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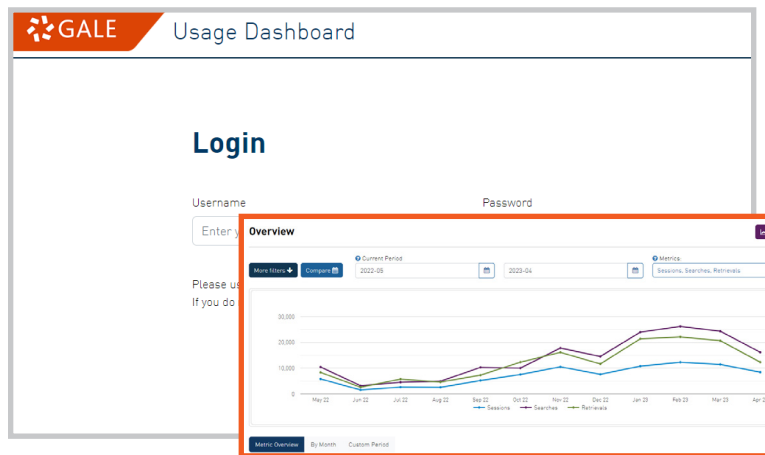**Category:** The number of times a user selects a specific category. Ex: Advanced Placement.
Card Title: The number of times a user selects a specific title within a category. Ex: AP U.S. History Practice Tests.

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.

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.