



Getting started with Leganto Analytics

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Other Training Materials to Review



Leganto for Library Staff

Leganto for Library Staff - English

Learn how to manage Leganto reading lists on the Alma side, from the library staff's perspective.

- 01 Managing Courses and Reading List Templates in Alma and Leganto
- 02 Managing Reading Lists in Alma and Leganto
- 03 Working on Reading Lists and Citations in Alma and Leganto
- 04 Working on Reading Lists and Adding Citations in Alma and Leganto
- 05 Working on Reading Lists and Fulfilling Citations in Alma and Leganto
- 06 Leganto Analytics for Library
- 07 Leganto Analytics for Instructors
- 08 Course Rollover in Bulk via Course Loader
- 09 Course Rollover by the Instructor

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Leganto for Library Staff - 中文

从图书馆员的视角，学习在Alma端如何管理Leganto阅读列表。

- 01 在Alma和Leganto中管理课程和阅读列表模板
- 02 在Alma和Leganto中管理阅读列表
- 03 在Alma和Leganto中使用阅读列表和引文
- 04 在Alma和Leganto中使用阅读列表和添加引文
- 05 在Alma和Leganto中使用阅读列表和实现引文服务

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Leganto for Instructors

Leganto for Instructors - English

Learn how to create and manage reading lists with Leganto, from the course instructor's perspective.

- 01 Log in from LMS and Create a Reading List
- 02 Log in and Create a Reading List
- 03 Add Citations via Leganto Search
- 04 Add Citations via Upload
- 05 Add Citations from Web via Cite It! Widget
- 06 Add Citations via RIS File Import
- 07 Add Citations from a Citation Manager
- 08 Viewing and Annotating Citations
- 09 Sending Reading Lists to the Library
- 10 Publishing a Reading List for Students
- 11 Managing Collaborators for a Reading List
- 12 Student Interaction with Reading Lists
- 13 Notifications
- 14 Creating Additional Reading Lists
- 15 My Collection in Leganto
- 16 View Student Usage Reports**

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Leganto for Instructors - 中文

学习如何利用Leganto创建和管理阅读列表。从课程教师的视角。

- 01 从学习管理系统登录并创建阅读列表
- 02 登录并创建阅读列表
- 03 通过Leganto搜索添加引文
- 04 通过上传文件添加引文
- 05 通过Cite It!工具从网页添加引文

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Search under current path

Alma

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Analytics

Introduction to Analytics

Learn how to access and navigate Alma Analytics.

Reports and Dashboards

Learn how to run out-of-the-box reports, edit and create reports, and configure My Dashboard.

Providing Reports to Other Users

Learn how to share reports and dashboards with other users via widgets and scheduled reports. Also see how to create a set in Alma using the results of a report in Analytics.

Extended Training

See additional Analytics trainings that focus on running, editing, and creating reports in various subject areas. Updates coming soon! Please check back for updated sessions.

201 Modify Canned Report: Electronic inventory

202 Modify Canned Report: Physical Inventory

203 Modify Canned Report: Fulfillment

204 Modify Canned Report: Acquisitions

301 Create Report: Duplicate Physical Holdings

302 Create Report: Physical Items that Will be Declared Lost Tomorrow

303 Create Report: Count Users by Group and Users Group Null

401 Making New Reports Available to Staff Users in Alma

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Common Analytics Procedures

◀ Scheduling and Subscribing to Alma Analytics Reports | Out-of-the-Box Reports ▶

Note For a list of How To Analytics documents, see [Presentations and Documents - Analytics](#).

This section contains a cookbook of procedures that illustrate of how to use Analytics.

Formatting Procedures

Logo in Analytics Report Title

For information on adding a logo to the title of an Alma Analytics report, see [How to add a logo to the top of an Alma Analytics report](#).

Number of Decimal Places

You can set the number of decimal places for numbers in an Analytics report.

To set the number of decimal places for sums:

- From the Analytics dashboard, select **New > Analysis** and then select **Select Subject Area > Fines and Fees**.
- Select the following columns from the Fines and Fees Transactions dimension:
 - Fine and Fee Status
 - Fine Fee Transaction Modification Date
 - Original Amount
- From the User Details subject area select the following:
 - User Name
 - First Name
 - Last Name
- Select the **Results** tab. In the following example, the sums are rounded up to whole numbers. For example, 29 is rounded up from 28.5:

— Table of contents

- Formatting Procedures
 - 1.1. Logo in Analytics Report Title
 - 1.2. Number of Decimal Places
 - 1.3. Currency Symbols
 - 1.4. Additional Text
 - 1.5. License Obligation Notes
 - 1.6. Values on the Top of Each Bar of a Bar Graph
 - 1.7. Export Link (Dashboards)
- Functional Procedures
 - 2.1. Subtotals
 - 2.2. Mathematical Formulas
 - 2.3. Concatenated Fields
 - 2.4. Bibliographic Records with Multi-library Holdings
 - 2.5. Conditional Fields
 - 2.6. Conditional Text
 - 2.7. Prompts
 - 2.7.1. Removing the NULL Value from a Prompt
 - 2.8. Prompts (Dashboard)
 - 2.9. Using Report Output as Input Data
 - 2.10. Combining Reports
 - 2.11. Editing a Default Dashboard
- Filtering Procedures
 - 3.1. Relative Dates
 - 3.2. Items Returned 30 Days or More After Their Due Date
 - 3.3. Patrons with Expiration Dates Within One Week Who Have Active Loans
 - 3.4. Case-Insensitive Filtering
 - 3.5. Column-Specific Filtering

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Extended Training

Topics Tag directory

Alma Community Zone Intro and Task List	Alma Fiscal Period Closure	Alma Link Resolver
Alma Requests Flow	Bindery	Course Reserves
Hebrew Cataloging in the Alma Metadata Editor <small>This session is presented in Hebrew.</small>	More Information About	Operational Reports
Presentations and Documents	Presentations and Documents - Acquisitions	Presentations and Documents - Analytics
Presentations and Documents - Analytics - Usage and Cost Per Use	Presentations and Documents - APIs	Presentations and Documents - Authorities

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Analytics for Instructors



Configuring reporting options for instructors

The screenshot shows the ExLibris Leganto interface for a collection titled "History of the Cold War". The left sidebar contains navigation options: "LISTS", "COLLECTION", "FIND LISTS", and "REPORTS" (highlighted with a red box). The top toolbar includes icons for "LIBRARY REVIEW", "NEW SECTION", and "ADD ITEMS +", along with a "REPORTS" icon (highlighted with a red box). The main content area displays the collection details, including the title, description, and a list of items. The first item is "book America, Russia, and the Cold War, 1945-2000 (Due: Jul 23, 2020)".

Configuration—Leganto—Features—Leganto Features:

Reports: `display_report_tab = true/false`

List Analysis: `list_analysis = instructors/all/leave blank`

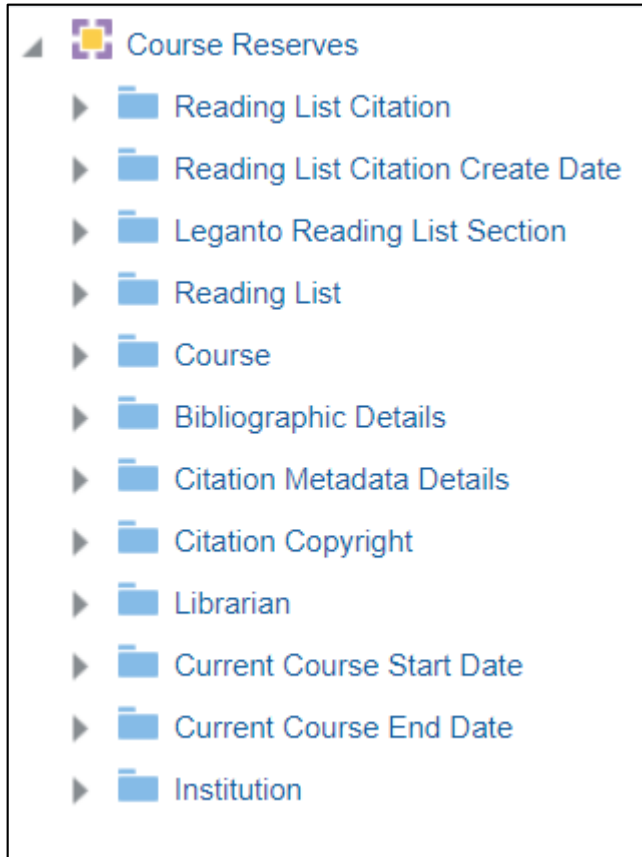


Analytics for the Library

Leganto Reports for the Library

The screenshot shows the ExLibris Alma user interface. The top navigation bar includes 'Acquisitions', 'Resources', 'Discovery', 'Fulfillment', 'Admin', and 'Analytics'. The 'Analytics' menu is open, showing options like 'Design Analytics' (highlighted with a red box), 'Design Analytics (1 time)', 'Subscribe to Analytics', 'Analytics Objects', 'Analytics Objects List', 'Analytics User Statistics', and 'Analytics Citation Attribute Types'. A 'Reports' section shows 'Leganto Usage Report'. A status bar at the bottom of the menu indicates 'Data available as of: 08/11/2020 10:04' and 'Data updated as of: 08/11/2020 03:00'. The main content area shows a welcome message for 'Jessie Ransom' on '08/11/2020', a 'Recent Pages' section with links to 'Run a Job', 'Courses', 'Reading Lists', and 'Processes', and a 'Tasks' section with '378 Purchase Requests', '17 Borrowing Requests', and '75 Other Requests'.

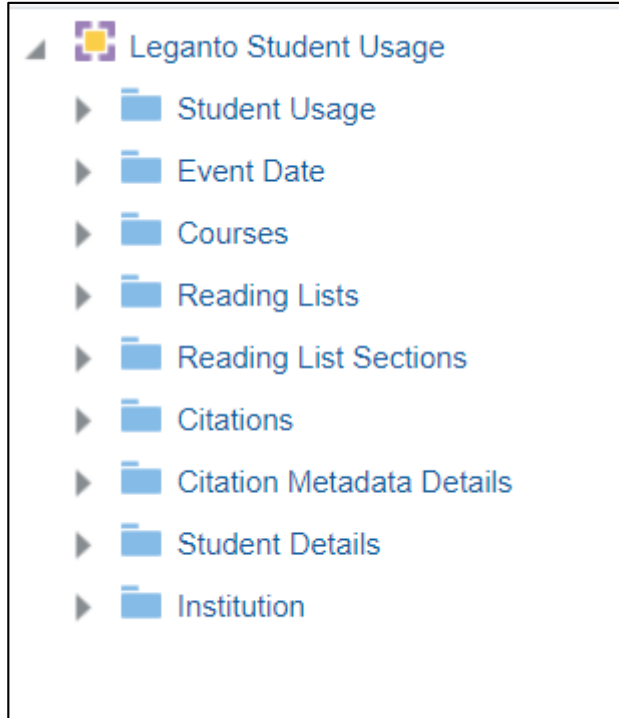
Course Reserves



The Course Reserves subject area includes all the information about courses, reading lists and citations. This is the subject area to use when you're interested in the lists or citations themselves:

- Which books are included in courses?
- How many citations do instructors add per reading list?
- How many citations per material type?
- How many reading lists have been published this term?
- What are instructors naming their sections?
- How old are the books on active reading lists?

Leganto Student Usage

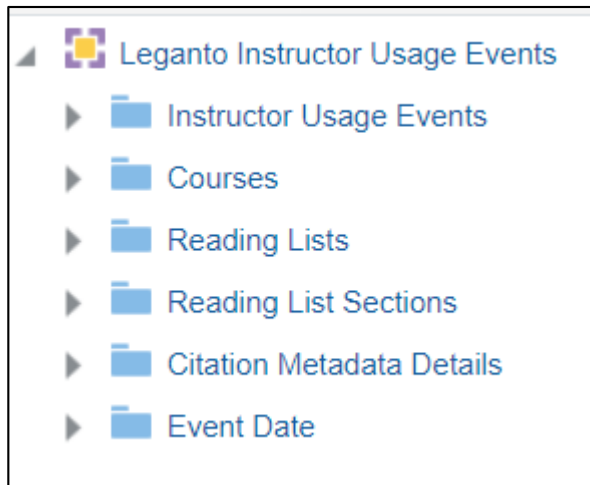


The Leganto Student Usage subject area includes information about how students use courses, reading lists and citations. This is the right subject area to use when you're interested in student activity:

- Which courses have the most heavily used reading lists?
- Which citations are students using the most?
- Which material types do students use most?

Note: This subject area only includes data about courses, reading lists, and citations which *have usage*.

Leganto Instructor Usage Events



The Leganto Instructor Usage Events subject area includes information about how Instructors use Leganto, including the actions they take in the Leganto interface. This is the right subject area to use when you're interested in instructor activity:

- Which instructors add tags to resources?
- How many notes for the library were added in the past month?
- Do instructors delete citations after the course begins?

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Alma Analytics Subject Areas






















- Analytics Usage Tracking
- API Usage
- Benchmark
- Borrowing Requests
- Cost Usage
- Course Reserves**
- Digital Inventory
- Digital Usage
- E-Inventory
- Events
- Fines and Fees
- Fulfillment
- Funds Expenditure
- Leganto Instructor Usage Events**
- Leganto Student Usage**
- Lending Requests
- Licenses
- Link Resolver Usage
- Physical Items
- Physical Items Historical Events
- Purchase Requests (Analytics)
- Requests
- Titles
- Usage Data
- Users

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Alma Analytics Subject Areas

-  [Analytics Usage Tracking](#)
-  [API Usage](#)
-  [Benchmark](#)
-  [Borrowing Requests](#)
-  [Cost Usage](#)
-  [Course Reserves](#)
-  [Digital Inventory](#)
-  [Digital Usage](#)
-  [E-Inventory](#)
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-  [Physical Items Historical Events](#)
-  [Purchase Requests \(Analytics\)](#)
-  [Requests](#)
-  [Titles](#)
-  [Usage Data](#)
-  [Users](#)

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Analytics Dashboard

The screenshot displays a file catalog interface with a blue header bar labeled "Catalog". The top right corner contains navigation links: Home, Catalog, Favorites, Dashboards, Create, and Open. Below the header is a toolbar with icons for file operations and a location bar showing the path: /shared/Community/Reports/Shared Reports/Leganto Librarian Analytics Dashboard Focus Group/Leganto Librarian Analytics Dashboard. A "Show Hidden Items" checkbox is visible on the right.

The left sidebar shows a "Folders" view with a tree structure:

- My Folders
- Shared Folders
 - Alma
 - Alma University
 - Community
 - Reports
 - Consortia
 - Ex Libris Development
 - Institutions
 - Regional User Groups
 - Shared Reports
 - Analytics Working Group
 - Consultants
 - Expert Services
 - Knowledge Days 2020
 - Leganto Librarian Analytics Dashboard Focus Group**
 - Reports
 - Rialto
 - Support

The main content area shows a list of items with columns for Type, Name, and Last Modified. The first item, "Leganto Librarian Analytics Dashboard (June 2019)", is highlighted with a red box. Its description reads: "Reports prepared by the Leganto Librarian Dashboard Focus Group based on user stories provided by the community. Please use, adapt and share your experience of them using the collaborative documents embedded in the dashboard." Below the description are links for "Expand", "Open", "Edit", and "More".

Below this item is a "VERSIONS" section with "Last Modified 8/2/2020 6:50:36 AM" and "Owner exlobi", with "Expand" and "More" links. The second item is a "Shortcut to Leganto Librarian Analytics Dashboard (June 2019)" with "Last Modified 8/2/2020 6:51:04 AM" and "Owner exlobi", also with "Expand", "Open", "Edit", and "More" links.



Thank you!

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