

My Usage – Dashboard Usage Quick Start Guide

1. Data Filters

Time: Year (Jul 1, 2015 - Jun 30, 2015) UPDATE FILTERS

Filter the data displayed on this page by selecting among the following time criteria:

- Year: July 1 – June 30
- Fall: Aug – Dec
- Spring: Jan-May
- Summer: Jun-Jul
- Month: Current and Last Months
- Week: Current and Last Week

After selecting the time period in the drop-down box, click **UPDATE FILTERS** to see the data results.

2. Metric Tiles



These tiles display usage data metrics based on the time period defined in the filters. Clicking on a tile will bring you to the corresponding data drilldown.

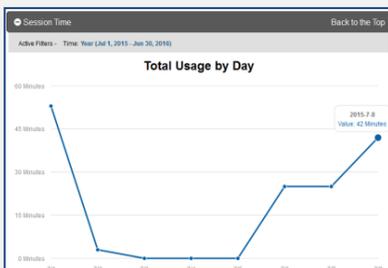
- Logins – Total number of unique logins to the dashboard
- Consistency - % of weeks with at least one login
- Session Time – Total amount of time logged into the system
- Page Views – Total number of unique page views accessed
- Page Actions – Total number of unique actions called

3. Export Artifact

EXPORT ARTIFACT

This feature exports your Usage data into an RTF file (Word compatible). This file may be uploaded as an artifact to Bloomboard.

4. Data Drilldowns



Data drilldowns for each metric are displayed in collapsible sections. The data displayed corresponds to the time period defined by the Data Filter.

Page Views and Actions – Hover over a 'donut' segment to see more detail within that category.

Hover over Definition for an explanation of the metrics.

Note: The numbers on this page correspond with the Dashboard location on the reverse side of this guide.

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General Overview

Local Assessment Upload

Dashboard Usage

My Usage

Time: Year (Jul 1, 2015 - Ju

UPDATE FILTERS

1

2

Logins
➔ 3

Consistency
↻ 33%

Session Time
🕒 00H 26M

Page Views
📄 22

Page Actions
🔖 5

3

EXPORT ARTIFACT

4

Logins and Consistency

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Active Filters - Time: Year (Jul 1, 2015 - Jun 30, 2016)

Total Logins by Day

