Data Dashboard Quick Start Guide

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Data Dashboard is a new dashboard where you can view your up to date usage analytics for Texthelp products. You can access the dashboard by logging in at datadashboard.texthelp.com

You can sign in with Google or Microsoft accounts. In order to view your Group or Unlimited license usage data you must be added for access. Please reach out to support@texthelp.com if you need access

What Products Can I Track?

Read&Write - Read&Write for Google Chrome, Read&Write for Microsoft Edge, and Read&Write for Windows

Equatio - Equatio Chrome, Equatio Mathspace, Equatio Desktop, Equatio Mobile, Equatio LTI

OrbitNote -Orbitnote Progressive Web App

Co:Writer - Co:Writer Chrome

Snap&Read - Snap&Read Chrome

UPar

Group/Unlimited license Usage Tracking

Note: to view Group/Unlimited usage data you must be added for access on your license. Please reach out to support@texthelp.com to be added if you are not able to view domain usage

On the main dashboard you are able to filter by Product and date range, as well as domains added to your license. Continue to the below headings to learn about custom filtering options.
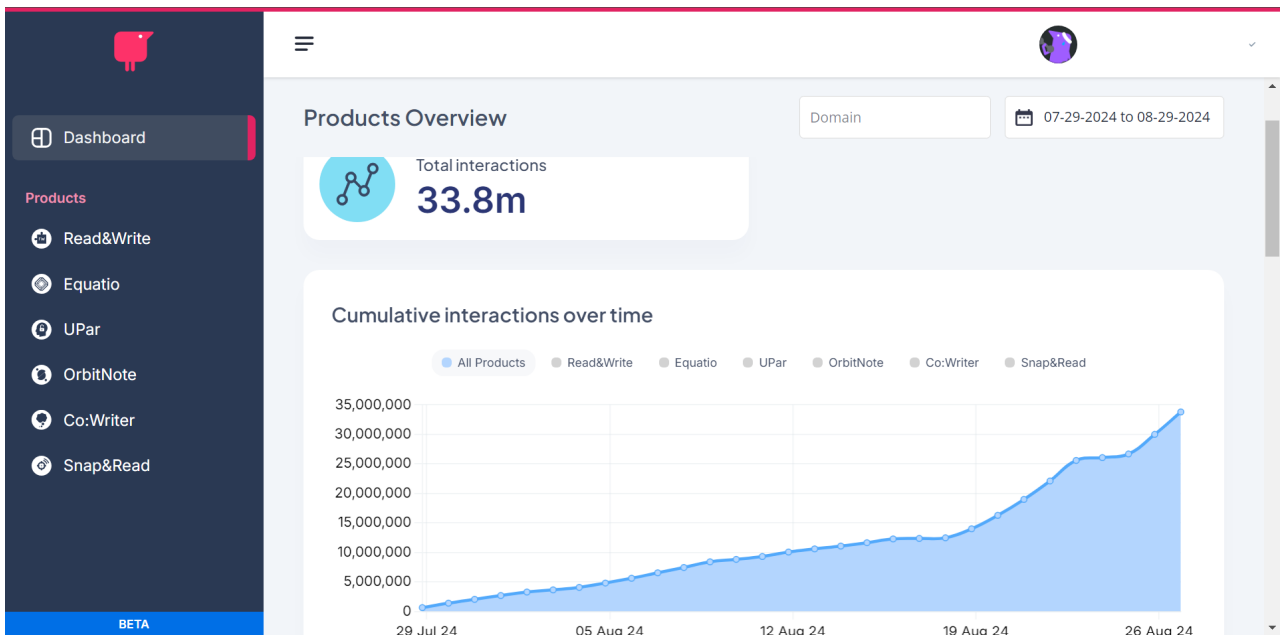
Custom CSV Filtering

Logging in as an admin assigned to a Group/Unlimited license allows you to choose a data source to filter your usage data. One of those options is via a **custom CSV file**.

To begin filtering, click on your login profile on the top right of the dashboard and click**Settings.** Next click **Select Data Source.** In this screen you are able to select CSV as your source. Once selected you are able to download a **Sample CSV** by clicking that option in the popup.
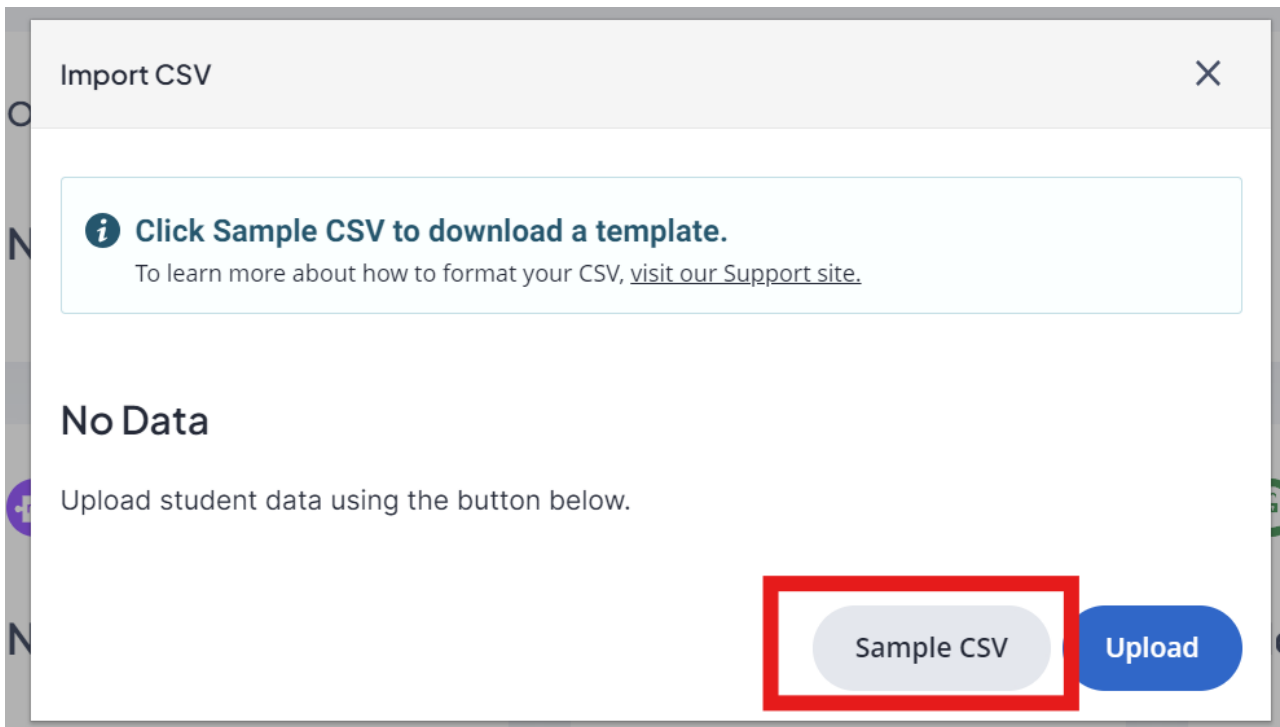
Once downloaded please fill in your user/student data with the below restrictions in mind before uploading using the blue upload button.

Your CSV must contain the text outlined in red below:

	A	B	C	D	E	F
1	Student	Email	School	Grade	Filter 1	Filter 2
2	text	text	select	select	select	select
3	Sample St	email1@s	Sample Sc	Sample Gr	FALSE	FALSE
4	Sample St	email2@s	Sample Sc	Sample Gr	TRUE	FALSE

Note: Please Avoid using commas within cells when entering names, schools, grades, or in custom filters. Commas within cells will cause errors when uploading CSV files.

Any custom filters (for example Special Ed or ELL) can be added starting in column E.

The second row must contain the type of data in that column.

Your student data can then be added starting in row 3.

Once the csv is uploaded, your data will represent those filters created, and you will be able to toggle the added filters such as school and grade to better view your data.***Note:** Currently there is a 1000 user limit when filtering in this way. If your Groups contain more than 1000 users, only 1000 will present usage.

You can go back to the data source setting to move back to the **default** option if you would like to view unfiltered data.

Export:

When You upload a CSV of students, the export will now display each student individually. Along with their names, the export will show the total number of interactions and a breakdown of usage per feature. This makes it easier to track how each student is engaging with different tools and features.

Student	Email	School	Grade	Total Interactions	Check It	Dictionary	Highlighters	Picture Dictionary	
Kathleen	k.colburn@texthelp.com	School 1	5	978	0	34	20	29	

*Product-Specific Exports: click the **Download** button on a specific product page to get a CSV containing data only for that product.

*All-in-One Export: Alternatively, clicking the **Download** button on the main Dashboard page will generate a separate CSV for each product included in the customer's license, all available for download at once.

Google Group Filtering

Logging in as an admin assigned to a Group/Unlimited license allows you to choose a data source to filter your usage data. One of those options is via **Google Groups.**

Note: You must be signed in with a Google account with Group admin or ownership privileges in the Google Admin Console.

On the top right corner, click on your **email**>**Settings**> **Select Data Source**> Then select **Google Groups** as your source. You will be prompted to choose your Group associated Google account. Be sure to allow the permission prompt below when signing in:
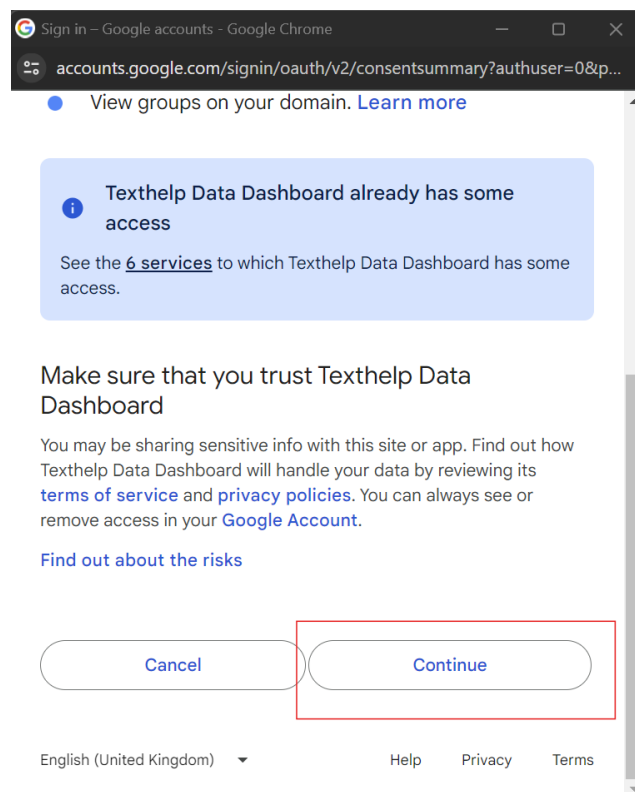
Once allowed and selected as a source, you will be able to select which Google Groups to filter usage data with on the dashboard. ***Note:** Currently there is a 1000 user limit when filtering in this way. If your Groups contain more than 1000 users, only 1000 will present usage.
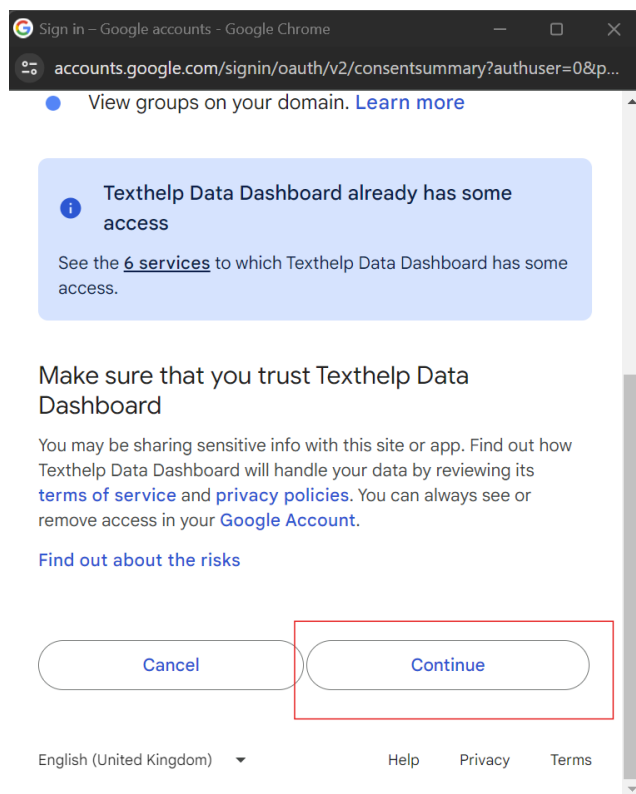

Google OU Filtering

Logging in as an admin assigned to a Group/Unlimited license allows you to choose a data source to filter your usage data. One of those options is via **Google OUs.**

Note: You must be signed in with a Google account with owner or admin privileges to manage those Organizational Units in the Google Admin Console

On the top right corner> Click on your **email**> **Settings**> **Select Data Resource**> Choose **Google Org Unit**

as your source. Be sure to allow the permission prompt when choosing your admin Google account:

Once allowed you will be able to select and filter by your OUs in the dashboard. ***Note:** Currently there is a 1000 user limit when filtering in this way. If your OUs contain more than 1000 users, only 1000 will present usage.

Google Classroom Filtering

Logging in as an admin assigned to a Group/Unlimited license allows you to choose a data source to filter your usage data. One of those options is via **Google Classroom.**

Note: You must be signed in with a Google account with permission to manage and assigned to active Classes in Google Classroom

Click on Your **email**> **Settings**> **Select Data Source: Google Classroom**

Choose your Classroom associated Google account and be sure to allow the permissions when prompted:
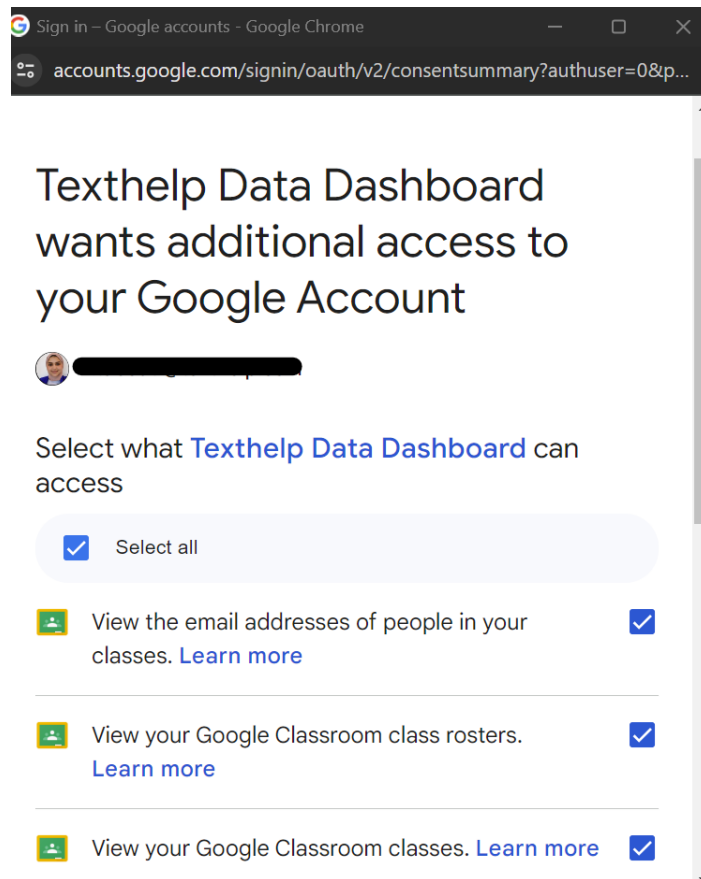
Once allowed you will be able to select and filter by your Classrooms in the dashboard. ***Note:** Currently there is a 1000 user limit when filtering in this way. If your Classes contain more than 1000 users, only 1000 will present usage.

Individual user login

Users not assigned as an admin for their license are still able to log in to the Data Dashboard and view their usage. Upon login they will be able to see usage data depending on the products they have access to and filter by date range.

Understanding the Data

Please see the Understanding Your Product Data Article hyperlinked here.