ACCESS YOUR GALE PRESENTS: MISS HUMBLEBEE'S ACADEMY USAGE REPORTS

Utilize this tip sheet to access your *Gale Presents: Miss Humblebee's Academy* usage through Gale's **Usage Dashboard**, and better understand the data.

ACCESS THE USAGE DASHBOARD

Navigate to **usage.gale.com** and sign in utilizing your Admin Credentials.

If you don't know your credentials, reach out to Gale Technical Support at gale.technicalsupport@ cengage.com.

FIND AND CUSTOMIZE YOUR REPORTS

Select **Reports** at the top of the page and navigate to *Miss Humblebee's Academy* under the **Additional Product Reports** section.

The report defaults to the last full month of usage. You can change the date range at the top of the page.

Another default is the type of data shown. When first selecting the report, you will see **Total Usage Minutes**, **Total Guest Logins**, and **Total Named User Logins**. Utilize the **Metrics** dropdown to edit this default.

While on this report there are many data point labels you should be aware of, these are listed below.

- **Usage Minutes**: The amount of time a user is active within the resource.
- **Guest Login**: A user accessing without creating an account.
- **Named User Login**: A user accessing by signing into their own account.
- **In Library Usage**: Users accessing at your library.
- **Remote Usage**: Users accessing away from your library (like at home).

DOWNLOAD OR PRINT YOUR USAGE

Once your report is customized, utilize the **Download** or **Print** buttons found next to the report title to save it for later.

There are no download limits, so you can download as many times as needed.

Report Date	Location Name	Loc ID	Total Usage in Minutes	Total Guest Logins	Total Named User Logins	In Library Guest Usage			In Library Named User Usage			R...
						Number of Logins	Minutes	% of Total Usage Minutes	Number of Logins	Minutes	% of Total Usage Minutes	Numb... of Logins
2025-01-01			848	19	32	12	56	7	1	0	0	7
2025-02-01			650	18	32	10	33	5	1	4	1	8
2025-03-01			756	28	35	20	90	12	0	0	0	8
2025-04-01			386	6	20	5	4	1	0	0	0	1