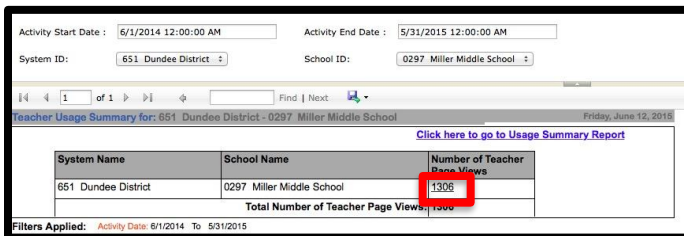# Accessing the Usage Report at the School Level

1. Sign into SLDS as a school administrator. Click the Usage Reports button on the top menu bar.
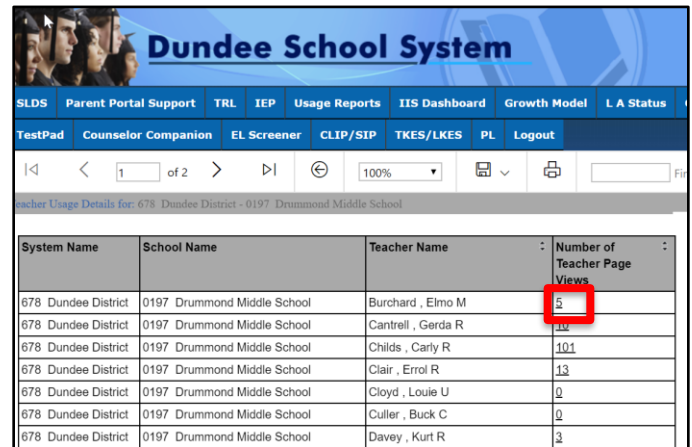

2. The Teacher Usage Summary Report will be displayed. The date range for the report will default to June 1 – May 31 (this can be changed).

3. Click on the Page View count beside the school name to view each teacher's page views.

4. This will display a list of all teachers in the school (as reported in CPI), along with each of their page view counts.

5. Click on the Page View count beside the teacher name to view specific pages viewed.