

ACCESS YOUR GALE PRESENTS: MISS HUMBLEBEE'S ACADEMY USAGE REPORTS

Utilize this tip sheet to access your *Gale Presents: Miss Humblebee's Academy* 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 the bottom where *Gale Presents: Miss Humblebee's Academy* is listed and select it.

Below are definitions for each usage parameter:

Usage in Minutes: The amount of time all user types spent in the resource.

Logins: The number of times users clicked into the resource.

Guest User: A user utilizing the resource without creating their own account.

Named User: A user utilizing the resource after creating and signing into their account.

In Library: Users accessing within your library.

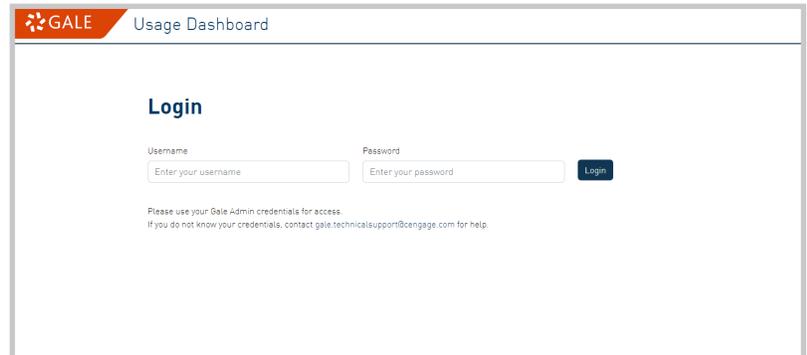
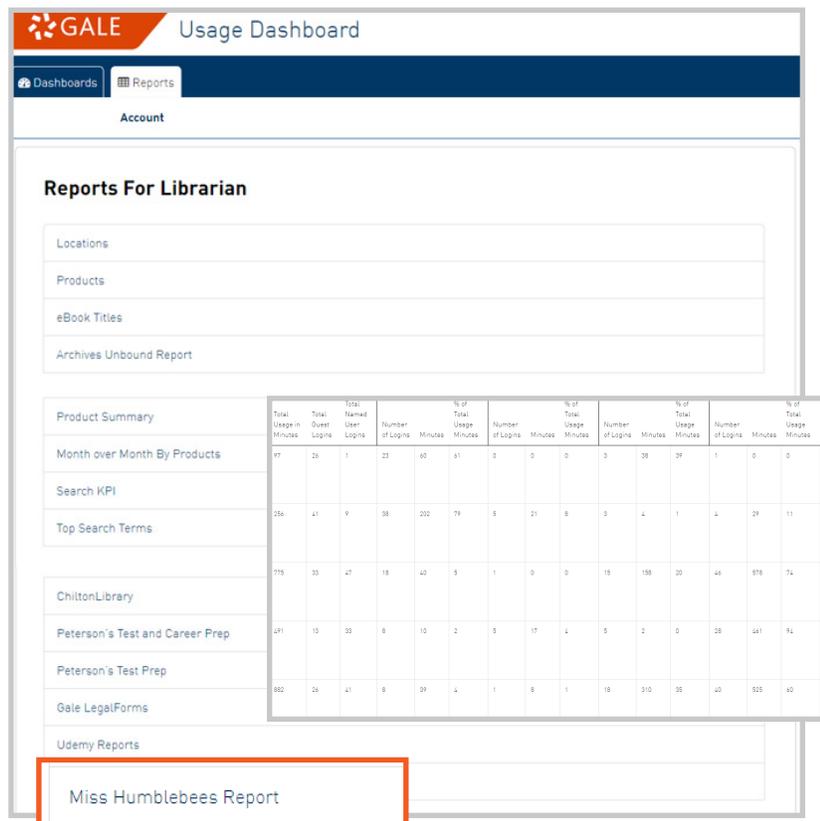
Remote: Users accessing outside of your library (like at home).

% of Total Minutes Used: What part of the whole a certain user type usage is. **Ex:** How much time an In Library Guest user was in the resource compared to the whole.

RUN AND DOWNLOAD YOUR USAGE

Customize your usage time frame with the **Date** filter. It defaults to showing you the last full month.

Utilize the **Download** or **Print** button at the top of the page to export your information.

Product Summary	Total Usage in Minutes	Total Guest Logins	Total Named User Logins	Number of Logins	% of Total Usage in Minutes
Month over Month By Products	97	25	1	23	60
Search KPI	256	41	9	38	202
Top Search Terms	775	33	47	18	40
ChiltonLibrary	491	13	33	8	10
Peterson's Test and Career Prep	882	26	41	8	39

