

# ACCESS GALE COURSES USAGE

To access and run your Gale Courses usage reports sign into [education.gale.com/admin](https://education.gale.com/admin) using your Gale Courses Admin credentials and follow the steps below.

1 Click **Reports** at the top of your **Dashboard**

Information Center

Dashboard Student Search **Reports** Resources

May

Choose Your Report

- Student Activity
- Course Activity
- Demographics
- Student Comments
- Student Evaluations

1,672 total enrollments

1,281,398 total minutes in class

Top 20 Courses

| Course                                     | Students |
|--|----------|
| Intermediate Comp/TA An Certification Prep | 60       |
| Basic Comp/TA An Certification Prep        | 58       |
| Speed Spanish                              | 45       |
| Generology Basics                          | 42       |
| Discover Sign Language                     | 34       |
| Grammar Refresher                          | 26       |

New Courses

| Course                                    | Date Added |
|---|------------|
| Getting Started with Google Workspace     | 07/13/2022 |
| Project Management Professional PMP® Prep | 06/08/2022 |
| Introduction to Microsoft Publisher       | 05/14/2022 |
| Coursewriting for College Prep            | 06/14/2022 |
| Managing Remote Teams                     | 01/11/2022 |
| Introduction to Windows 11                | 01/11/2022 |

2 Enter your desired report type and date range, then hit **Go**

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Course Activity Report

Course Activity

May 29, 2014 - March 20, 2023

| Course Title                                | Enrolled Total | Verified Total | Unverified Total | Total Time Spent (minutes) |
|---|----------------|----------------|------------------|----------------------------|
| Auto 2 Grant Writing                        | 24             | 9              | 15               | 14122                      |
| Auto 2 Grant Writing II - Beyond the Basics | 1              | 0              | 1                | 464                        |
| Accounting Fundamentals                     | 16             | 8              | 8                | 14264                      |
| Accounting Fundamentals II                  | 4              | 3              | 1                | 7261                       |
| Achieving Success with Difficult People     | 11             | 5              | 6                | 2270                       |
| Achieving Top Search Engine Positions       | 6              | 4              | 2                | 2398                       |
| Administrative Assistants Applications      | 4              | 3              | 1                | 2647                       |
| Administrative Assistants Fundamentals      | 13             | 10             | 3                | 6474                       |
| Advanced Comp/TA An Certification Prep      | 5              | 3              | 2                | 1267                       |
| Advanced CSS3 and HTML5                     | 2              | 0              | 2                | 0                          |

3 Use the **Download** icon on the right to download your report

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Dashboard Student Search **Reports** Resources

Course Activity Report

February 1, 2023 - March 1, 2023

| Course Title                          | Enrolled Total | Verified Total | Unverified Total | Total Time Spent (minutes) |
|---------------------------------------|----------------|----------------|------------------|----------------------------|
| Accounting Fundamentals               | 1              | 0              | 1                | 0                          |
| Drawing for the Absolute Beginner     | 1              | 1              | 0                | 188                        |
| Effective Business Writing            | 0              | 0              | 0                | 1220                       |
| Introduction to QuickBooks Online     | 1              | 0              | 1                | 0                          |
| Introduction to Stock Options         | 0              | 0              | 0                | 1886                       |
| Leadership                            | 1              | 0              | 1                | 0                          |
| Real Estate Investing                 | 1              | 0              | 1                | 0                          |
| Speed Spanish                         | 2              | 0              | 2                | 0                          |
| Stocks, Bonds, and Investing: Oh, My! | 0              | 0              | 0                | 3004                       |