Portal Usage Report (System Settings)

Last Modified on 06/10/2025 10:05 am CDT

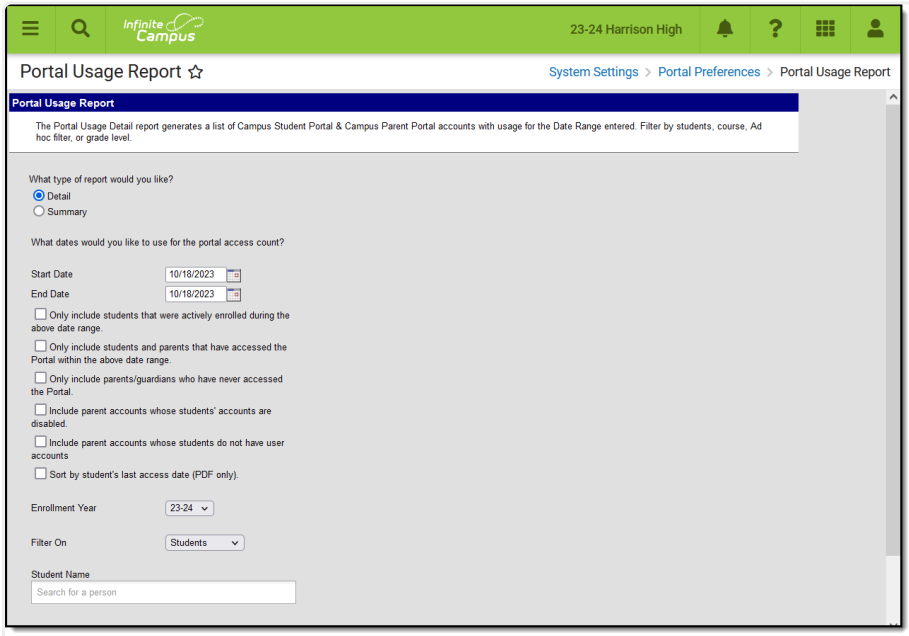
Detail Report | Summary Report

Tool Search: Portal Usage

The Portal Usage Report describes usage of the Portal, Campus Student, or Campus Parent by students and guardians and is available in Summary and Detail versions. A version of this report is also available for teachers.

This report is available in two versions:

Detail Report | Summary Report



Portal Usage Report

See the Portal Preferences Reports Tool Rights article for details on available tool rights for this report.

Detail Report

The Portal Usage report generates a report of students who have user accounts and their guardians

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with accounts. Users with accounts are listed with the most recent date of access and the number of times they've accessed their account. Results include successful access to Portal, Campus Student, or Campus Parent.

Report Logic - Detail

The Portal Usage Report uses access log information for Campus Portal, Campus Student, and Campus Parent users.

A **School** must be selected in the Campus toolbar to use this report.

Report Editor - Detail

The following defines the options available on the Portal Usage Report - Detail.

Field	Description
Start Date	Beginning date used to return login results. Dates are entered in *mmddyy* format.
End Date	Last date used to return login results. Dates are entered in *mmddyy* format.
Only Include students who were actively enrolled during the above date range	When selected, students are included in the report when the following conditions are met: • The student has an enrollment in the school selected in the Campus toolbar. • The enrollment is in the selected Enrollment Year. • The student's enrollment was active during any part of the entered date range.
Only include students and parents that have accessed the Portal within the above date range	When selected, only student and parent accounts that were accessed within the entered date range are included in the report. This option could be helpful to track how effective a push by the school to encourage usage was.
Only include parents/guardians who have never accessed the Portal	When selected, this option restricts results so that only parent/guardian users who have user accounts but have never accessed their accounts are listed.
Include parent accounts whose students' accounts are disabled.	When selected, this option includes parent accounts in the report even if that parent's student(s) does not have an active account.
Sort by student's last access date (PDF only)	When selected, this option sorts results by the date the student most recently accessed their account, from earliest date to most recent. This option is only available when generating the report in PDF format.

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Field	Description
Enrollment Year	School year of enrollment.
Filter On	The report can be filtered by *Students, Courses,* an *Ad hoc* filter, or *Grade Levels*. • Students: displays a student field. Search for a student by name to generate results for that user and their guardians. • Courses: displays a list of courses in the selected school. Select a course to view only students enrolled in that course and their guardians, or use CTRL and SHIFT to select multiple courses. • Ad hoc: displays an Ad hoc Filter dropdown list. Select an existing Ad hoc Filter to limit results. • Grade Levels: displays a list of grade levels in the school. Select a grade level or multiple using CTRL and SHIFT keys.

Generating the Portal Usage Report - Detail

1. Enter a **Start Date** for the report.
2. Enter an **End Date** for the report.
3. Mark **Only include students who were actively enrolled during the above date range** to limit results to actively enrolled students.
4. Mark **Only include students and parents that have accessed the Portal within the above date range** to limit based on the date range.
5. Mark **Only include parents/guardians who have never accessed the Portal** to limit the guardian results reported to only those who have not used their accounts.
6. Mark **Includeparent accounts whose students' accounts are disabled** to include parent accounts not tied to active student accounts.
7. Mark **Sort by student's last access date** to sort results by the student's most recent access date, from earliest to most recent.
8. Select an **Enrollment Year** to report students enrolled in that school year.
9. Select a **Filter On** option and then make selections in the field that displays:
    1. Search for a **Student** to view results for specific students.
    2. Select a **Course** to report only students in that course.
    3. Select an existing **Ad hoc Filter** to limit students reported.
    4. Select a **Grade Level** to only report students enrolled in that grade.
10. Select a format of **PDF** or **CSV** which van be opened in a program such as Excel.
11. Click **Generate Report**.

The report displays in a new window in PDF format, or a selected program in CSV format.

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18-19
Harrison High
585 Peachtree Parkway, Metro City MN 55436
Generated on 01/24/2019 02:19:04 PM Page 1 of 1

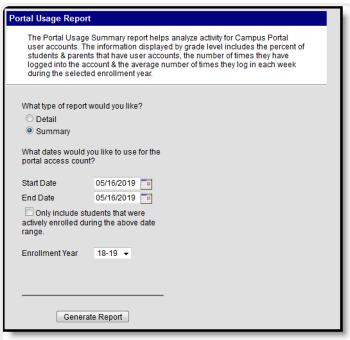
Portal Usage Summary Report
Start Date:01/24/2019 End Date:01/24/2019
School Year:2019

Student Name	Guardian Name	Last Access	Access Count
Student, Andrew #123456789		01/22/2019	17
	Student, Brenda	01/15/2019	4
Student, Jordan E #141900020		01/22/2019	20
Student, Kyle M #141900018		01/22/2019	5
Student, Luke C #141900019		Never	0
Student, Lydia J #141900021		Never	0
	Student, Brenda	01/15/2019	4

Results are sorted alphabetically by student (unless otherwise selected) with guardians listed by student.

Summary Report

This report returns a summary of successful access to the Portal, Campus Student, or Campus Parent by students and parents. The information displayed by grade level includes the percent of students and parents that have user accounts, the number of times they have logged into the account and the average number of times they log in each week during the selected enrollment year.



The Summary version of this report sorts usage by grade level.

Report Logic - Summary

If a school is selected in the Campus toolbar, the report is scoped to only students enrolled in that school in the Enrollment Year selected, and their parents. When All Schools is selected in the toolbar, all students enrolled in the selected Enrollment Year, and their parents, are reported.

Report Editor - Summary

The following defines the options available on the Portal Usage Report - Summary.

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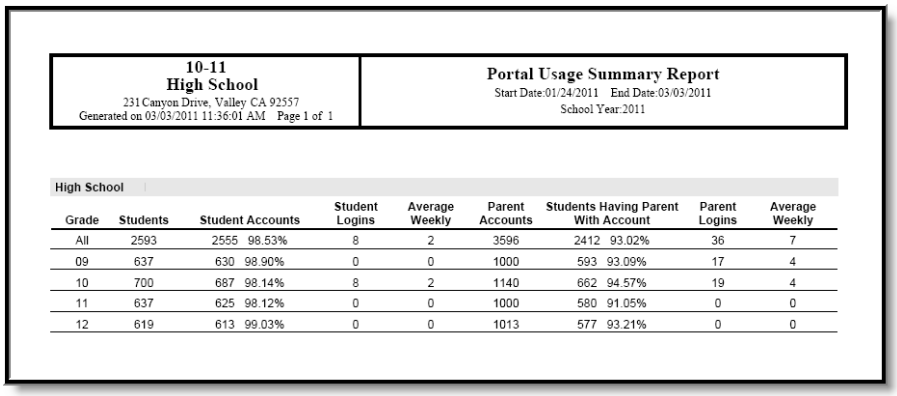
The following defines the options available on the Portal Usage Report.

Field	Description
Start Date	Beginning date used to return login results. Dates are entered in *mmddyy* format.
End Date	Last date used to return login results. Dates are entered in *mmddyy* format.
Only Include students who were actively enrolled during the above date range	When selected, students are included in the report when the following conditions are met: • The student has an enrollment in the school selected in the Campus toolbar. • The enrollment is for the selected Enrollment Year. • The student's enrollment was active during any part of the entered date range.
Enrollment Year	School year of enrollment.

Generating the Portal Usage Report - Summary

1. Enter a **Start Date** for the report.
2. Enter an **End Date** for the report.
3. Mark the **Only include students who were actively enrolled during the above date range checkbox.**
4. Select an **Enrollment Year**.
5. Click the **Generate Report** button.

The report displays in a new window in PDF format.



10-11
High School
231 Canyon Drive, Valley CA 92557
Generated on 03/03/2011 11:36:01 AM Page 1 of 1

Portal Usage Summary Report
Start Date:01/24/2011 End Date:03/03/2011
School Year:2011

High School

Grade	Students	Student Accounts	Student Logins	Average Weekly	Parent Accounts	Students Having Parent With Account	Parent Logins	Average Weekly
All	2593	2555 98.53%	8	2	3596	2412 93.02%	36	7
09	637	630 98.90%	0	0	1000	593 93.09%	17	4
10	700	687 98.14%	8	2	1140	662 94.57%	19	4
11	637	625 98.12%	0	0	1000	580 91.05%	0	0
12	619	613 99.03%	0	0	1013	577 93.21%	0	0

Portal Usage Report, School Based

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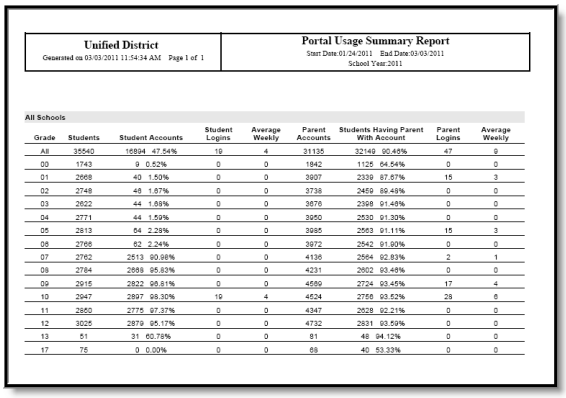

Unified District
Generated on 03/03/2011 11:54:34 AM Page 1 of 1

Portal Usage Summary Report
Start Date:01/24/2011 End Date:03/03/2011
School Year:2011

All Schools

Grade	Students	Student Accounts	Student Logins	Average Weekly	Parent Accounts	Students Having Parent With Account	Parent Logins	Average Weekly
All	35540	16894 47.54%	19	4	31135	32149 90.48%	47	9
00	1743	9 0.52%	0	0	1942	1125 64.54%	0	0
01	2668	40 1.50%	0	0	3907	2339 87.67%	15	3
02	2748	46 1.67%	0	0	3738	2459 89.48%	0	0
03	2622	44 1.68%	0	0	3676	2398 91.46%	0	0
04	2771	44 1.59%	0	0	3950	2530 91.30%	0	0
05	2813	64 2.28%	0	0	3985	2563 91.11%	15	3
06	2766	62 2.24%	0	0	3972	2542 91.90%	0	0
07	2762	2513 90.98%	0	0	4136	2564 92.83%	2	1
08	2784	2669 95.83%	0	0	4231	2602 93.46%	0	0
09	2915	2822 96.81%	0	0	4589	2724 93.45%	17	4
10	2947	2897 98.30%	19	4	4524	2756 93.52%	28	6
11	2850	2775 97.37%	0	0	4347	2628 92.21%	0	0
12	3025	2879 95.17%	0	0	4732	2831 93.59%	0	0
13	51	31 60.78%	0	0	81	48 94.12%	0	0
17	75	0 0.00%	0	0	68	40 53.33%	0	0

Portal Usage Report, District Based

Report Layout - Summary

The following defines the data included in the Portal Usage Report.

Data Element	Description
Grade	Student's grade level of enrollment for the selected Enrollment Year.
Students	Total count of all students in the grade level.
Student Accounts	Total count of all students who have Accounts.
Student Logins	Count of students who have logged in during the entered date range.
Average Weekly	Average number of weekly logins for students.
Parent Accounts	Total count of all parents/guardians who have accounts.
Student Having Parent with Account	Count and percentage of students who have parents/guardians who also have accounts.
Parent Logins	Count of parents/guardians who have logged in during the entered date range.
Average Weekly	Average number of weekly logins for parents/guardians.

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