ACCESS YOUR GALE PRESENTS: PETERSON'S PRODUCT USAGE REPORTS

Utilize this tip sheet to access your *Gale Presents: Peterson's Test Prep*, *Career Prep*, or *Test and Career Prep* 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 where your Gale Presents: Peterson's resource is listed.

Each **Gale Presents: Peterson's** resource has different usage statistics, learn more about each below.

Gale Presents: Peterson's Career Prep
Sessions: The number of times a user accesses the resource.
Card Click: The number of times a user selects a specific entry within a section.

Gale Presents: Peterson's Test Prep
Sessions: The number of times a user accesses the resource.
Category: The number of times a user selects a specific category. Ex: Advanced Placement.
Card Title: The number of times a user selects a specific title within a category. Ex: AP U.S. History Practice Tests.

Gale Presents: Peterson's Test and Career Prep
Sessions: The number of times a user accesses the resource.
Hub: The number of times a user selects a specific hub section. Ex: Advanced Placement.
Card Title: The number of times a user selects a title within a hub. Ex: Advanced Placement U.S. Government and Politics.

RUN AND DOWNLOAD YOUR REPORTS

When you select a report you will see the last full month of usage. Use the date filter option at the top of the page to choose a different date range (if necessary).

Utilize the download or print button at the top of the page to export your information.

GALE

Gale, here for **everyone.**