

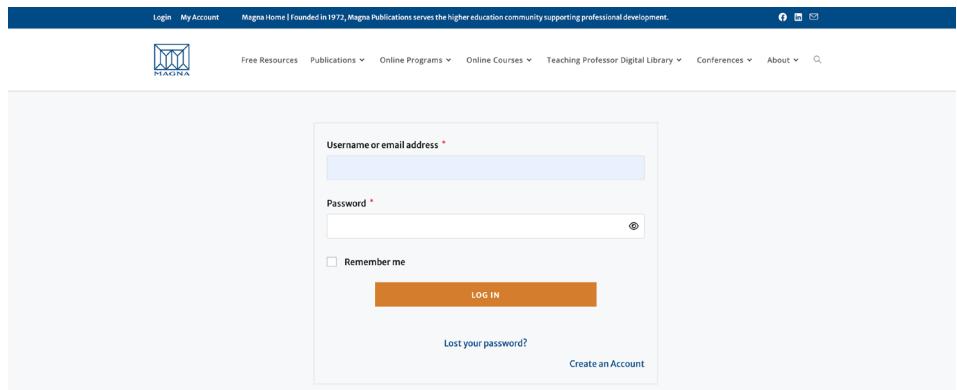
# Accessing Usage Reporting

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

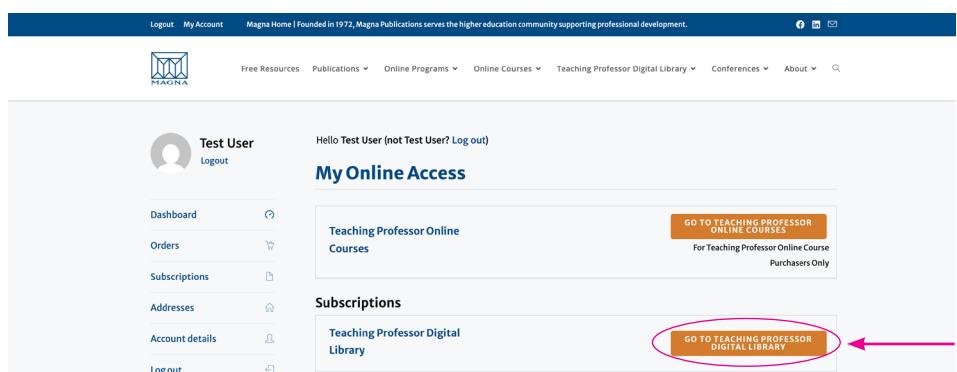
Go to [www.magnapubs.com/profile](http://www.magnapubs.com/profile)

Log in with your email address and Magna password.



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

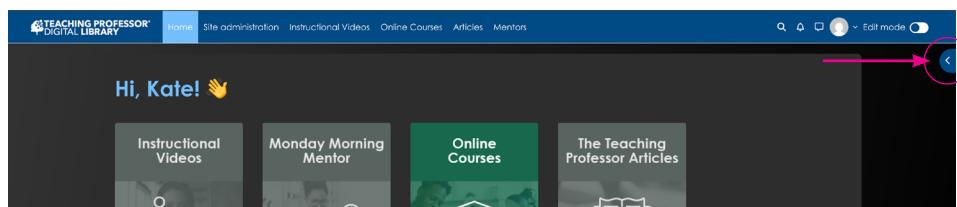
Once logged in and on the My Online Access page, select “Go to Teaching Professor Digital Library”



## 3. Open the sidebar

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

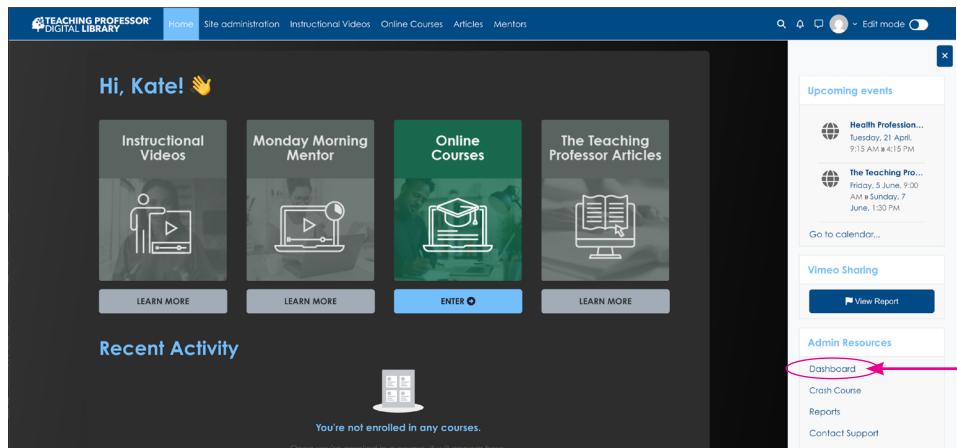
This will open the Admin Resources menu



## 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.

The screenshot shows the Client Admin Dashboard with the Home tab selected. The dashboard includes sections for Account Info, Member Quick Stats, Help Resources, and Reports. The Reports section is expanded, showing options like Video Usage: All and Users: Registered Members.

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