



# 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.

## 2. Click on Monday Morning Mentor

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

## 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

## 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.

## Client Admin Dashboard

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

**Client Admin Dashboard**

**Account Info**

ACCESSIBLE CONTENT PACKAGES	REGISTERED MEMBERS 0
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**Member Quick Stats**

MEMBER LOGINS (LAST 30 DAYS) 0	MEMBER COURSE COMPLETIONS (LAST 30 DAYS)
MEMBER ARTICLES VIEWED (LAST 30 DAYS) 0	MONDAY MORNING MENTOR VIEWINGS (LAST 7 DAYS)
MEMBER WATCH TIME (LAST 30 DAYS)	MEMBER WATCH TIME (ALL-TIME)
MEMBER VIEWINGS (LAST 30 DAYS)	MEMBER VIEWINGS (ALL-TIME)

**Help Resources**

Crash Course      Contact Support

**Reports**

Video Usage: All	Viewing stats of videos across the whole platform
User Progress: Online Courses	Progress and completion stats for all courses in the Online Courses catalog
<b>Video Usage: Monday Morning Mentor</b>	Viewing stats for Monday Morning Mentor
Video Usage: Instructional Videos	Viewing stats for all videos in the Instructional Videos catalog
User Views: Articles	Viewing stats for all articles in the Articles catalog
<b>Users: Registered Members</b>	List of your members who have accessed this platform

### 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 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)

