Usage Reports Guide

Statewide Longitudinal Data System (SLDS)
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Usage Reports

The Usage Reports provide statistics of the district’s SLDS user logins. Click the **Usage Reports** tab to view this data.

The usage report will default to displaying the **Teacher Usage Report**.

*Note: If you are a district-level user, you can see all schools in the district; if you are a school-level user, you will only see your school.*

Report Date Range

The date range for the report will default to June 1 – May 31. The date range can be changed by changing the date in the “**Activity Start Date**” and “**Activity End Date**” fields and then clicking “**View Report**”.

*Note: You may only select dates within the same fiscal year, defined as June 1 through May 31 of the next year.*

Displaying Teacher Page Views

You may click on the Page View count beside the school name to view each teacher’s page views. This will display a list of all teachers in the school (as reported in CPI), along with each of their page view counts.
Displaying Teacher’s Page Visit Details
You may click on the Page View count beside the teacher’s name to view each teacher’s page views by application. Clicking on the page view count beside an application will display details about each page that the teacher visited within the application.
Viewing Page Hits for all Users

District and School level users can also run more detailed reports of usage on all SLDS applications by clicking the **Click here to go to Usage Summary Report** link located at the top right of the Teacher Usage Summary window. Specifically, you can run reports of District-level, School-level, Teacher-level, Parent, and Student usage in SLDS, TRL, Growth Model, LOR, and IIS.

Once the Usage Report opens, you can run a customized report by selecting the following:

- **Activity start and end dates** for the report (you must choose dates within one fiscal year, defined as June 1 through May 31 of the next year)
- **Application** on which to report usage (All, Growth Model, IIS, SLDS, LOR, TRL, etc.)
- **Role** for which you would like to report usage (All, District-level usage, School-level usage, Teacher-level, Parent, Student usage, etc.)
- **School ID** for which you would like to report usage (District-level users may select one school or they may set it to the default of “all” schools; School-level users will only be able to see usage at their school.)
After selecting the options for which to run the report, click the **View Report** button.

Your report will be generated within the same window. The report may consist of several pages, which you can navigate through by clicking the **next page** and **previous page** buttons. You may also export the report to several different applications by clicking on the **Export button** and selecting an application.

Additionally, notice that all of the items in the **Page Views** column are hyperlinked. Clicking on any of these hyperlinked items will allow you to drill down for more details on the pages that the users viewed with that application.