

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.

Create Resume: The number of times a user accesses the Create Resume section.

Find a Career: The number of times a user accesses the Find a Career section.

Advice: The number of times a user accesses the Advice 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.

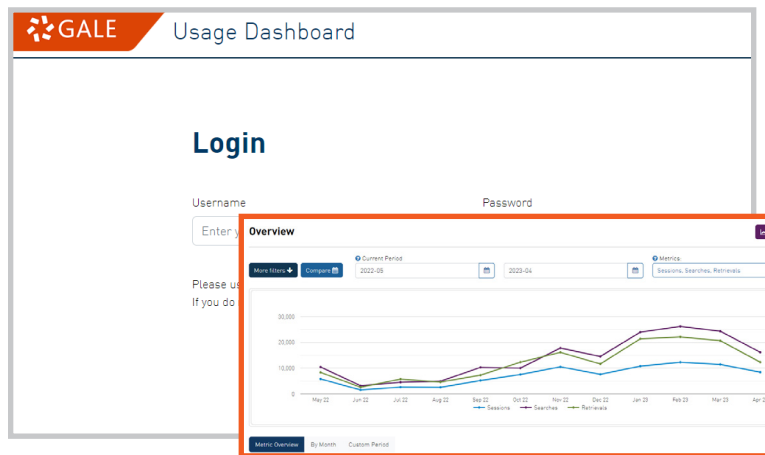
Card Title: The number of times a user selects a specific title within a category. Ex: AP U.S. History Practice Tests.

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.



Locations	Products	eBook Titles	Literature Criticism Online	Archives Unbound Report
Product Summary				
Month over Month By Products	Search KPI	Top Search Terms	ChiltonLibrary	
Peterson's Career Prep				
Peterson's Test and Career Prep				
Peterson's Test Prep				
Udemy Reports	Demographics Now Report			

Sessions	Hub name	Card Title	Card Click Count
5	Foundational Skills	IELTS Exam Prep	1
14	ACT	ACT Online Course	3
14	Advanced Placement (AP)	Advanced Placement (AP) English Literature and Composition Practice Tests	1
4	Foundational Skills	Basic Skills English & Writing Tutorials	1
4	Foundational Skills	Microsoft Office Tutorials	1
4	Career Tools	Find a Career	1
4	Career Tools	Create a Resume	1
4	Cosmetology	Cosmetology - General Online Course	2
4	Medical/Nursing	Medical Assisting Online Course	1

RUN AND DOWNLOAD YOUR REPORTS

Select your report and you will see the information for the last full month. Change the date range at the top of the page to limit to what you need.

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