



Getting the Most Out of Leganto Analytics

Exercises for Attendees

Ex Libris Knowledge Days, May 2023

Exercise 1: View your library's data using Key Dashboard #2

This exercise enables you to see the number of unique students who use Leganto per year

1. In Alma, open **Analytics** menu and select **Design Analytics**
2. In the Analytics page, select **Catalog**
3. Navigate to Shared Folders/Community/Reports/Shared Reports/Reports/Leganto Course Reading Lists/Sample Librarian Dashboard
4. Click Open to open the **Librarian Usage Dashboard**
5. Click on the **Library Impact** tab
6. Look at the **Number of Students Impacted** report.

You can review the other information as desired. If you would like to copy a report for your own use:

7. Click **Catalog** again to navigate back to the list of reports
8. Find the report you would like to copy and click on **Edit**
9. Click **Save As** to save the report into your personal or institutional folder

Exercise 2: View your library's data using Key Dashboard #1

This exercise enables you to access Key Dashboard #1 to view your library's data

1. In Alma, open **Analytics** menu and select **Design Analytics**
2. In the Analytics page, select **Catalog**
3. Navigate to Shared Folders/Community/Reports/Shared Reports/Leganto Librarian Analytics Dashboard Focus Group/ Leganto Librarian Analytics Dashboard
4. Click on **Open** to view the dashboard's reports

You can review the tabs and associated reports as desired. If you would like to copy a report for your own use:

5. Find the report you would like to copy and click on **Edit** below the report
6. Click **Save As** to save the report into your personal or institutional folder

Exercise 3: View your library's data using Key Dashboard #3

This exercise enables you to access Key Dashboard #1 to view your library's data

1. In Alma, open **Analytics** menu and select **Design Analytics**
2. In the Analytics page, select **Catalog**
3. Navigate to Shared Folders/Community/Reports/Shared Reports/Reports/Leganto Course Reading Lists
4. Click Open to open any report

You can review the information as desired. If you would like to copy a report for your own use:

5. Click **Catalog** again to navigate back to the list of reports
6. Find the report you would like to copy and click on **Edit**
7. Click **Save As** to save the report into your personal or institutional folder