



# Accessing Monday Morning Mentor Usage Reporting

Below are step-by-step instructions for Monday Morning Mentor subscription administrators on how to access the Teaching Professor Digital Library Admin Resources dashboard to view Monday Morning Mentor registrant and usage reporting.

## 1. Log In to your Magna account

Go to [www.magnapubs.com/profile](http://www.magnapubs.com/profile)

Log in with your email address and Magna password.

The screenshot shows the Magna login page. At the top is a navigation bar with links for Login, My Account, and Magna Home. Below this is a search bar and a list of categories: Free Resources, Publications, Online Programs, Online Courses, Teaching Professor Digital Library, Conferences, and About. The main content area features a login form with fields for 'Username or email address' and 'Password', a 'Remember me' checkbox, and a 'LOG IN' button. Links for 'Lost your password?' and 'Create an Account' are also present.

## 2. Click on Monday Morning Mentor

Once logged in and on the My Online Access page, select “Monday Morning Mentor”

The screenshot shows the 'My Online Access' page. On the left is a sidebar with links for Dashboard, Orders, Subscriptions, Addresses, Account details, and Log out. The main content area has a 'Hello Test User' message and a 'My Online Access' section. Under 'Subscriptions', the 'Monday Morning Mentor' subscription is listed with a red arrow pointing to the 'MONDAY MORNING MENTOR' button.

## 3. Open the sidebar

From the Teaching Professor Digital Library dashboard, click the blue “<” in the upper right corner (see screenshot)

This will open the Admin Resources menu

The screenshot shows the Teaching Professor Digital Library dashboard. At the top is a navigation bar with links for Home, Site administration, Instructional Videos, Online Courses, Articles, and Mentors. Below this is a search bar and a list of categories: Free Resources, Publications, Online Programs, Online Courses, Teaching Professor Digital Library, Conferences, and About. The main content area features a 'Hi, Kate!' message and a grid of tiles for Instructional Videos, Monday Morning Mentor, Online Courses, and The Teaching Professor Articles. A red arrow points to the blue “<” button in the upper right corner.

## 4. Click Dashboard

Under Admin Resources, select Dashboard.

This will open the Client Admin Dashboard, where you can view your Member Quick Stats and access reports for your team.

The screenshot shows the Client Admin Dashboard. At the top is a navigation bar with links for Home, Site administration, Instructional Videos, Online Courses, Articles, and Mentors. Below this is a search bar and a list of categories: Free Resources, Publications, Online Programs, Online Courses, Teaching Professor Digital Library, Conferences, and About. The main content area features a 'Hi, Kate!' message and a grid of tiles for Instructional Videos, Monday Morning Mentor, Online Courses, and The Teaching Professor Articles. A red arrow points to the 'Dashboard' link in the 'Admin Resources' sidebar.

## Client Admin Dashboard

Select the Home tab at any time to return to the main Teaching Professor Digital Library dashboard.

### Monday Morning Mentor Video Usage

For specific usage reporting for the Monday Morning Mentor subscription, select the report under Reports near the bottom of the page called "Video Usage: Monday Morning Mentor".

### Registered Members

For a list of users that have registered as members of your team, select the report called "Users: Registered Members".

The screenshot shows the Client Admin Dashboard for the Teaching Professor Digital Library. At the top is a navigation bar with tabs: Home, Site administration, Instructional Videos, Online Courses, Articles, and Mentors. The main content area is titled "Client Admin Dashboard" and includes a "Customise this page" button. Below the title are sections for "Account Info" (Accessible Content Packages, Registered Members: 0), "Member Quick Stats" (Member Logins, Member Course Completions, Member Articles Viewed, Monday Morning Mentor Viewings, Member Watch Time, Member Viewings), "Help Resources" (Crash Course, Contact Support), and "Reports". The Reports section lists several reports: Video Usage: All, User Progress: Online Courses, Video Usage: Monday Morning Mentor, Video Usage: Instructional Videos, User Views: Articles, and Users: Registered Members.

The other reports listed under Reports are for subscribers to  
**The Teaching Professor Digital Library**  
*(Basic, Advanced, or Premium)*

### Basic

Access to full library of 400+ staff development videos and resources  
*(under Instructional Videos tab)*

### Advanced

Includes full Basic level access plus:  
**Institutional Subscription to the Monday Morning Mentor Series**  
*(under Mentors tab)*

### Premium

Includes full Basic and Advanced level access plus:

**Online Access to The Teaching Professor publication** including the article archive covering the most recent five years  
*(under Articles tab)*

**Access to all Online Courses** designed and led by teaching experts  
*(under Online Courses tab)*

### Magna Customer Service

If you have any questions about registrant & usage reporting, please contact us.

[support@magnapubs.com](mailto:support@magnapubs.com)

