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 YOUR REPORTS

Select **Reports** at the top of the page and scroll to the bottom where *Gale Presents: Miss Humblebee's Academy* is listed and select it.

Below are definitions for each usage parameter:

Usage in Minutes: The amount of time all user types spent in the resource.

Logins: The number of times users clicked into the resource.

Guest User: A user utilizing the resource without creating their own account.

Named User: A user utilizing the resource after creating and signing into their account. In Library: Users accessing within your library. Remote: Users accessing outside of your library (like at home).

% of Total Minutes Used: What part of the whole a certain user type usage is. **Ex**: How much time an In Library Guest user was in the resource compared to the whole.

RUN AND DOWNLOAD YOUR USAGE

Customize your usage time frame with the **Date** filter. It defaults to showing you the last full month.

Utilize the **Download** or **Print** button at the top of the page to export your information.

GALE	Usage Dashboard	
	Login	
	Username	Password
	Enter your username	Enter your password Login
	Please use your Gale Admin credentials for access. If you do not know your credentials, contact gale.techi	nicalsupportificengage.com for help.

CALE Usage Dashboard

boards 🖩 Report

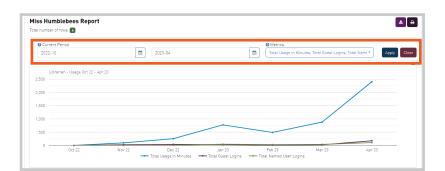
Reports For Librarian

Locations Products

eBook Titles

Archives on bound repo

Product Summary	Total	Total	Total Named			% of Total			% of Total			% of Total			% of Total
riodder odinindry	Usage in Minutes	Guest Logina	User Logina	Number of Logina	Minutes	Usage Minutes	Number of Logins	Minutes	Usage Minutes	Number of Logins	Minutes	Usage Minutes	Number of Logins	Minutes	Usage Minute
Month over Month By Products	97	26		23	60	61	0	0	0	3	38	39		0	0
Search KPI															
Top Search Terms	256	41	9	58	202	79	5	21	8	3	4		4	29	
ChiltonLibrary	775	33	27	18	40	5		0	0	15	158	20	46	578	74
Peterson's Test and Career Prep	491	13	33	8	10	2	5	17	4	5	2	0	28	<u>461</u>	91
Peterson's Test Prep	882	26	41	8	39	4		8		18	310	35	40	525	60
Gale LegalForms					57			Ŭ		10	510				
Udemy Reports															
Miss Humblebees Rep	ort														



GALE

Gale, here for everyone.