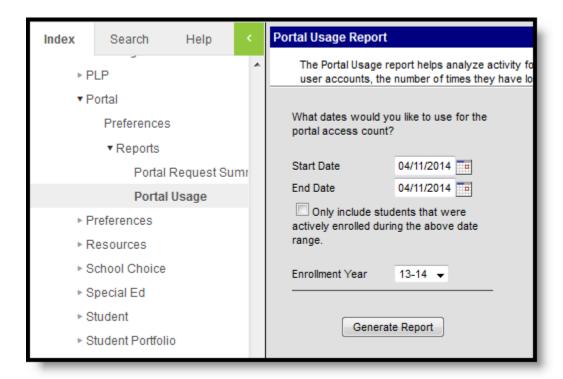
Portal Usage Report (System Administration)

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



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.