

# Portal Usage Report

Last Modified on 10/22/2022 9:29 am CDT

**PATH:** *Campus Instruction > Reports > Portal Usage Roster*

The Portal Usage Roster lists which students and parents have Portal accounts, and the login activity on those accounts. A version of this report is also available for [administrators](#).

*Review login activity of parents and students using the Portal Usage report.*

## Generating the Portal Usage Roster

1. Select the **Term** and **Section** for which you want to generate usage data. Select multiple sections if desired. The Report Options and Student list will include data from all selected sections.
2. Change the **Effective Date** if desired. This date auto-populates with the current date. This report includes usage data for the week that includes this date and the four prior weeks.
3. Mark the **Include parent accounts...** checkbox to include parent accounts in the report even if they are parents of students whose accounts have been disabled.
4. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.

Student	Parent Account	Student Account	Last Login	Portal Login Counts					Total
				Week 1 01/19-01/25	Week 2 01/26-02/01	Week 3 02/02-02/08	Week 4 02/09-02/15	Week 5 02/16-02/22	
Student, Andrew T #678912345		X	02/19/2014	0	0	0	0	1	1
	Student, Brenda	-	02/19/2014	0	0	0	0	1	1
Student, Bree W #123456789		X	02/19/2014	0	0	0	0	1	1
	Student, Bill	-	02/19/2014	0	0	0	0	1	1
Student, Brooke J #234567891		X	Never	0	0	0	0	0	0
Student, Devin L #345678912		X	Never	0	0	0	0	0	0

*Example of the Portal Usage Roster*

This report lists students in the course and any of their parents who have an account. The Student Account columns indicates which students have been given Portal accounts, followed by the last time each student or parent has logged in.

Login counts are totaled in the following columns for the week of the Effective Date and the previous 4 weeks, followed by a total of all 5 weeks in the last column.

