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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**.

All authors with the default Editor and Writer roles can download this report. Authors with **custom roles** must have the **View required reading reports** Reporting Permission to view it.

To view the report:

1. Go to **Reporting > Required Reading.**

2. Click the link to **Export report to CSV.**

3. Once the CSV has generated, click the link to **Download Export**.

4. Open the CSV in any program of your choice (Excel, text editor, etc.).