



# Required reading reporting overview

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Every time a reader checks the box to acknowledge reading a required reading article, we capture that acknowledgement in the Required Reading reporting.

This report is currently available as a CSV download in **Reporting > Required reading**.

Authors with the default Editor or Writer role can view and download this report. If you're using a [custom role](#), you'll need to have the Reporting [Permission](#) to View required reading reports.

To view the report:

1. Go to **Reporting > Required reading**.
2. Select **Export report to CSV**.
3. Once the CSV has generated, select **Download Export**.
4. Open the CSV in any program of your choice (Excel, text editor, etc.).