

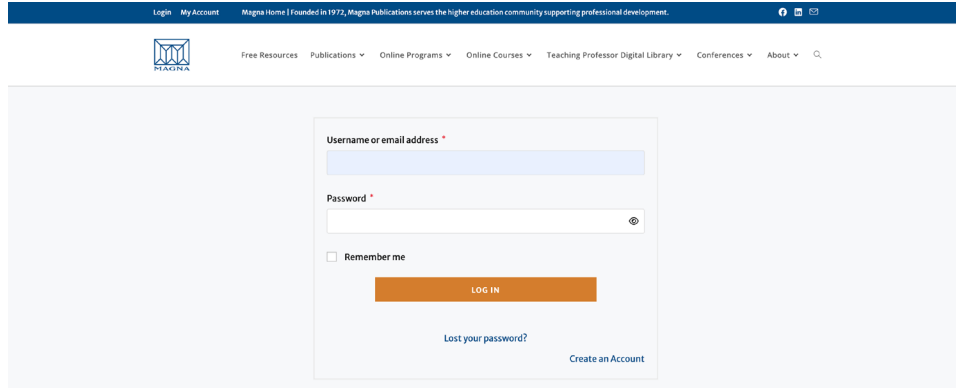
Accessing Usage Reporting

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

1. Log In to your Magna account

Go to www.magnapubs.com/profile

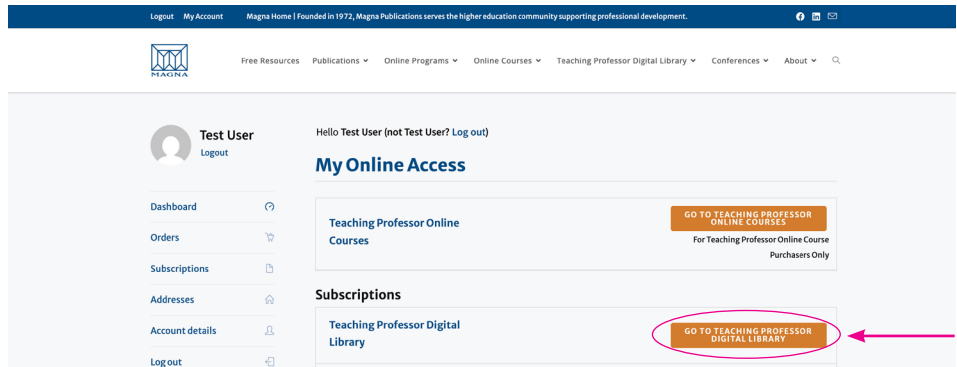
Log in with your email address and Magna password.



The screenshot shows the Magna login page. At the top, there 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. There is a Remember me checkbox and a LOG IN button. Below the button are links for Lost your password? and Create an Account.

2. Click on “Go To Teaching Professor Digital Library”

Once logged in and on the My Online Access page, select “Go to Teaching Professor Digital Library”

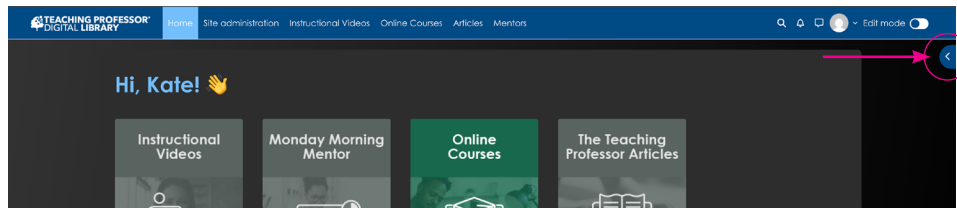


The screenshot shows the My Online Access page. On the left is a sidebar with links for Dashboard, Orders, Subscriptions, Addresses, Account details, and Log out. The main content area has a header with a Test User profile and a Logout link. Below this is a section for Teaching Professor Online Courses with a GO TO TEACHING PROFESSOR ONLINE COURSES button. Another GO TO TEACHING PROFESSOR DIGITAL LIBRARY button is circled in red with a pink arrow pointing to it.

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

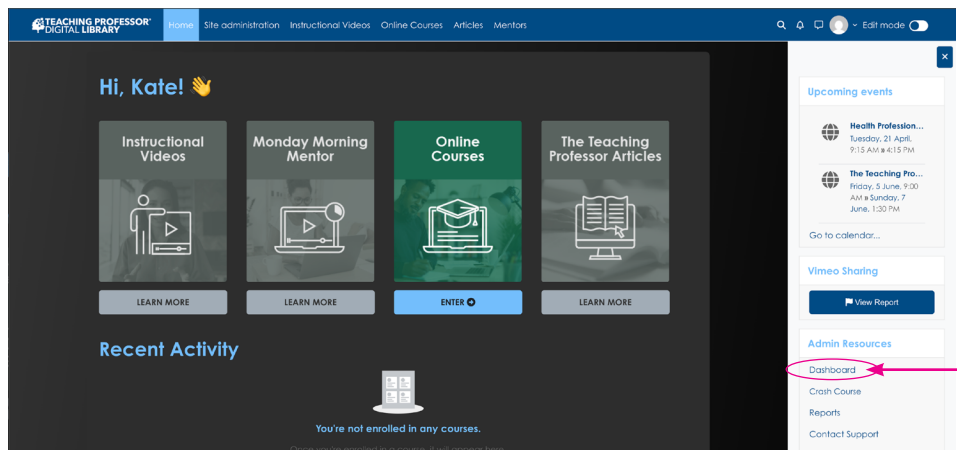


The screenshot shows the Teaching Professor Digital Library dashboard. At the top is a navigation bar with links for Home, Site administration, Instructional Videos, Online Courses, Articles, and Mentors. Below this is a search bar and a user profile section with a blue “<” button circled in red with a pink arrow pointing to it. The main content area has a greeting “Hi, Kate!” and four cards for Instructional Videos, Monday Morning Mentor, Online Courses, and The Teaching Professor Articles.

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 user profile section. The main content area has a greeting “Hi, Kate!” and four cards for Instructional Videos, Monday Morning Mentor, Online Courses, and The Teaching Professor Articles. On the right is a sidebar with links for Upcoming events, Vimeo Sharing, Admin Resources, and a list of links including Dashboard, Crash Course, Reports, and Contact Support. The Dashboard link is circled in red with a pink arrow pointing to it.

Client Admin Dashboard

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

TEACHING PROFESSOR DIGITAL LIBRARY Home Site administration Instructional Videos Online Courses Articles Mentors

Client Admin Dashboard [Customise this page](#)

Account Info

ACCESSIBLE CONTENT PACKAGES 0 REGISTERED MEMBERS 0

Member Quick Stats

MEMBER LOGINS (LAST 30 DAYS) 0 MEMBER COURSE COMPLETIONS (LAST 30 DAYS) 0

MEMBER ARTICLES VIEWED (LAST 30 DAYS) 0 MONDAY MORNING MENTOR VIEWINGS (LAST 7 DAYS) 0

MEMBER WATCH TIME (LAST 30 DAYS) 0 MEMBER WATCH TIME (ALL-TIME) 0

MEMBER VIEWINGS (LAST 30 DAYS) 0 MEMBER VIEWINGS (ALL-TIME) 0

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
Video Usage: Monday Morning Mentor	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
Users: Registered Members	List of your members who have accessed this platform

Video Usage

For specific usage reporting for the Teaching Professor Digital Library, select the report under Reports near the bottom of the page called "Video Usage: Instructional Videos".

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 specific for or the Monday Morning Mentor Series or the different

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