

Portal Usage Report (System Administration)

This report returns a summary of successful access attempts to the Portal by students and parents. The information displayed by grade level includes the percent of students and parents that have user accounts, the number of times they have logged into the account and the average number of times they log in each week during the selected enrollment year.

PATH: *System Administration > Portal > Reports > Portal Usage*

The screenshot shows a web application interface for generating a Portal Usage Report. On the left is a navigation menu with the following items: Index, Search, Help, PLP, Portal (expanded), Preferences, Reports (expanded), Portal Request Summary, Portal Usage (highlighted), Preferences, Resources, School Choice, Special Ed, Student, and Student Portfolio. The main content area is titled "Portal Usage Report" and contains the following text: "The Portal Usage report helps analyze activity for user accounts, the number of times they have logged in." Below this is a question: "What dates would you like to use for the portal access count?" There are two date input fields: "Start Date" and "End Date", both set to "04/11/2014" with calendar icons. A checkbox labeled "Only include students that were actively enrolled during the above date range." is currently unchecked. Below the checkbox is an "Enrollment Year" dropdown menu set to "13-14". At the bottom of the form is a "Generate Report" button.

Generating the Portal Usage Report

1. Enter a **Start Date** for the report.
2. Enter an **End Date** for the report.
3. Mark the **Only include students who were actively enrolled during the above date range checkbox.**
4. Select an **Enrollment Year.**
5. Click the **Generate Report** button.

The report will display in a new window in PDF format.