



CLICK SHEET

How to View Usage Reports



1. Under **My Classes**, click on the class period you want to view.
2. Under **Class**, click **Reports**.
3. Click **Usage** to view the report.
4. The Usage Report can be filtered by month, course, or grade - and it can be filtered by a specific date range.

The screenshot shows the PENDA interface. On the left, a sidebar contains sections: MY CLASSES, TEACHER, and CLASS. Under MY CLASSES, two class sections are listed. Under CLASS, there are options for Summary, Assignments, PAS Assignments, Students, Groups, Reports, Progress, and Usage. Red arrows point from numbered boxes to these elements: box 1 points to a class in MY CLASSES; box 2 points to Reports in the CLASS sidebar; box 3 points to Usage in the CLASS sidebar; box 4 points to the By Course filter button in the USAGE view.

The USAGE view shows filters for By Month, By Course (selected), and By Grade. A date range is set from 08/01/2022 to 07/07/2023. Below the filters, there are four summary cards:

- TASK HOURS: 10h 13min
- HOURS PER STUDENT: 1h 1min
- ACTIVE STUDENTS: 10 (63%)
- TASK HOURS OUTSIDE SCHOOL: 8h 38min

Below these cards is a table with the following data:

COURSE	TOTAL HOURS	HOURS OUTSIDE	ACTIVE STUDENTS	HOURS PER STUDENT
Comprehensive Science 2	10:13	08:38	10	01:01

LEARN MORE! Watch this self-help “How to” video: <https://vimeo.com/846289954/2d27d3ac1b>

