Usage Report

Description

This report is designed to show system usage statistics for review and analysis by administrators with 2 main focuses:

- **Sessions** - How many users and how many times (sessions) are users using PM - based on total usage and by role (District, Principal, Teacher)

- **Menu Items** - What are the main reports being utilized by users .

Report Settings

Make your report setting choices:

- **Sessions or Menu items** *(see descriptions above)*

- **Date Range –** the default is set for today and 3 months previous. Edit by either typing in a date or use the calendar icon. The example above shows a year's worth of data.

- **Month, Week, Day –** sets the granularity of the graphs.
  - Generally use a month if looking at 3 months to a year
  - Use the Week setting if viewing 1 to 3 months
  - Use the Day setting to view a months worth of data.

- **Roles –** View reports for "All Roles" or a specific role. When setting this to District User or District Admin the [All Users] droplist becomes active – allowing you to view the frequency of use for a specific district person.

- **School & School Type –** Allow you to view the report for all Elementary schools or a specific Elem school.

Sessions

Using the settings shown in the example in the left column . . .

```
2462   Sessions
7918   Menu Items
3.2    Menu Items Per Session
76.0%  User Penetration
```
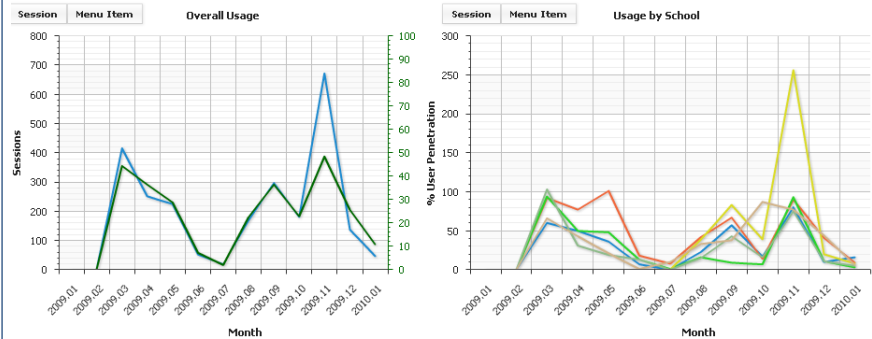
Usage by School 1/15/2009 - 01/15/2010											
School	**Total**			**District User**		**District Admin**		**Principal**		**Teacher**	
	Sessions	Menu Items	Users	Sessions	Users	Sessions	Users	Sessions	Users	Sessions	Users
Elementary School A	559	1653	34	0	0	0	0	164	6	395	28
Elementary School B	426	1433	38	0	0	0	0	107	9	319	30
Elementary School C	345	1289	41	0	0	0	0	146	9	199	33
Elementary School D	331	1252	31	0	0	0	0	173	10	158	21
Elementary School E	445	1202	38	0	0	0	0	115	8	330	30

Session Views: all graphs and reports total the timeframe selected by

- **Overall Usage Chart**
  - number of total sessions – # times someone logged in
  - user penetration - % of active users (logged onto PM at least once) using PM during timeframe. # of users logged in during report date range / total # of users that have ever logged into pm2

- **Usage by School Chart** – # times someone logged in by school

- **Usage by School Table** – For the date range selected, breaks down:
  - Sessions and Menu Items accessed by School
  - Sessions and Menu Items accessed by Principals and Teachers

- **Drill on a school**
  - See usage by specific principals/teachers and which reports are predominantly used.

School	Sessions
Elementary School A	559
Elementary School B	426

Usage Report

Menu Items

"Menu Items" allow you to view which reports are utilized by all or each "role" in your district. There may be reports that you want the principals to use that they aren't using. This may be an indicator for additional training.

➤ Using the same settings as shown on the first page, except use *"Menu Items"* and change to "*All School Types*".


```
5026    Sessions
14720   Menu Items
2.9     Menu Items Per Session
69.4%   User Penetration
```

NOTE: The "User Penetration" is 69.4%, which means 70% of the active (logged onto pm2 at least once) districts users are using PM. # of users logged in during report date range / total # of users that have ever logged into pm2

NOTE: Hover over any line or bar in a graph to see point detail info.
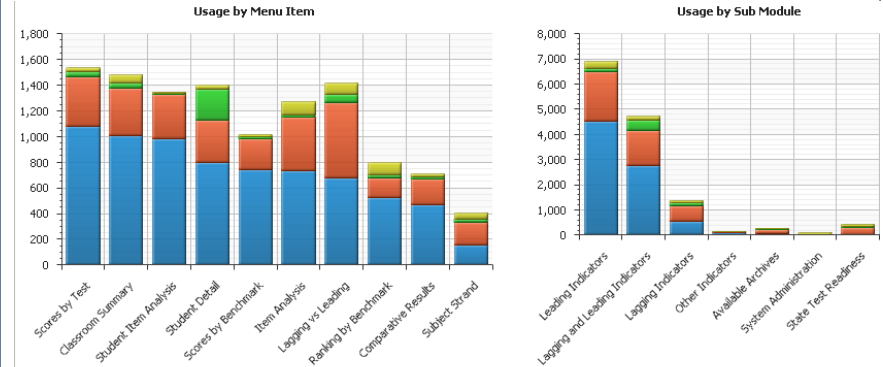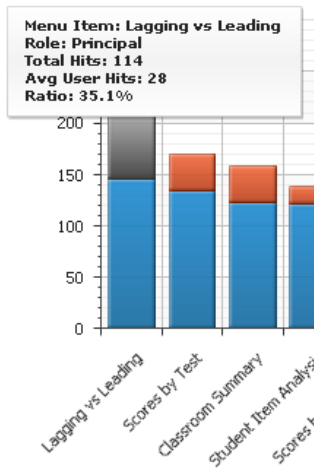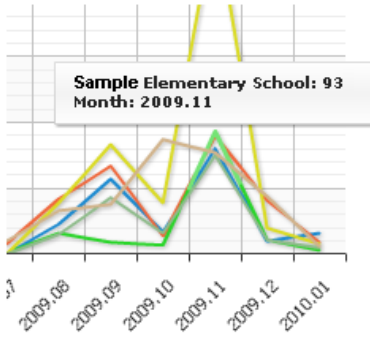
Menu Item: Lagging vs Leading
Role: Principal
Total Hits: 114
Avg User Hits: 28
Ratio: 35.1%

Sample Elementary School: 93
Month: 2009.11

Usage by Menu Item

Usage by Sub Module

Usage by Menu Item 1/15/2009 - 01/15/2010										
	Total		District User		District Admin		Principal		Teacher	
Menu Item	Sessions	Users	Sessions	Users	Sessions	Users	Sessions	Users	Sessions	Users
Scores by Test	1078	246	36	8	32	2	386	48	1080	190
Classroom Summary	1062	264	40	11	67	3	363	48	1009	204
Lagging vs Leading	946	221	59	9	88	3	587	42	679	169
Student Detail	998	215	243	12	31	3	325	42	798	160
Student Item Analysis	1000	233	9	5	8	2	349	42	980	185

➤ **Usage by Menu Item Chart** – See which reports are helpful to the different roles. For example, Lagging/Leading is used by Principals and district users predominantly.

➤ **Usage by Sub Module Chart** – See which report groups are helpful to the different roles.

➤ **Usage by Menu Item Table** - For the date range selected, breaks down:
- Menu Items and how used by different roles.
- Sessions and Menu Items accessed by Principals and Teachers

➤ **Different School Type**
- Change the School Type to only Elementary, to Middle and High.
- Rerun the report to analyze each school type.
- Note the different reports that are helpful to different school types. or example: One of High Schools top report is *"High School Tests"*