

School Usage – Dashboard Usage Quick Start Guide

Data Filters

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

Time

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

Role

- All (all staff members)
- Staff
- Counselor/Leader or Registrar
- System admin
- School admin
- Teacher

After selecting the filters in the drop-down boxes, click 'Update Filters' to see the data results as filtered by your selected criteria.

The screenshot shows a dashboard interface with the following elements:

- Navigation tabs: School Information, Academic Dashboard, Operational Dashboard, Goal Planning, Dashboard Usage.
- Sub-navigation: School Usage, My Usage.
- Filter bar: Time (Year (Jul 1, 2015 - Jul)), Role (All), UPDATE FILTERS.
- Metric Tiles:
 - Logins: 32
 - Consistency: 58%
 - Session Time: 5H 31M
 - Uptake: 0%
 - Page Views: 243
 - Page Actions: 40
 - Admin Actions: 0
 - Active Users: 4
- EXPORT CSV button.

Metric Tiles

Export CSV

Click to export the Usage data displayed on the page into an CSV file.

These tiles display usage data metrics for all specified roles and the time period as 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
- Uptake – Active users / Potential users within the school
- Page Views – Total number of unique page views accessed
- Page Actions – Total number of unique actions called
- Administrative Actions – Total count of administrative actions
- Active Users – Total number of Active users in the school

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User List

Displays users in your school who meet the Data Filters as currently applied. Key usage metrics will display for each user.

Sort by metric by clicking on the column header.

Click a name to be taken to the My Usage page for that user.

Active User List

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

Show entries Search:

Name	Logins	Consistency	Session Time	Page Views	Page Actions
Sibyl Sgrignoli	3	33%	0H 25M	22	5
Cecil Choudhry	1	33%	0H 0M	8	6
Keisha Christison	17	100%	2H 55M	132	6
Kira Dealba	11	66%	2H 9M	81	23

Showing 1 to 4 of 4 entries Previous Next

Page Views

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

243 Total Page Views [Reset](#)

Classroom View
120

Page	Percent	Number
Classroom View	49%	120
View by Assessment	49%	118
My Dashboard Usage	14%	34
School Dashboard Usage	10%	25
School Information	10%	24
School Academic Dashboard	10%	24
Student Academic Dashboard	5%	11
Local Assessment Upload	1%	2
School Operational Dashboard	1%	2
Student Transcript	0%	1

[Definitions](#)

Data Drilldowns

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

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.