**Administrator Reports: Teacher Usage**

Administrator Reports allow district- and/or school-level access to teacher activity within Reading A-Z and Raz-Plus. They are organized by school, then by teacher, and include information regarding teacher downloads and activity.

**Access Usage Reports From a License Coordinator Login**

1. Log in to your Learning A-Z license coordinator account at [www.learninga-z.com](http://www.learninga-z.com).
2. Click the blue Reading A-Z or Raz-Plus title on the *Product Licenses* tab. This will bring you to the Reading A-Z or Raz-Plus product pages.
3. Click the *Reports* link above the resource bar.

**Access Usage Reports From Reading A-Z or Raz-Plus**

1. If you have not done so already, contact your Learning A-Z educational consultant to request access to usage reports.
2. Log in to [www.readinga-z.com](http://www.readinga-z.com) or [www.raz-plus.com](http://www.raz-plus.com).
3. Click the *Reports* link above the resource bar.

**View District-Wide Activity**

1. Customize the date range to focus your usage review.
2. *Active Schools* are schools that had usage within the time frame you identified.
3. *Inactive Schools* are listed at the bottom of the page. These schools did not have any student logins within the identified time frame.

**QUICK TIP:** If you are not a licensed user for Reading A-Z, find the reports by selecting *My Zone* on top of the page, and then clicking *My Activity Report* on the left.
View Additional Usage Details

1. Select a school hyperlink to review the teacher usage for that school.
2. Choose a hyperlinked teacher name to see the resources that teacher downloaded and projected.
3. Identify inactive teachers by scrolling down to the *Inactive Teachers* list and reviewing their *Last Login* dates.
4. Review a different school by selecting the *District-Wide Activity* box at the top of the page.

Column Definitions

- **Active Teachers**: Number of teachers that logged in within the designated date range
- **Total Teachers**: Total number of teachers registered at the school
- **Logins**: Total number of teacher logins within the school
- **Total Downloads**: Total number of resources downloaded within the time frame
  - **Books**: Total number of PDF books downloaded
  - **Projectable Resources**: Total number of projectable files opened
  - **Worksheets**: Total number of worksheets downloaded
  - **Quizzes**: Total number of quizzes downloaded
  - **Other**: Additional resources teachers have accessed

**QUICK TIP**: The *Other* category includes resources such as Comprehension Skill Packs, Project-Based Learning Packs, lesson plans, and more.

**QUICK TIP**: Select the blue hyperlinked name of an inactive school to see which teachers are assigned to the school.