

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.

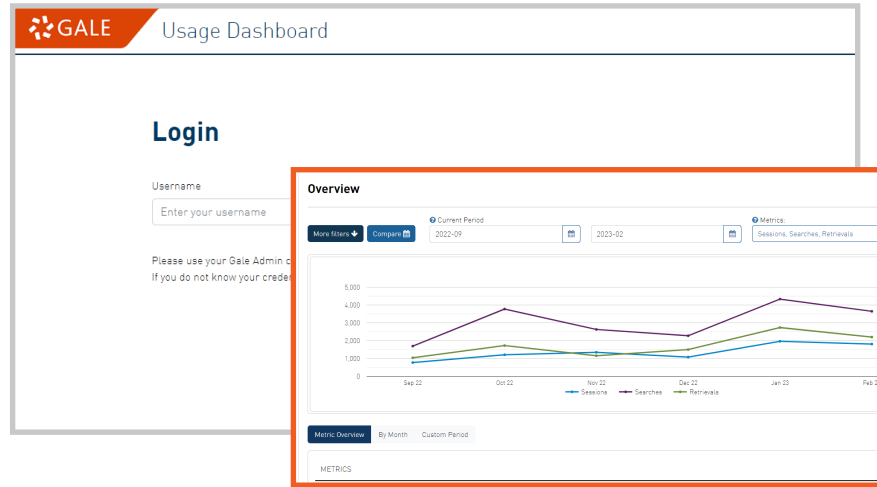
Udemy **Category**: Displays user count by course category.

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 Gale Usage Dashboard Reports menu. A red box highlights the 'Udem

Report Name
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