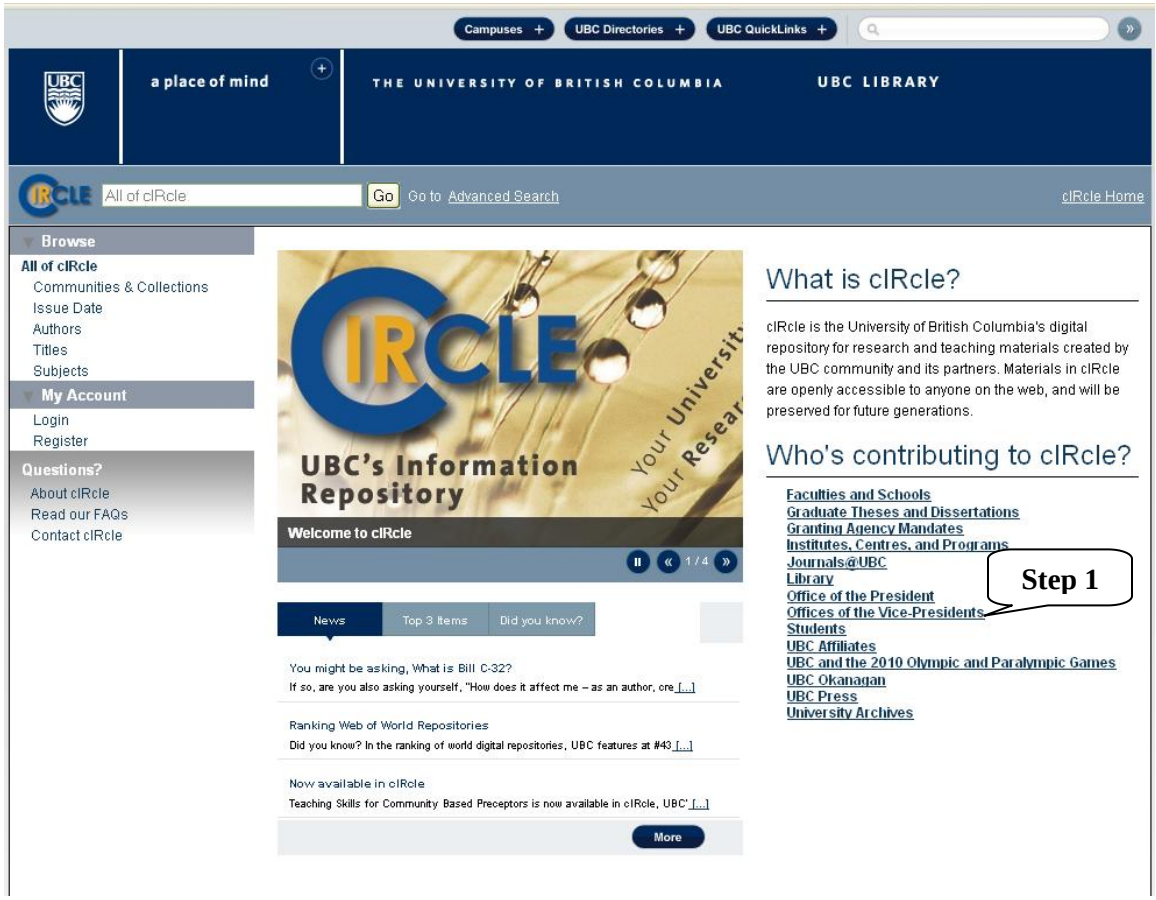
[USE STATISTICAL INFORMATION TOOL]
Note: Anyone can view the statistical information about any item(s) in cIRcle.
To view, click on “Show Statistical Information”. To hide, click on “Hide Statistical Information”.

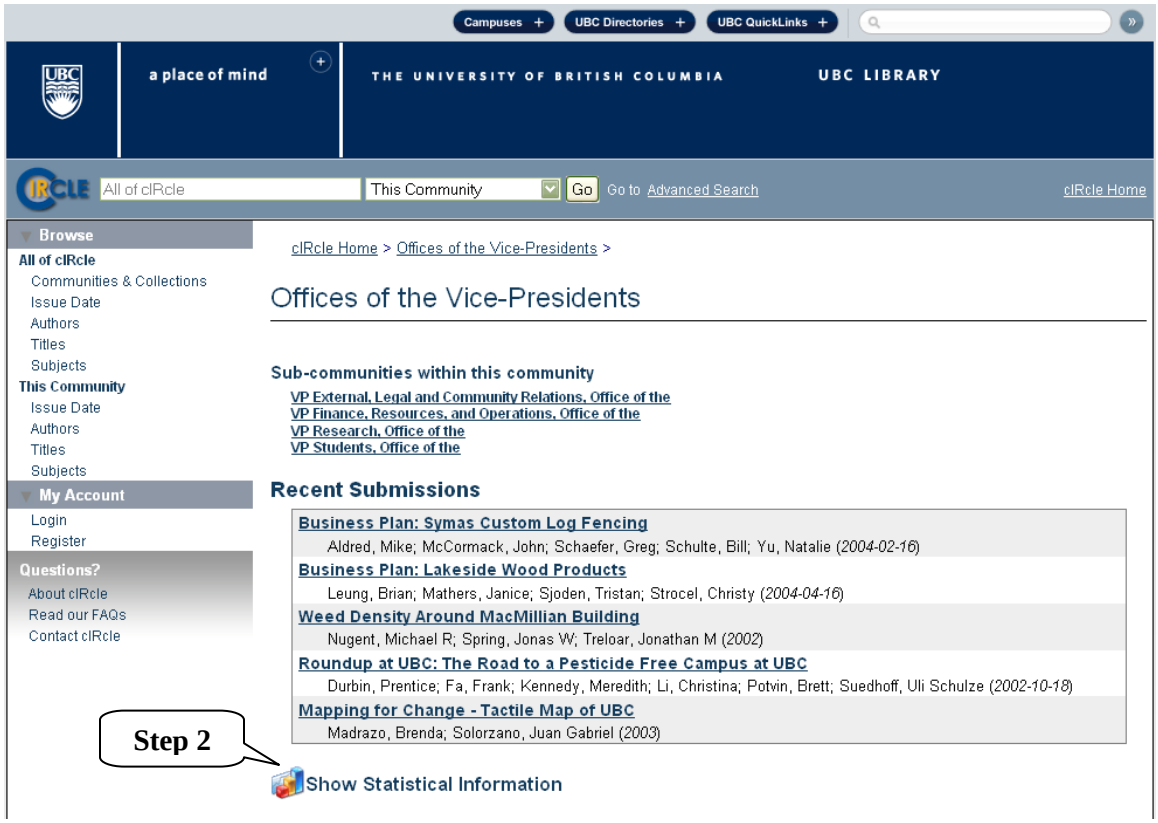
To view statistical information:

At the Community level – See example below:
1. Under “Who’s contributing to cIRcle?”, select “Offices of the Vice-Presidents” **community (Step 1)**.



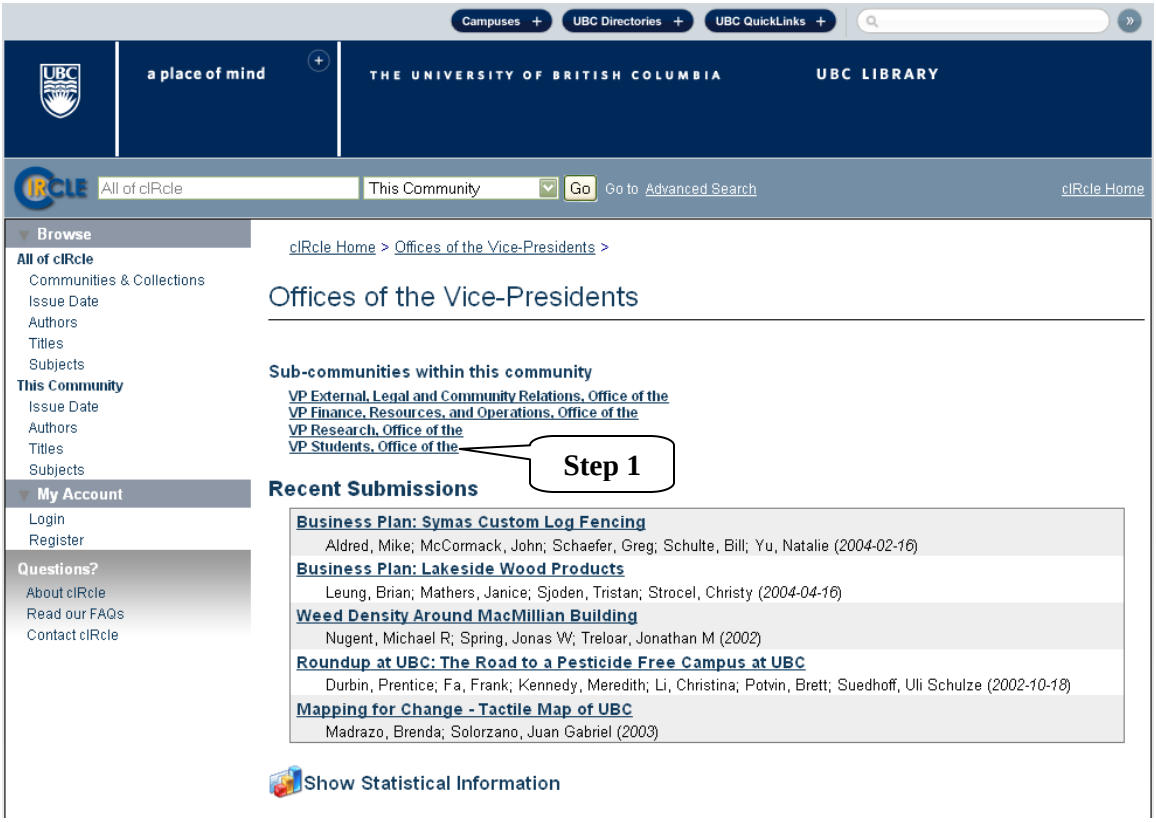
2. Next, scroll down and click on **“Show Statistical Information” (Step 2)** under the “Recent Submissions” section.

[Note: To hide statistical information, click on “Hide Statistical Information”.]



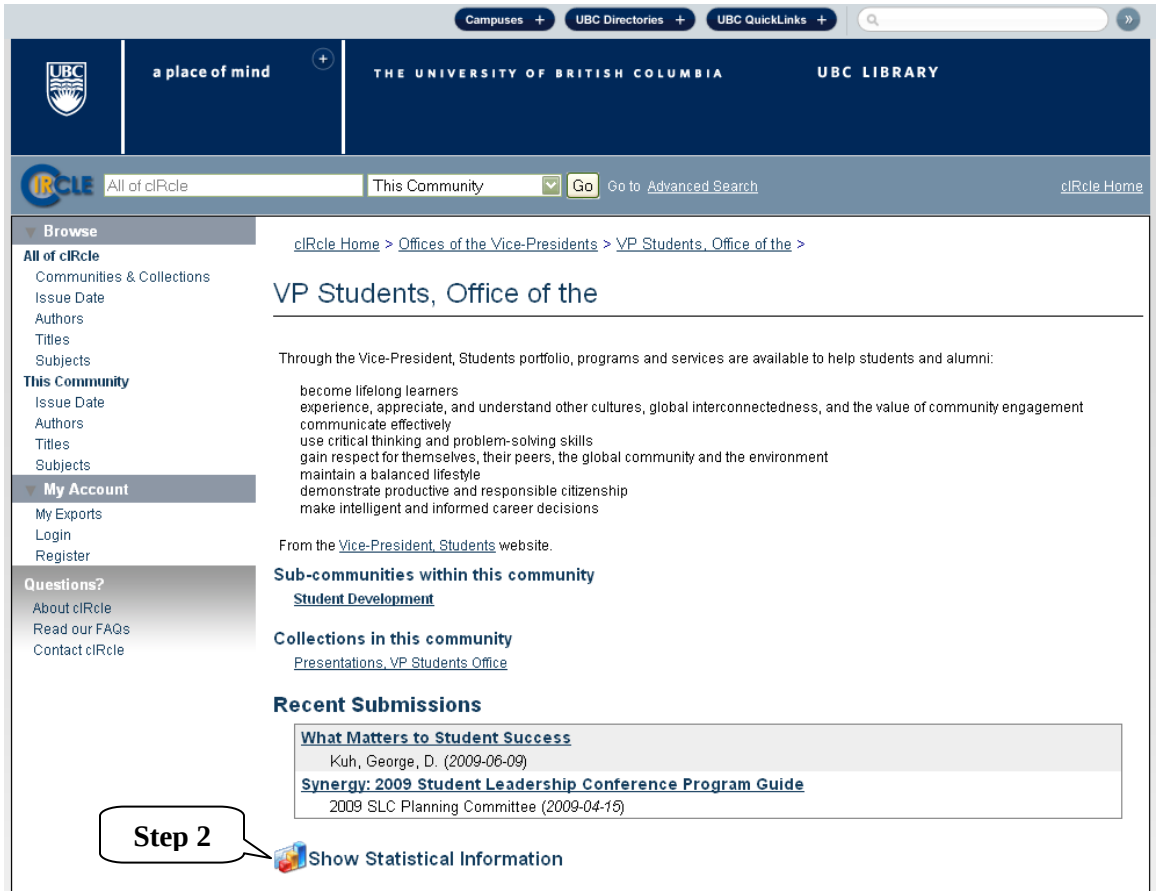
To view statistical information:

At the Sub-community level - See example below:
1. Click on the “VP Students, Office of the” **sub-community (Step 1)**.



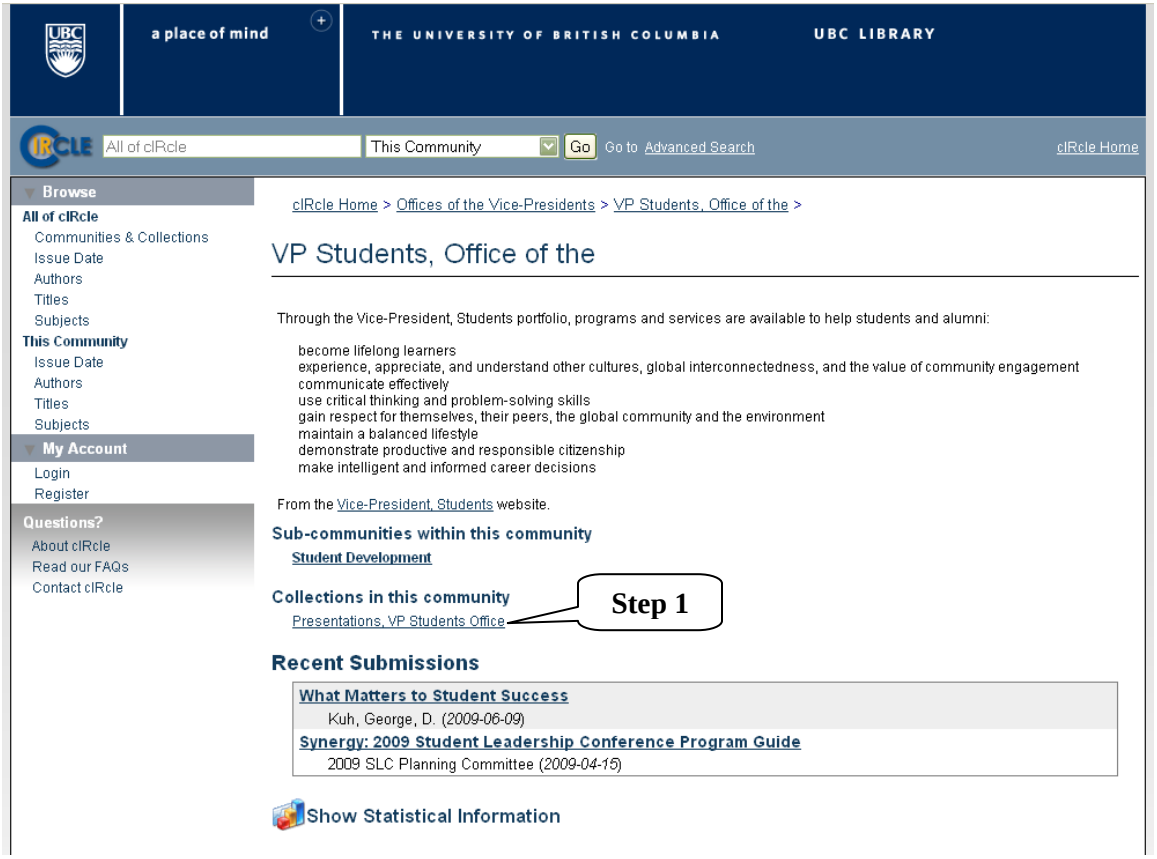
2. Next, scroll down and click on **“Show Statistical Information” (Step 2a)** under the “Recent Submissions” section.

[Note: To hide statistical information, click on “Hide Statistical Information”.]



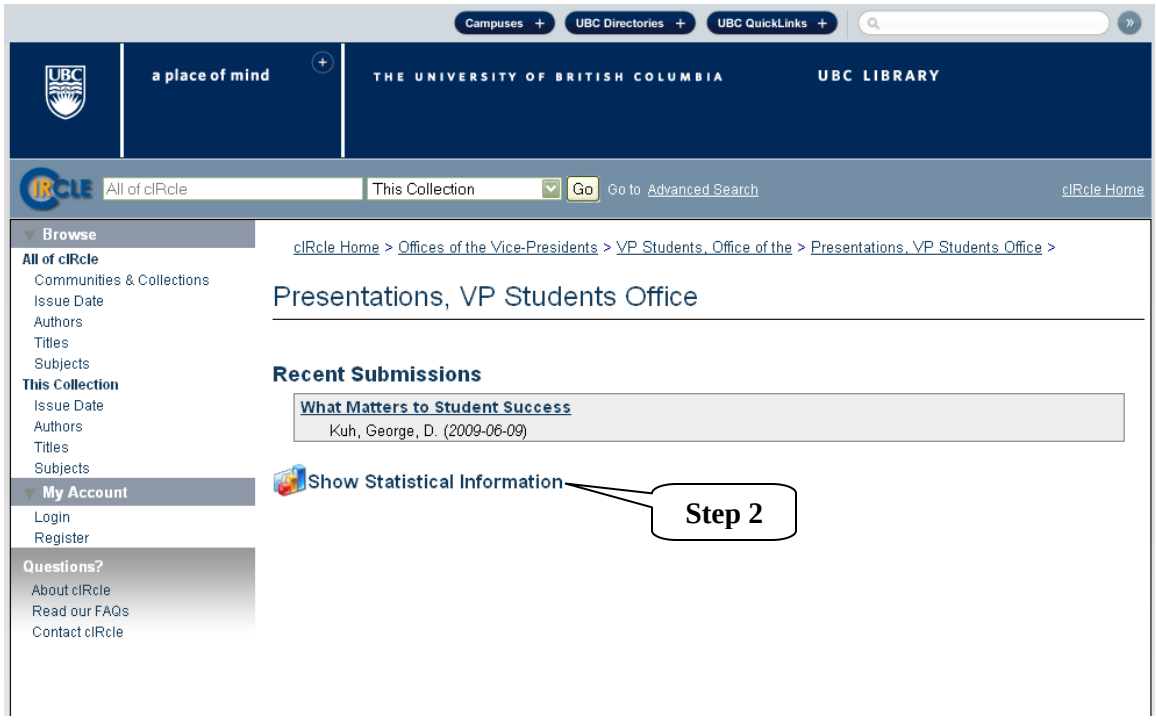
To view statistical information:

At the Collections level - See example below:
1. Click on “Presentations, VP Students Office” **collection (Step 1)**.



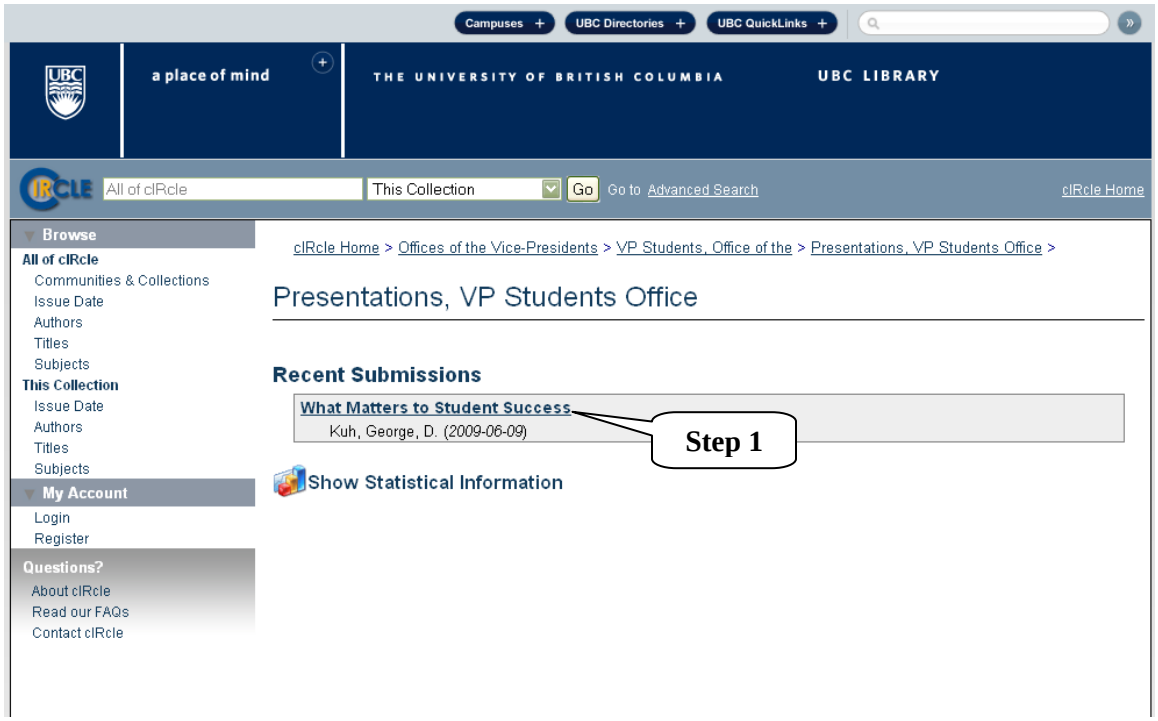
2. Next, scroll down and click on **“Show Statistical Information” (Step 2)** under the “Recent Submissions” section.

[Note: To hide statistical information, click on “Hide Statistical Information”.]

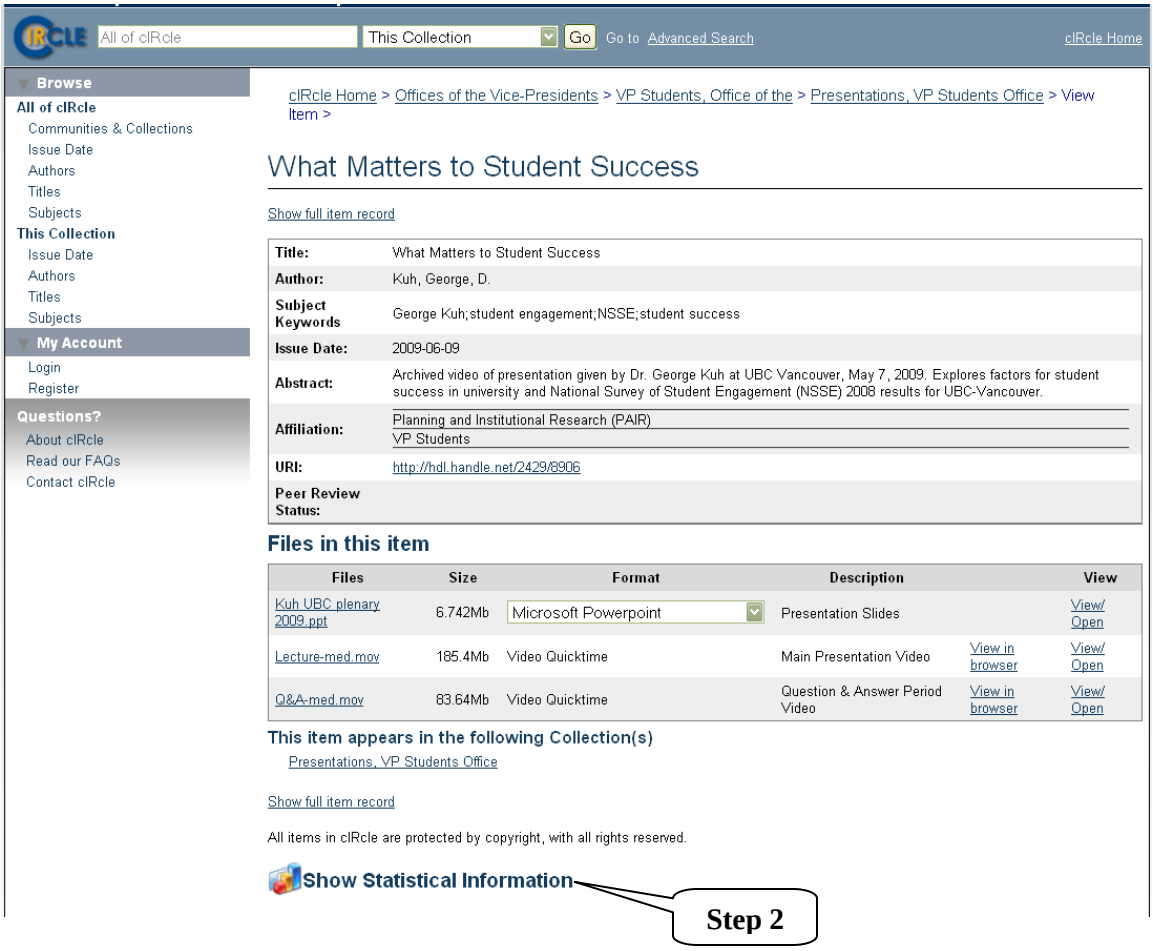


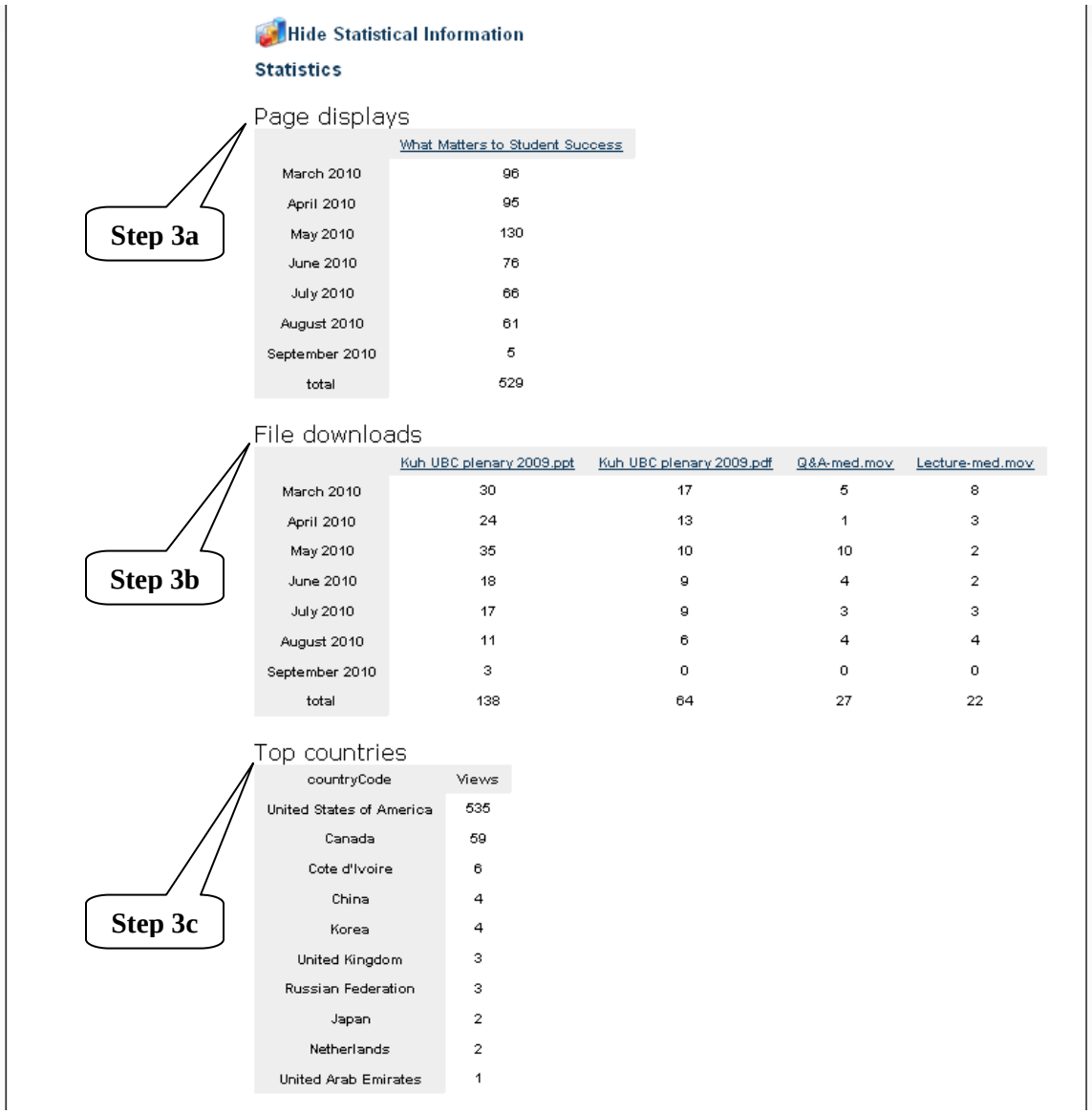
To view statistical information:

At the Item level - See example below:
1. Click on the “What Matters to Student Success” **item (Step 1)**.



2. Next, scroll down and click on **“Show Statistical Information” (Step 2)** under the “Recent Submissions” section.



3. At the Item level, the statistical information provides a monthly summary of **"Page displays" (Step 3a)** (item metadata record displays), **"File downloads" (Step 3b)** (main file and any supplementary file(s)), and **"Top countries" (Step 3c)** (accessed from country listed).

[Note: To hide, click on "Hide Statistical Information".]