activity to report. You can choose to report on Visits, Events, or Resources.
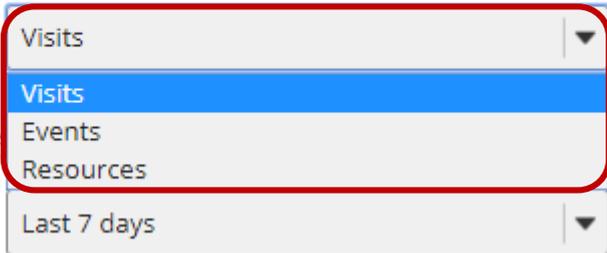
Select **Visits** to report on site visits.

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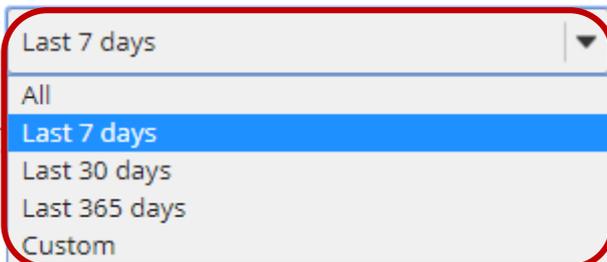
In the **Who?**-section you will configure the users to report on.

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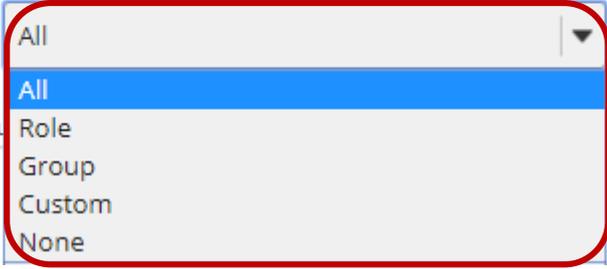
In the **How?**-section you will configure the how the report will be presented.

You have the option to limit your number of results.

Choose the format you would like the data to be presented in.
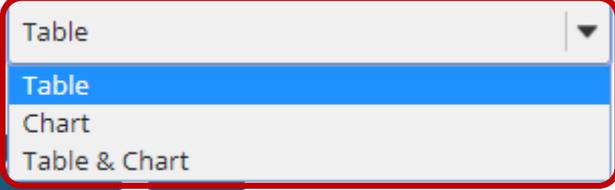
Click **Save Report** to save this report to your list of custom reports.

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.

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.
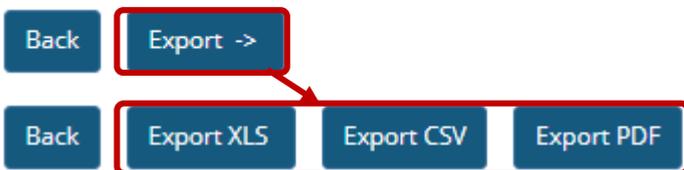
Need help?

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 Room G80	Office: Building E8, Room 107A	Office: Building 13, Room SL313

OR

Log a ticket: support.nwu.ac.za