Insights Dashboard
Quick Start Guide

EDUCATION

Overview

Within the Insights Dashboard, you have access to three reports. *Account Overview*, *Account Resource Usage*, and *Assessment Interactions*. These reports contain information to better understand and gain insight into how users in your account(s) are interacting with their licensed Discovery Education products. Each report allows you to filter and drill down to gain valuable information to best support your account(s) with the implementation of Discovery Education!

This Quick Start Guide walks through getting started with your Insights Reports.

Part I:

- **Access Insights Dashboard** *(page 3)*
- **Populate an Insights Report** *(page 4)*

Part II:

- **Navigate an Account Overview Report** *(page 6)*
- **Navigate an Account Resource Usage Report** *(page 7)*
- **Navigate an Assessment Interactions Report** *(page 8)*

If you have any additional questions or concerns, please reach out to your Discovery Education Partner Success Manager.

Part I

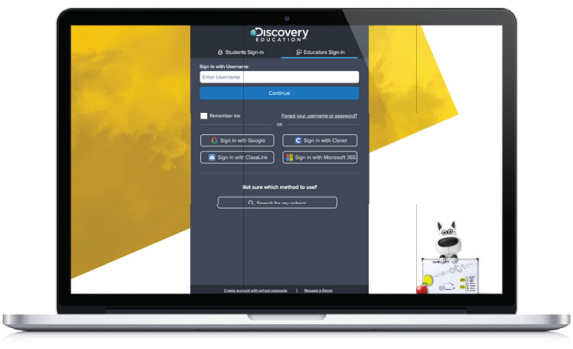
Access Insights Dashboard

Follow these steps to access your Insights Dashboard:

1 Log Into Discovery Education

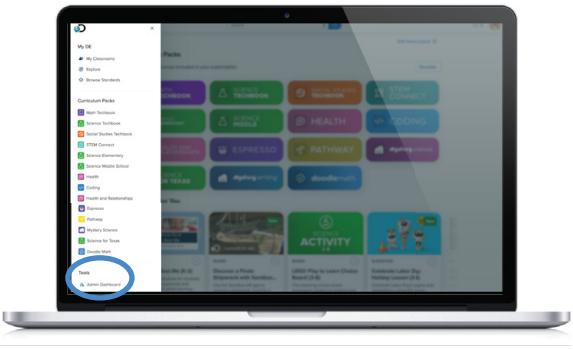
Go to DiscoveryEducation.com or log in via your district portal.





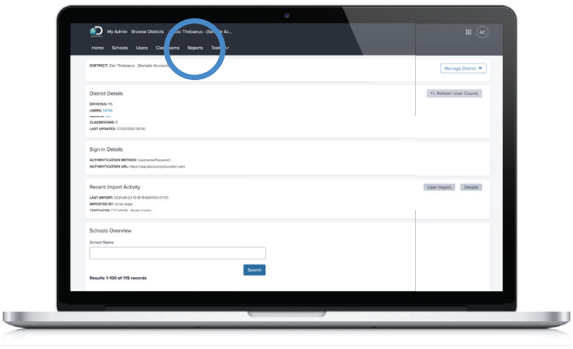
2 Access the Admin Dashboard

Access the **Admin Dashboard** from **Tools** in the Global Navigation menu in the top left.



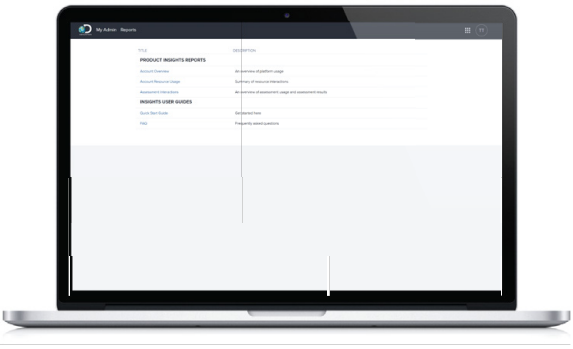
3 Access Reports

Navigate to the **Reports** section from the top action bar.



4 Select Report

Select a report to access from the menu of reports: *Account Overview*, *Account Resource Usage*, or *Assessment Interactions*.



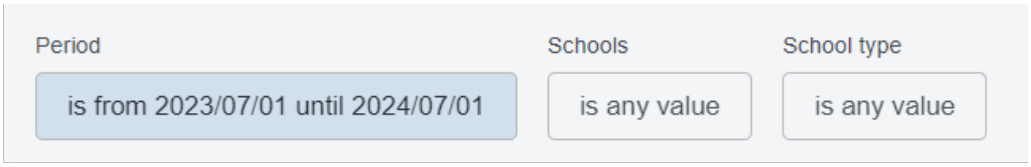
Populate an Insights Report

With Insights Reports, you have the ability to add filters to narrow the scope of your report to access the data you need on how schools and teachers are interacting with DE resources. Follow these steps to populate an Insights Report:

1 Populate the Report

The following filters are available:

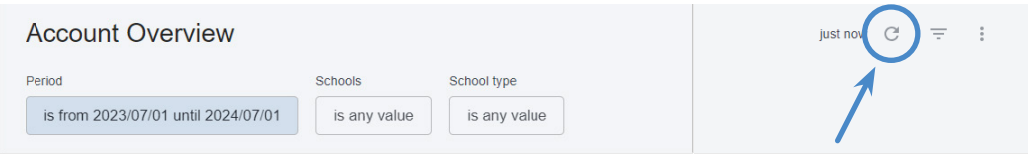
- **Period:** Allows you to select the range of dates for the report.
- **Schools:** Allows you to select the Central Office and any combination of schools.
- **School Type:** Allows you to select any combination of school types. *Example: Elementary Schools.*
- **Product Family:** Allows you to select any combination of Discovery Education products. *Note: Only available on Account Resource Usage dashboard.*
- **Assessment Type:** Filter the overall report results to any of the listed assessment types. Select singular or groups of assessment types. *Note: Only available on the Assessment Interactions dashboard.*
- **Assessment Title:** Filter down a single assessment, or group of assessments, by title. *Note: Only available on the Assessment Interactions dashboard.*



On the Account Overview dashboard

2 Run the Report

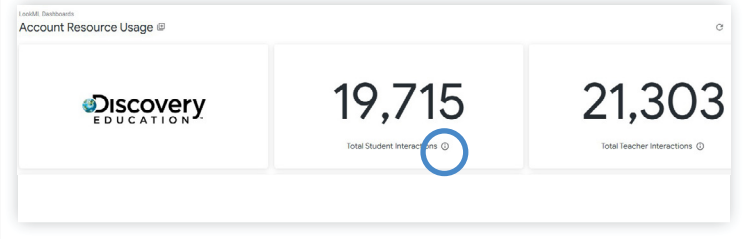
Once the filters are set, select the **Reload** button from the top right to populate your report.



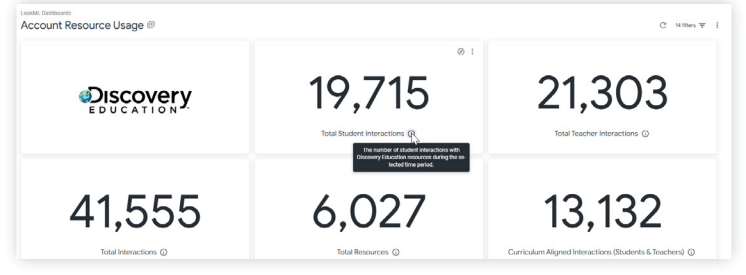
3 Explore the Data

For each data tile, you can drill down in multiple ways.

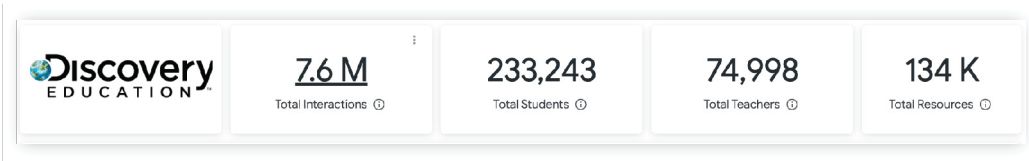
- **Explore Definitions:** Hover over the 'i' to learn more about the definition of each data point.



- **Download:** Select the three dots to **Download data**, **View** expanded or in full screen, or **Clear Cache & Refresh**.



- **Drill into Data:** Double click into each number to drill deeper into the data. For a majority of the tiles, you can drill and segment the data in multiple



Part II

Navigate an Account Overview Report



The *Account Overview Report* gives insight into overall platform usage. Use this information to best support your account(s) with Discovery Education products. From here, you also have the ability to navigate to Resource Usage and Assessments reports.

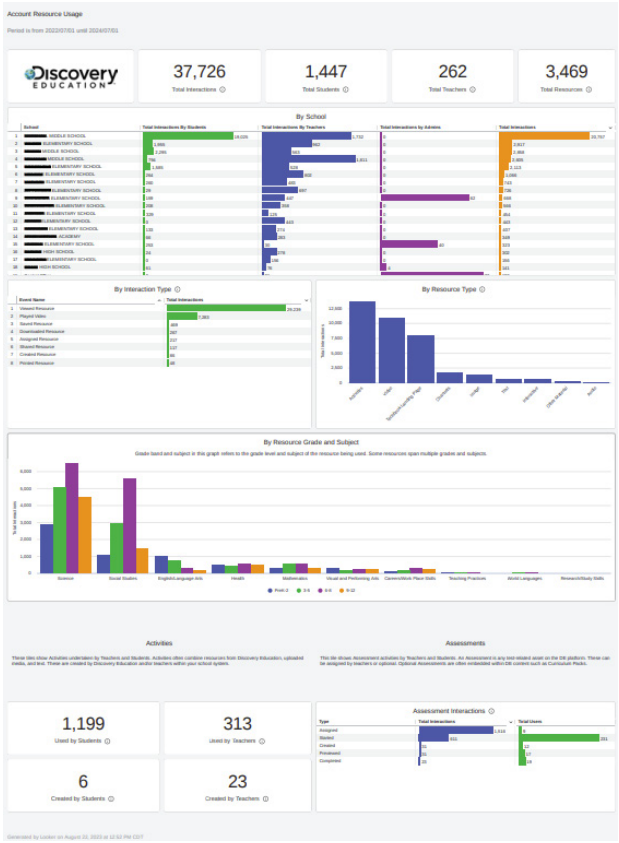
When you first load the dashboard, it auto-populates to your District or Site with no additional filters implemented.

Filter by **Period**, **Schools**, and **School Type** to access the following data from the *Account Overview Report*:

- **Total Students:** The number of unique students who have logged into Discovery Education during the selected time period.
- **Total Teachers:** The number of unique teachers who have logged into Discovery Education during the selected time period.
- **Total Admins:** The number of unique administrators who have logged into Discovery Education during the selected time period.
- **Licensed Schools:** The number of schools that have an active license to at least one Discovery Education product.
- **PD Participants:** The number of participants that checked into a contracted professional session during the selected period of time.
- **Days of Learning:** Days of Learning is the summation of the days all students were active in Discovery Education.
- **Days of Teaching:** Days of Teaching is the summation of the days all teachers were active in Discovery Education.
- **Total Interactions:** The number of unique interactions between users and Discovery Education resources during the selected time period.
- **Students:** The visualization shows the number of students that have logged into Discovery Education each month during the selected time period.

- **Teachers:** The visualization shows the number of teachers that have logged into Discovery Education each month during the selected time period.
- **Total Users by School:** The table shows the number of unique students, teachers, and overall users that have logged into Discovery Education during the selected time period.

Navigate an Account Resource Usage Reports



The *Account Resource Usage Report* provides a breakdown of resource interactions. Explore data by school, interaction type, resource type, resource grade and subject, activity and by assessments.

When you first load the dashboard, it auto-populates to your District or Site with no additional filters implemented.

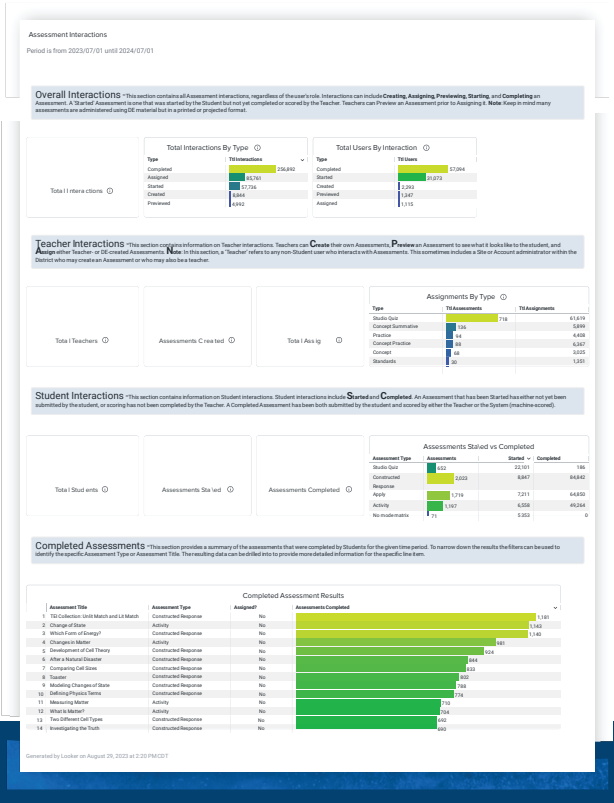
Filter by **Period**, **Schools**, **School Type**, and **Product Family** to access the following data from the *Account Resource Usage Report*:

- **Total Interactions:** The number of unique interactions between users and Discovery Education resources during the selected time period.
- **Total Students:** The number of unique students that have used a Discovery Education resource during the selected time period.
- **Total Teachers:** The number of unique teachers that have used a Discovery Education resource during the selected time period.
- **Total Resources:** The number of unique resources that users interacted with during the selected time period.
- **By School:** The table displays a breakdown of interactions by school.

- **By Interaction Type:** The table displays the number of unique interactions between users and Discovery Education resources by type of interaction, such as *Viewed Resource, Played Video, Saved Resource, Downloaded Resource, Assigned Resource, Created Resource, Shared Resource, Printed Resource, and Other.*
- **By Resource Type:** The table displays the number of unique interactions between users and Discovery Education resources by type.
- **By Resource Grade and Subject:** The graph refers to the grade level and subject of the resources being used. Some resources span multiple grades and subjects.
- **Activities Used by Students:** The total number of times activities have been used by students in the selected time period.
- **Activities Used by Teachers:** The total number of times activities have been used by teachers in the selected time period.
- **Activities Created by Students:** The number of activities created by students in the selected time period.
- **Activities Created by Teachers:** The number of activities created by teachers in the selected time period.
- **Assessment Interactions:** Summary of interactions including creating, assigning, previewing, starting and completing assessments. Full details on assessment interactions can be found on the Assessment Interaction Dashboard.

Navigate Assessment Interactions Reports

The *Assessment Interaction Report* provides an overview of assessment usage and assessment results. If you do not see the *Assessments Interactions* report, it is possible that you do not have permission to view it. Contact your Partner Success Representative if you feel this is an error.



When you first load the dashboard, it auto-populates to your District or Site with no additional filters implemented.

Filter by **Period**, **Schools**, **School Type**, **Assessment Type**, and **Assessment Title** to access the following data from the *Assessment Interactions Report*:

- **Overall Interactions:** This section contains all Assessment interactions, regardless of the user's role. Interactions can include **Creating**, **Assigning**, **Previewing**, **Starting**, and **Completing** an Assessment. A Started Assessment is one that was started by the Student but not yet completed or scored by the Teacher. Teachers can Preview an Assessment prior to Assigning it. *Note: Keep in mind many assessments are administered using DE material but in a printed or projected format.*
- **Teacher Interactions:** This section contains information on Teacher interactions. Teachers can **Create** their own Assessments, **Preview** an Assessment to see what it looks like to the student, and **Assign** either Teacher- or DE-created Assessments. *Note: In this section, a 'Teacher' refers to any non-Student user who interacts with Assessments. This sometimes includes a Site or Account administrator within the district who may create an Assessment or who may also be a teacher.*
- **Student Interactions:** This section contains information on Student interactions. Student interactions include **Started** and **Completed**. An Assessment that has been Started has either not yet been submitted by the student, or scoring has not been completed by the Teacher. A Completed Assessment has been both submitted by the student and scored by either the Teacher or the System (machine-scored).
- **Completed Assessments:** This section provides a summary of the assessments that were completed by Students for the given time period. To narrow down the results the filters can be used to identify the specific Assessment Type or Assessment Title. The resulting data can be drilled into to provide more detailed information for the specific line item.

Questions?

If you have any additional questions or concerns, please reach out to your Discovery Education Partner Success Manager.