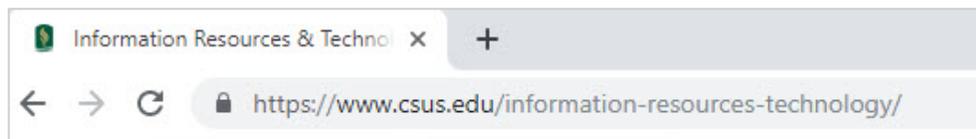


# How to Create a Web Visits Analytics Report

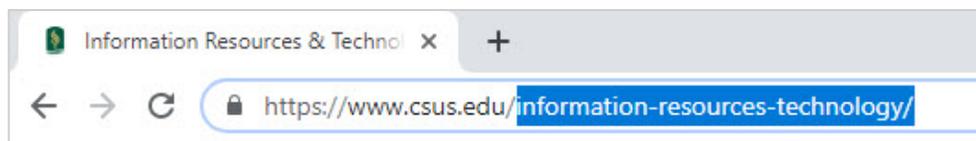
- 1) Visit the [Sac State Web Analytics Tool Page](#).
- 2) Authenticate by logging in with your Sac State Credentials.



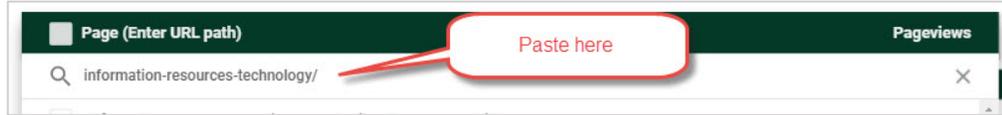
- 3) Follow the [How-To Instructions](#) on the page or read the "Search by Site URL Path" instructions below:
  - a. Visit site in question in a separate browser tab (e.g. <https://www.csus.edu/information-resources-technology/>).



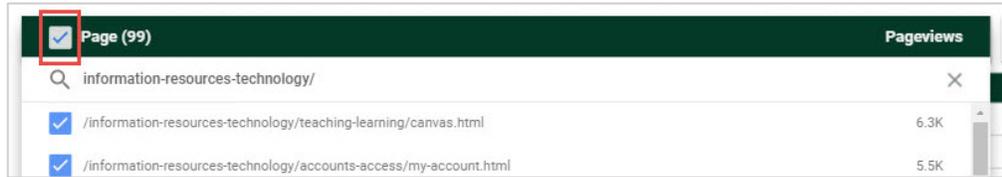
- b. Select or highlight the full directory path in question starting after "https://www.csus.edu/".



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



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

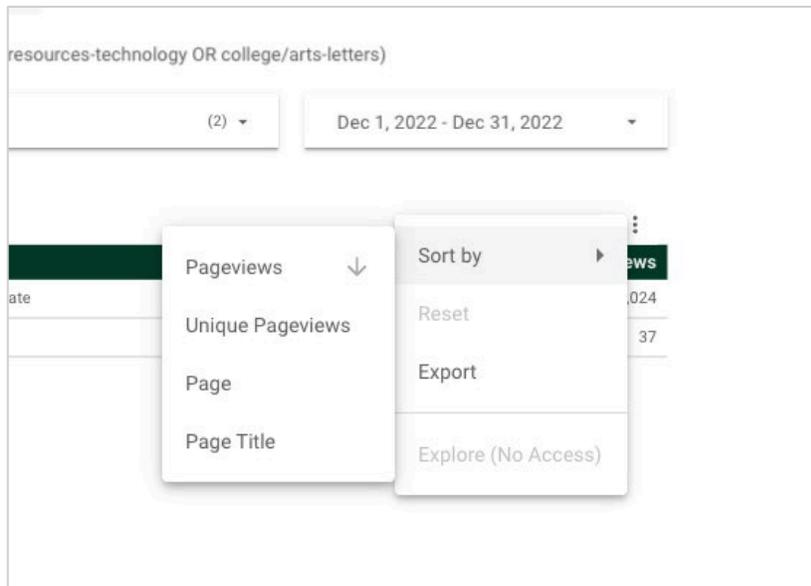


- f. Click outside of the search field area to close it.
- g. Set the dates you are looking to get the analytics for using the calendar dropdown.



**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.



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

**Export Data**

Name \*  
New CSUS 2019\_Page 1\_Table

**Export As**

CSV

CSV (Excel)

Google Sheets

**Options**

Keep value formatting

Cancel Export

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