Accessing CommonSpot Page Usage Statistics

The CommonSpot system allows users to analyze user data, such as how many page visits your CommonSpot pages have received over different periods of time, such as daily, weekly and monthly. You may also check statistics for a single page, or the collective usage statistics for the contents of a directory. To use this functionality you will need to be the page owner for the specific page you wish to view the statistics of. This means that you will need to have created the page. If you are not the page owner, but would like to view the usage statistics, contact OIT (webdev@nl.edu) and we will either send you the usage statistics, or if necessary, we can assign page ownership permissions to your CommonSpot account.

1. To view the visitor statistics of a specific page, first, log in to CommonSpot. Visit the page you wish to see the visitor statistics for. Go to the bottom of the browser screen and locate the Knowledge Base CommonSpot icon. Click this icon to access the Knowledge Base menu options. Now select the Document Information option.

   The Document Information option will allow you to view specific information regarding the page such as the page title, page description, publication date, creation date, date of last major modification, the page owner, any page locks, the page’s content contributors, and if you are the page owner or have ownership permissions for the specific page, Usage Statistics.

2. Click on the Usage Statistics button. A new window will appear. You will now see the Usage Statistics options window. This window will allow you to view statistics specific to the current page or the current directory.

3. Use the drop-down menu on the top-right of the screen to select if you would like to view statistics for the specific page, directory, or directory and sub-directories. This will change the statistics shown at the bottom of the screen.

4. Clicking on the calendar icons across the top will allow you to view different reports. You can view daily, weekly or monthly reports. Your statistics will appear at the bottom of the screen. You can then copy and paste into WORD documents, or use “CRTL + P” to print the statistics page with your selected sorting criteria.