

ACCESS YOUR GALE PRESENTS: UDEMY USAGE REPORTS

Utilize this tip sheet to access your *Gale Presents: Udem*y 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 *Gale Presents: Udem*y is listed.

Select *Gale Presents: Udem*y and decide which report you would like to run. Below are definitions for each option.

Udemy **Total**: Provides total numbers of users, courses utilized, time spent, and lectures completed for each of your locations.

Udemy **Reviews**: Shows reviews attached to each course title.

Udemy **Ratings**: Gives point ratings for each utilized title.

Udemy **Category**: Displays user count by course category.

Udemy **Course**: Gives total user count and total activities for all utilized courses.

RUN AND DOWNLOAD YOUR CONTENT

Select your report and you will see the information for the current 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.

The screenshot shows the 'Usage Dashboard' login page. It features the Gale logo and a 'Login' section with fields for 'Username' and 'Password'. Below the fields is a 'Login' button. A note states: 'Please use your Gale Admin credentials for access. If you do not know your credentials, contact gale.technicalsupport@cengage.com for help.'

The screenshot shows the 'Usage Dashboard' with the 'Reports' tab selected. It displays two columns of reports. The 'Basic Reports' column includes: Locations, Products, eBook Titles, Literature Criticism Online, Gale Directory Library Titles, Product Summary, Month over Month By Products, Search KPI, and Top Search Terms. The 'Additional Product Reports' column includes: Peterson's Test and Career Prep, **Gale Presents: Udem**y (highlighted with a red box), ChiltonLibrary, Gale LegalForms Reports, and Gale Business: DemographicsNow.

The screenshot shows the 'Usage Dashboard' with the 'Reports' tab selected, displaying the 'Udem Reports' section. It includes a 'Reports list / Gale Presents: Udem' header and a table of reports. The 'Udem Course' report is highlighted with a red box, showing a table of course titles, user counts, and total activities.

Course Title	Users Count	Total Activities
CompTIA A+ (220-1101) Core 1 Practice Exams *New for 2023*	24	90
Spanish for Beginners. The Complete Spanish Course. LEVEL 1.	18	146
CompTIA A+ (220-1102) Core 2 Practice Exams *New for 2023*	17	67
CompTIA Security+ (SY0-701) Complete Course & Exam	12	358
TOTAL: CompTIA A+ Core 1 (220-1101) Course & Exam	10	291
CompTIA Network+ (N10-009) Full Course & Practice Exam	9	520
CompTIA A+ Core 1 (220-1201) Full Course & Practice Exam	9	220
TOTAL: CompTIA A+ Core 2 (220-1102) Course & Exam	7	117