

# Working with the user analytics dashboard

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 This article is designated for administrators.

## About

The User Analytics dashboard provides you with data on a user's activities in the platform. To learn more about the User Analytics dashboard, see [User Analytics Dashboard](#).

In this article, you can review:

- [How to change the time frame for the dashboard](#)
- [How to compare between different time periods](#)
- [How to filter the data](#)
- [How to export reports to a CSV file](#)

The filters are automatically applied to all elements of the dashboard.

## Change Dashboard Timeframe

Use the date picker at the top of the dashboard to change the timeframe and view data across different periods. You can select preset time periods or choose specific dates.

### Preset Time Periods

Preset time periods are a quick way of looking at recent data, such as the last week or the last month. You can also select time periods such as current year or quarter.

Export
Filter
Last 30 Days Jan 24, 2021 - Feb 22, 2021

Preset
Specific Date Range

SINCE	LAST	CURRENT
Creation	7 Days	Week
	<b>30 Days</b> ✓	Month
	3 Months	Quarter
	12 Months	Year

☐ Compare with another period

Apply

## Selecting a Custom Timeframe

1. Click on the date picker and choose the Specific Date Range tab.
2. Navigate to the first date of the timeframe and click on the date in the calendar.
3. Navigate to the last date of the timeframe and click on the date in the calendar. The timeframe will appear marked on the calendar.
4. Select the hours filter to fine tune your filtering to specific hours. Note: if you want to select until midnight, please enter 23:59 as the hour.
5. Click Apply to view the dashboard data for the selected custom time period.

Preset

Specific Date Range

03/15/2021

09:00 ▾

–

03/21/2021

12:00 ▾

<

March ▾

2021 ▾

>

Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

☐ Compare with another period

Apply

## Compare Time Periods

You can compare different time periods to better understand your data considering seasonality and changes in usage following adoption of new tools and capabilities. You can choose to compare between the same period last year or pick a specific date and compare the timeframe starting from this date. You can also use the hours filter to fine tune your analytics for specific hours.

To compare time periods

1. Click on the date picker and choose the Specific Date Range tab.
2. Select the first time period you would like to explore.
3. Check the box to Compare with Another Period.
4. Choose the second time period you would like to compare with:

Preset

Specific Date Range

03/15/2021

09:00 ▾

–

03/21/2021

12:00 ▾

<

March ▾

2021 ▾

>

Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

☒ Compare with another period
 

☒ Same period last year
 ☐ Same period starting at:

Apply

- Choose **Same Period as Last Year** to compare the exact same time period the year before. For example, if the first selected time period is March 15, 2021 to March 21, 2021, the comparison will be performed to the time period of March 15, 2020 to March 21, 2020.
- Choose **Same Period Starting At** to compare with a specific time period of the same duration. You may also select to filter the analytics for the hours for a specific time range. For example, if you would like to compare analytics for March to February, select the first selected time period as March 15, 2021 to March 21, 2021. Enter the hours specific hours you want to produce the analytics for. In the following screen, analytics for 9 AM to 12PM have been chosen for rendering. Then select the Same Period Starting At and mark the starting date as February 15, 2021. The comparison will be performed for the time period of February 15, 2021 to February 21, 2021.

Preset

Specific Date Range

03/15/2021

09:00 ▾

–

03/21/2021

12:00 ▾

<

March ▾

2021 ▾

>

Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

☒ Compare with another period
 

☐ Same period last year
 ☒ Same period starting at:
 

02/15/2021

09:00 ▾

Apply

- Click **Apply** to view the dashboard data and compare the information from both periods.

To return to viewing a single time period

- Click on the **Exit Compare Mode** link next to the Date Picker.

Export ▾

Filter ▾

⚡ 7 Days 03/15/2021, 09:00 - 03/21/2021, 12:00 ▾

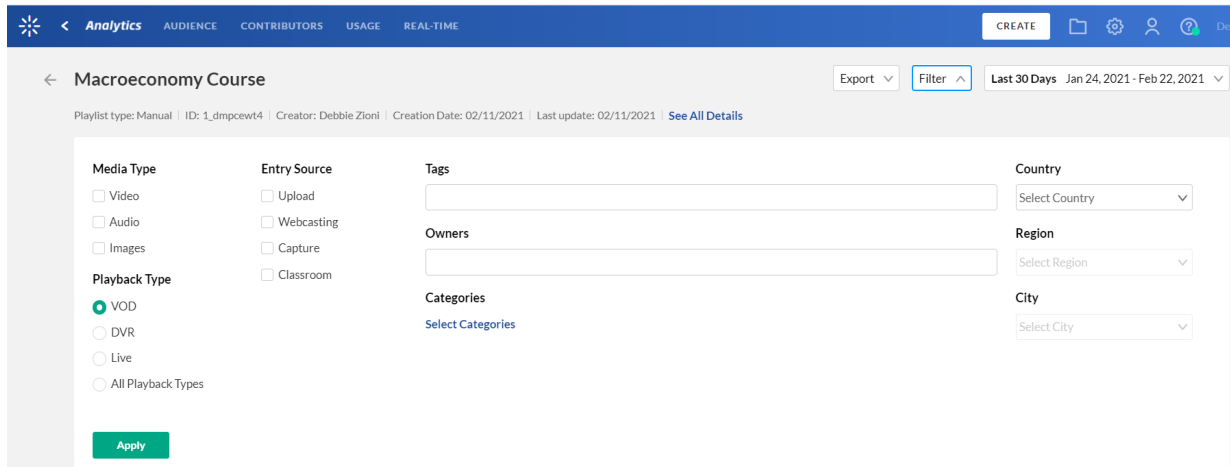
Exit Compare Mode

## Filter the Data

You can filter the data in the dashboard based on additional dimensions such as the location, tags, categories and more.

To filter the dashboard data based on a specific parameter

1. Click on the Filter option to open the Filters pane.
2. Fill in the relevant filters you would like to use.
3. Click Apply to show the filtered data in the dashboard.



The screenshot shows the 'Macroeconomy Course' analytics page. At the top, there's a navigation bar with 'Analytics', 'AUDIENCE', 'CONTRIBUTORS', 'USAGE', and 'REAL-TIME'. Below this, the page title is 'Macroeconomy Course'. To the right of the title are buttons for 'Export' and 'Filter', and a date range selector set to 'Last 30 Days' (Jan 24, 2021 - Feb 22, 2021). Below the title, there's a metadata line: 'Playlist type: Manual | ID: 1\_dmpcewt4 | Creator: Debbie Zioni | Creation Date: 02/11/2021 | Last update: 02/11/2021 | [See All Details](#)'. The main area contains several filter sections: 'Media Type' with checkboxes for Video, Audio, and Images; 'Playback Type' with radio buttons for VOD (selected), DVR, Live, and All Playback Types; 'Entry Source' with checkboxes for Upload, Webcasting, Capture, and Classroom; 'Tags' with a text input field; 'Owners' with a text input field; 'Categories' with a 'Select Categories' link; 'Country' with a dropdown menu; 'Region' with a dropdown menu; and 'City' with a dropdown menu. An 'Apply' button is located at the bottom left of the filter sections.

The filtering options are:

- Media Type(s) - video, Audio, and/or Images
- Entry Source - the source of the content ingested to the system. Content can be uploaded, created via Kaltura's Capture Suite, live streamed, or created in many other ways.
- Playback Type(s) - VOD, DVR, Live and All Media Types.
- Tags - the tags on the content
- Owners - the owners of the content
- Categories - click Select Categories to select from the list of categories.
- Domains/ URL Pages - domains and URLs pages where the video was viewed
- Country/Region/City - location where the created video was viewed

## Export to CSV

All analytics tabs have the option to Export to a CSV.

Click Export to open the drop down list and select the data you would like to export. One or more options may be selected.

A notification is sent about the export request status. If the data in the report was filtered, the report is based on the filter applied. You will be notified that your export request is being processed and will be emailed to you when completed. Note that export is limited by 60,000 records and time to execute. If you receive an error, break down your report to smaller time frames or use filters to reduce the size of the report.

The files expire in 7 days.