

Analytics Dashboard

This How-to Guide covers the following:

<u>Access Analytics Dashboard:</u> Find and access the dashboard	<u>Review Analytics Dashboard:</u> Understanding the dashboard information	<u>Usage summary:</u> Review list usage information
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Access Analytics Dashboard:

Note: Students do not have access to this view.

1. Access the [reading list](#). Log in.
2. Click on the **View** and select **Analytics** from the drop-down menu.

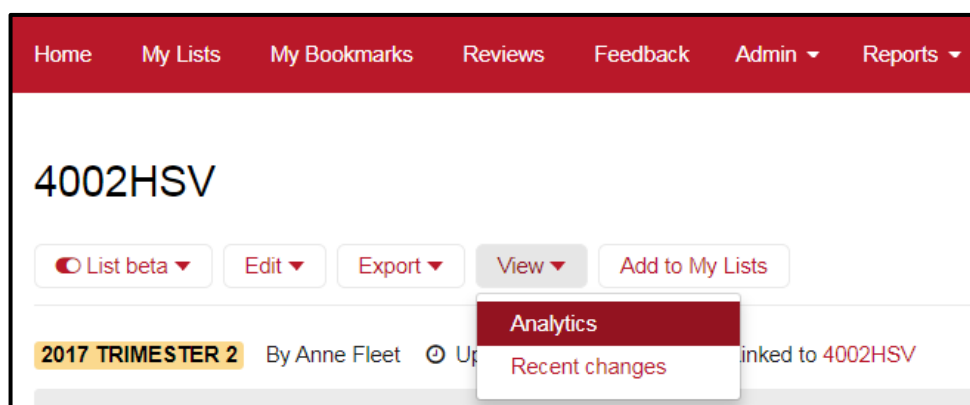


Figure 1. Access Analytics Dashboard

Review Analytics Dashboard:

The default includes three views:

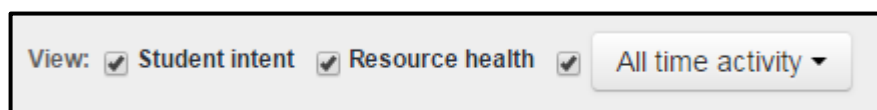


Figure 2. Dashboard views

- a. **Student intent** – indicates which resources students have marked for reading or not and if any notes have been taken, but not the note content.

- b. **Resource health** – indicates the quality (either **good**, **could be improved** or **poor**) of metadata in a bookmark.
 - c. **All time activity** – provides an option to change the date range for the summary.
1. The readings citation information is displayed on the left side of the screen, which reflects the student view of the reading list.
 2. The student reading intentions, metadata flags and the number of clicks are displayed to the right of the citations. (Note: students need to be logged in and have created a profile to set reading intentions. Annotations are visible only to individual students via their profile.)

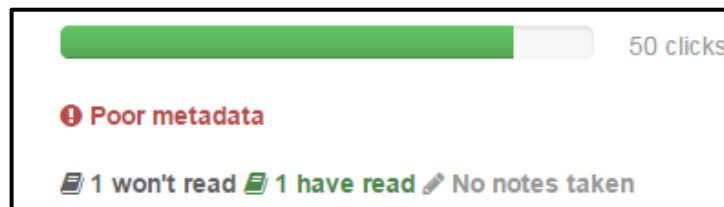


Figure 3. Student intent and Clicks

3. A green bar represents indicative usage for the individual readings as **Clicks** (See Figure 3). The reading with the **Most clicks** is highlighted. **Clicks** is an indicative, not comprehensive, metric. It only counts the clicks from the reading list to the item record, not to the online resource itself. Therefore it does not fully represent student activity.
4. Click on **Poor metadata** or **Metadata could be improved** to view a summary of what bookmark information is missing or inadequate.

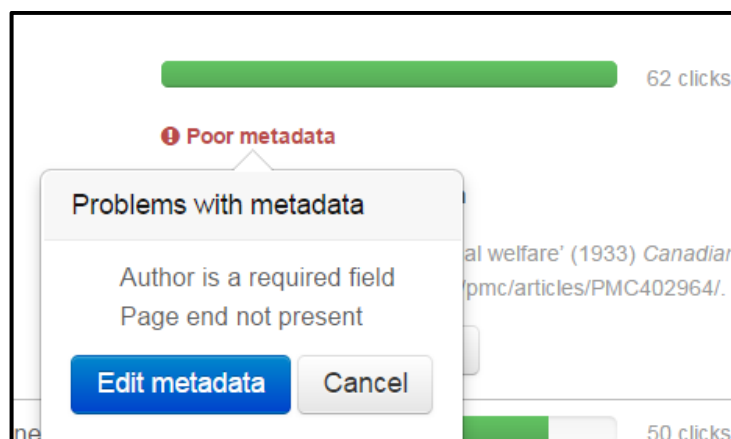


Figure 4. Metadata improvement suggestions

5. Click **Edit metadata** to open the bookmark form and modify the suggested information. (See the [Adding resources how-to guide](#) for bookmark editing instructions.)
6. The **Suggested improvements** drop-down also provides metadata suggestions as well as prompting selection of later editions.
7. Click on **Show me alternatives** for system-generated recommendations for similar content.

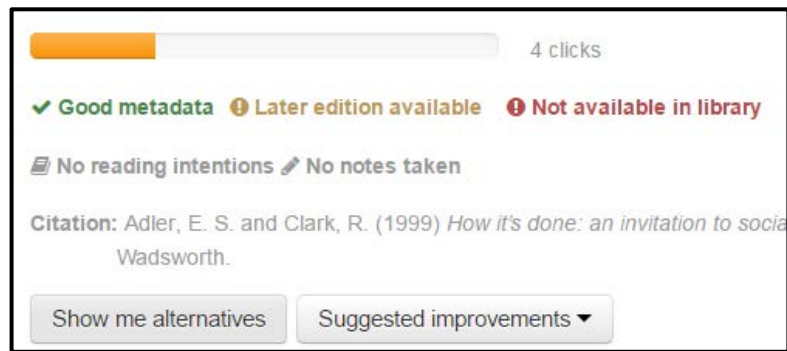


Figure 5. Show me alternatives button

8. After you have finished reviewing the dashboard, select the blue **Exit Dashboard** button (top right-hand side of the screen) to take you back to the student view of the reading list.

Usage summary:

Some basic usage statistics are displayed at the top right side of the screen:

- a. Page views – total number of times the list has been viewed
- b. Total clicks – total number of times a user clicked through to the item record from the list – not to the online resource item itself. This is an indicative, not comprehensive, metric. It does not fully represent student activity.
- c. Annotations – total number of times a user made a note or set a read status



Figure 6. Dashboard summary

For further assistance contact

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