

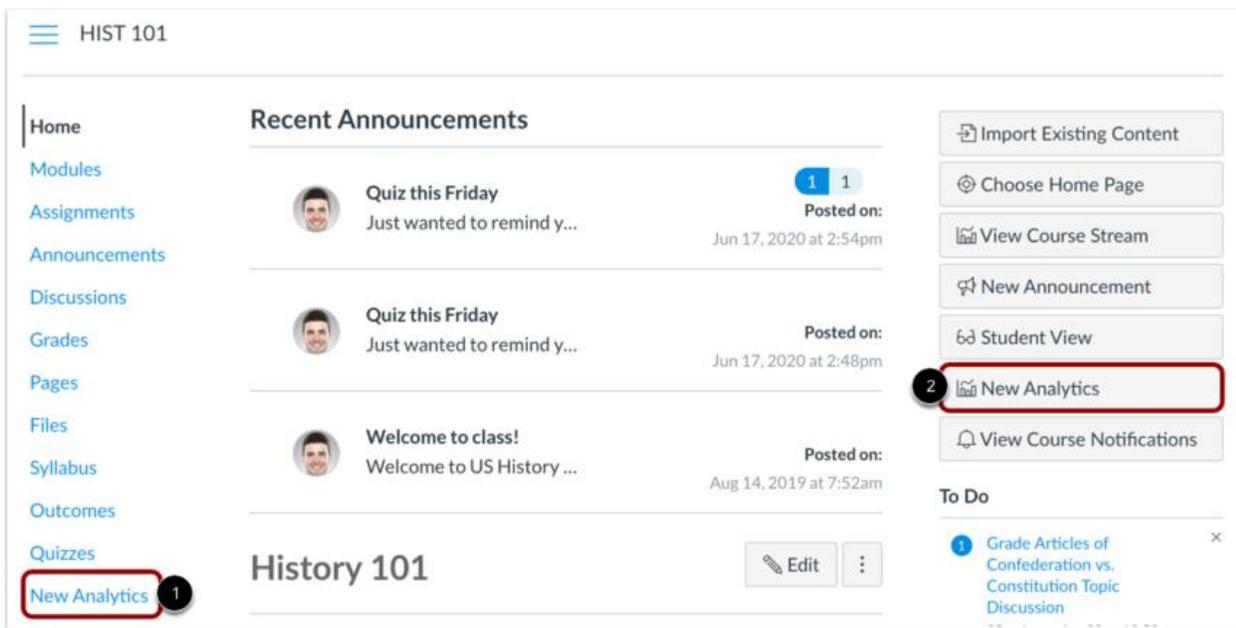
# How to Download the Course Activity Report on Quercus

This guide explains the steps to download the Course Activity Report for published courses as CSV files in New Analytics.

Please note that the report data may be delayed by 40 hours.

New Analytics report data begins on the date that New Analytics was enabled in a published course. For example, if a course enabled New Analytics on October 1 and downloaded a report on October 15, the report would only include data between October 1-15.

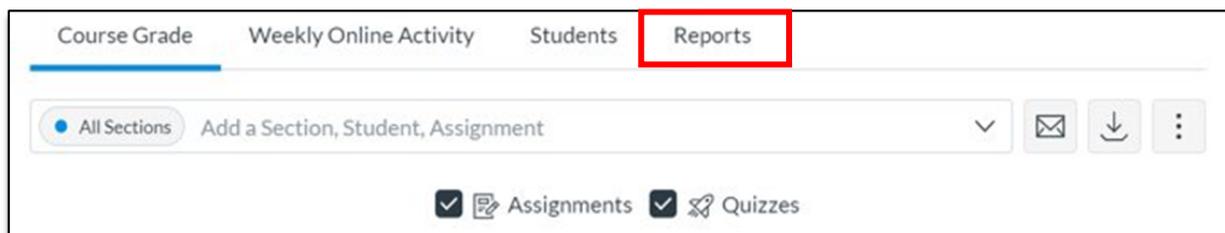
## Step 1 – Open New Analytics



On the course page, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

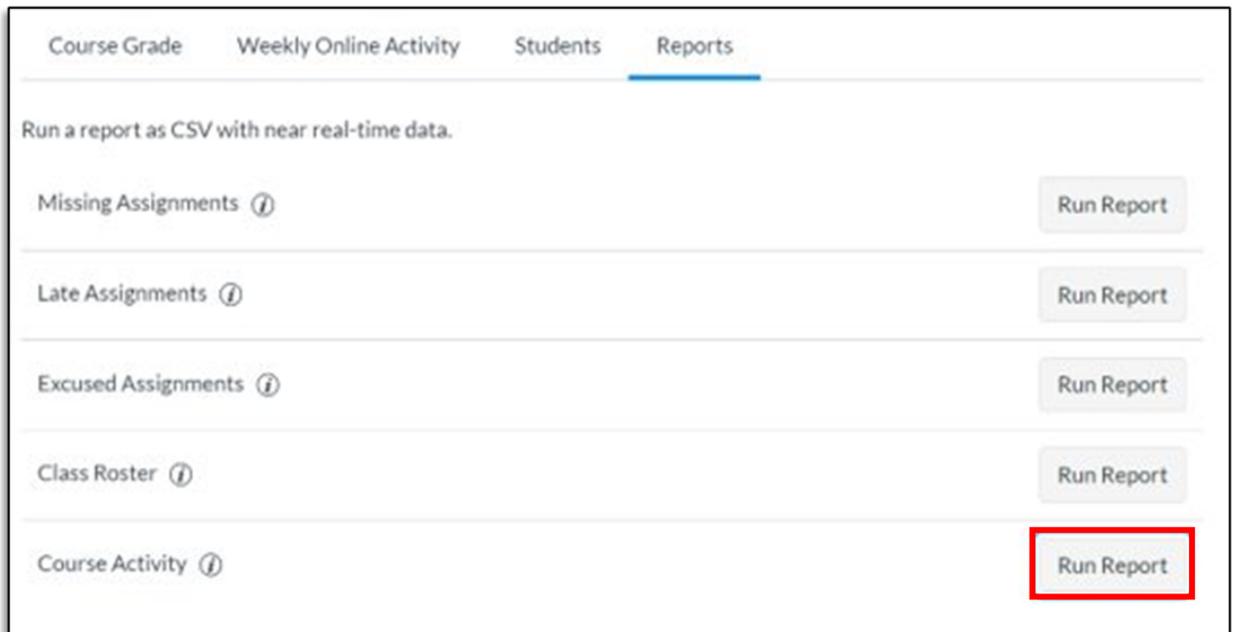
**Note:** If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

## Step 2 – Go to the Reports Tab



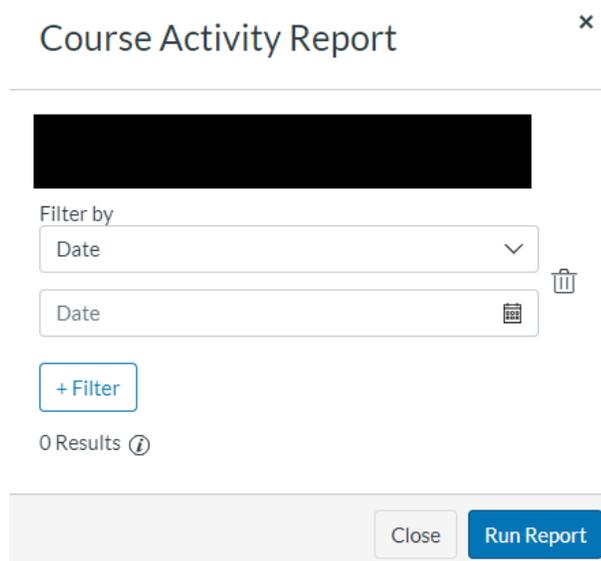
Click the **Reports** tab.

### Step 3 – Run the Report



Click the **Run Report** button for the Course Activity. A new box will appear with an option to apply filters to the report.

### Step 4 – Select Filter(s)



If wished, the data can be filtered by Date, Section Name and Student Name. Multiple filters can be applied by clicking on the “+ Filter” button.

Click on Run Report to download the CSV file for the Course Activity Report.

**Note 1:** The Course Activity report contains data for the last **14 days**. It must be downloaded every two weeks for a full picture of the course activity.

**Note 2:** After clicking on Run Report, an alert will pop up if the file exceeds the maximum supported number of rows. In this case, an option to download the unfiltered data for the last 27 days is available (see the image below). This report is also referred to as the **Course Access Report** in the data dictionary below.

## Course Activity Report ×

### Warning: Size Exceeded Maximum Number of Rows

This report contains 26762 rows, which exceeds the maximum supported number. Filtering is not available for this report request. You may still download the unfiltered, 27 day report. An unfiltered, 27 day report is available for download.

[Full Report](#)

Close

Run Report

## Data Dictionary

It is important to note that the standard Course Activity Report and the Course Access Report (i.e., report exceeding the maximum supported rows) generally contain comparable information, but the columns are named differently. In this context, the table below presents the column names and their definitions for both reports.

**Table 1:** Data Dictionary for the Course Activity and Course Access reports from Quercus.

Categories	Column Labels in Course Access Report (capturing data in the past 27 days)	Column Labels in Course Activity Report (capturing data in the past 2-week window)	Description
Course and Section information	lTiTcGuid	-	All records include the same code
	courseLtiContextId	-	All records include the same code
	globalCourseId	Course Id	Unique identifier for the course
	globalSectionId	Section Id	Unique identifier for the section
	sectionName	Section Name	The name of the section
	-	Course Name	The name of the course
Student identifier	globalStudentId	Student Id	Canvas student id. Unique identifier of students
	studentName	Student Name	FirstName LastName
	sortableName	Sortable Name	LastName, FirstName
	studentSisId	Student SIS ID	Student's UTORid
Student viewing information	contentType	Content Type	The category of the content. It corresponds to the menu tabs on Quercus
	contentName	Content Name	The name of the resource viewed or participated

	startDate	Start Date	The date on which a student accessed a "Content Name"
	pageviewCount	Times Viewed	The number of times a student clicked on a "Content Name" on the same day
	participationCount	Times Participated	The number of times a student participated in a "Content Name" on the same day. Actions that will generate a participation count are Announcements (posts a new comment to an announcement); Assignments (submits an assignment), Collaborations (loads a collaboration to view/edit a document), Conferences (joins a web conference), Discussions (posts a new comment to a discussion), Pages (creates a page), Quizzes (submits a quiz), Quizzes (starts taking a quiz).
	lastAccessTime	Last Viewed	Date and Time (exact to the minute) a student last participated or viewed a "Content Name" on the same day.
	firstAccessTime	First Viewed	Date and Time (exact to the minute) a student first participated or viewed a "Content Name" on the same day.

Sources:

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-and-download-reports-in-New-Analytics/ta-p/409936>

<https://community.canvaslms.com/t5/New-Analytics-Users/Analytics-Page-Views-and-Participations/ta-p/262828#toc-hld--581336757>