

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.).