

# Usage Reports

With JLG Digital, you can view usage reports that will provide insight into your students' reading and rating habits. You can pull this data at any time throughout your subscription with the ability to view specific date ranges.

1

Go to <https://jlg.ipublishcentral.com> and log into your Admin account.



2

Click on Admin Dashboard, then click **Institutional Reporting** underneath the thick orange line.



3

The **Book Usage Report** shows how many times a book was viewed by a user online, and how many times a book was downloaded by a user on the app. To view your usage, simply select a date range along the top by clicking in the start and end date boxes, then click Search. Use the arrows at the bottom to view more results or click Export to view data in an Excel document.



4

To view book ratings, click on **Rating Report** in the lefthand menu. This shows how many users have rated a title out of five stars, and what the average rating is. Use the arrows at the bottom to view more results or click Export to view data in an Excel document.



For more help and information, click [here](#). Scroll down to **Instructional Materials** for various how-to documents or check out our Tutorial videos at the top of the page. Still have a question? We're happy to help! Feel free to contact our Customer Service department via phone, email, or online chat at [juniorlibraryguild.com](mailto:customerservice@juniorlibraryguild.com).

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