How to Create a Web Visits Analytics Report

- 1) Visit the Sac State Web Analytics Tool Page.
- 2) Authenticate by logging in with your Sac State Credentials.



- 3) Follow the <u>How-To Instructions</u> on the page or read the "Search by Site URL Path" instructions below:
 - a. Visit site in question in a separate browser tab (e.g. https://www.csus.edu/information-resources-technology/).



b. Select or highlight the full directory path in question starting after "https://www.csus.edu/".



- c. Copy path (ctrl+c or right-click -> copy).
- d. Paste path into search field on this page (ctrl+p or right-click -> paste)



Page (Enter URL path)	Paste here	Pageviews
Q information-resources-technology/		×

e. Check the "Page" checkbox to select all pages found.

🗸 Page (99)	Pageviews
Q information-resources-technology/	×
/information-resources-technology/teaching-learning/canvas.html	6.3K
/information-resources-technology/accounts-access/my-account.html	5.5K

- f. Click outside of the search field area to close it.
- g. Set the dates you are looking to get the analytics for using the calendar dropdown.

Type in your site's URL path starting after "https://www.csus.edu/" (Example: information-resources	-technology OR college/a	rts-letters)	
Page: Enter URL path, /apply/	(2) 👻	Dec 1, 2022 - Dec 31, 2022	-

Note: Results will be sorted by Pageviews on default.

h. View your results and sort them by Page Views (Number of Visits), Unique Page Views (Visits by Unique Users), Page, or Page Titles.

(2) 🔻	Dec 1,	, 2022 - Dec 31, 2022		•
Pageviews	\checkmark	Sort by	×	ews
Unique Page	views	Reset		.024
Page		Export		
Page Title		Explore (No A	(ccess)	

i. If you wish to export the data, click on Export and choose your desired format.

Name * New CSUS 2019_Page 1_Table	
Export As	
⊙ csv	
O CSV (Excel)	
O Google Sheets	
Options	
Keep value formatting	

If you wish to prefer to request the report to us (SAIT Web), please submit a ticket using our <u>SAIT Web</u> <u>Request Form</u>. Please indicate the website and date range you need the report to display.