Discus

Usage Reports for
Discus Databases
Instructions for School Districts

General Information

Additional explanatory notes and definitions are included with the usage reports or appear on the Web sites noted for each database vendor below.

Account numbers and username/password information needed for accessing usage reports appear in the "NOTES" area of your library's **"Discus Institutional Summary."** Those who serve as Primary Contacts for their districts may request a copy of the summary. If the login information recorded on the summary is no longer valid, please contact the appropriate vendor for new login credentials.

Several products are set up under a single Discus master account. Therefore, usage reports specific to individual school districts are not available.

Home usage: It is **not** possible to obtain reports showing your district's home use of any of the databases provided by Discus. This is because all schools share the same off-site usage "accounts" for this access.

> **Questions?**
> **Please contact the provider of the product or the Discus Office.**
>
> DiscusOffice@statelibrary.sc.gov
> 1-803-545-0201 (local)
> 1-888-221-4643, ext. 50201 (toll-free)

Britannica Digital Learning https://britannicalearn.com/

Products:	Britannica Academic Edition Britannica Fundamentals Britannica Library Britannica School Enciclopedia Moderna Escolar
Notes:	Reports reflect usage made from IP addresses that Britannica has recorded for your district. You may access Britannica statistics any time via the online statistics system. You can request reports by hour, day, month, and year, for any timeframe, with options for displaying the results in CSV or Microsoft Excel formats.

Accessing the statistics website:	1. Go to **http://stats.eb.com** 2. Enter the assigned username and password for your district (case sensitive). 3. Select the date range, report type, file format, and Britannica products on which to report usage. 4. Click the "Generate Report" button and your report will be displayed. Sessions, documents, queries, and media columns are displayed for each product selected.
Key support resources for retrieving statistics:	There are two tabs on the main page that you can use for additional information if needed. They are labeled *Report Help* and *Report Definitions*.
Questions:	Jim Paulson edsupport@eb.com 1-800-621-3900, ext. 7160

Capstone https://www.capstonepub.com/

Products:	PebbleGo PebbleGo Next
Notes:	Prior to the beginning of the Discus subscription to Capstone resources, some school districts had previously purchased access to Capstone products and therefore may already have access to their usage statistics. Schools are encouraged to access the resources through the Discus portal, however the Discus Office has school and district links if desired. Contact the Discus Office for more information.
Questions:	Capstone Support support@capstonepub.com 1-800-621-3900, ext. 7160

Credo Reference https://corp.credoreference.com

Product:	Credo Reference
Notes:	Access to Credo Reference is set up under a single Discus master account, so individual usage reports are **not** currently available.

EBSCO https://www.ebsco.com

Products:	EBSCOhost Research Databases NoveList K-8 Plus Auto Repair Source NoveList Plus Consumer Health Complete Points of View Reference Center

Notes:	Reports reflect usage made from IP addresses that EBSCO has recorded for your district.
	
	Usage statistics are retrieved in EBSCOadmin, a tool that allows you to:
	   • Customize and personalize settings and functionalities to suit the needs of your district.
	   • Retrieve district-level usage reports on demand.
	   • Schedule district-level usage reports to be sent at pre-determined intervals to any email address the site administrator specifies.
	
	Prior to the beginning of the Discus subscription to EBSCO resources, some school districts had previously purchased access to EBSCO products and therefore may already have access to EBSCOadmin. As the Discus Primary Contact for your district, if you do not have this access, please contact EBSCO Customer Support to request it.
	
	EBSCO Customer Support will set up access for you. You will receive an automatically generated email that includes your User ID and a temporary password. You must log in to EBSCOadmin and change the temporary password to one that you prefer. Please be on the lookout for this important email and also check your junk mail folder. The email will come from **EBSCOadmin@ebsco.com**.
	
	If you do not log in with the given password, or if your login fails after 5 successive attempts, contact EBSCO Customer Support at **https://connect.ebsco.com/s/contactsupport** to receive a new password.

Accessing the statistics website:	1. Go to: **https://eadmin.ebscohost.com/EAdmin/Login.aspx** 2. Enter your assigned administrative user ID and password. 3. Click on the "Reports & Statistics" tab located at the top of the screen. 4. From there you can run and schedule reports. 5. Standard usage reports are the most popular to run and capture the most information. To create a report, follow the instructions outlined in *EBSCOadmin - Reports & Statistics Best Practices* found at: **https://connect.ebsco.com/s/article/EBSCOadmin-Reports-Statistics-Best-Practices?language=en_US**
Key support resources for retrieving statistics:	• Best Practices Document **https://connect.ebsco.com/s/article/EBSCOadmin-Reports-Statistics-Best-Practices?language=en_US** • Tutorials **https://connect.ebsco.com/s/article/Accessing-Reports-Statistics-in-EBSCOadmin-Tutorial?language=en_US** • Monthly Classes **https://ebsco-training.zoom.us/calendar/list?showType=2**

Questions:	EBSCO Technical Support support@ebsco.com 1-800-758-5995

Infobase Learning https://www.infobase.com/

Products:	African-American History Bloom's Literature Ferguson's Career Guidance Center Learn360 World Almanac for Kids Elementary World Almanac for Kids Intermediate Writer's Reference Center
Notes:	Access to Facts On File / Infobase Learning products is set up under a single Discus master account, so individual usage reports are **not** currently available.

Gale Cengage Learning https://www.gale.com/

Products:	Gale In Context: Biography Gale In Context: Elementary Gale in Context: Opposing Viewpoints Poetry for Students eBooks Short Stories for Students eBooks
Notes:	Access to Gale Cengage Learning products is set up under a single Discus master account so individual usage reports are **not** currently available.

LearningExpress https://www.ebsco.com

Product:	LearningExpress Library
Notes:	Usage of LearningExpress Library via scdiscus.org is attributed to a single Discus main account, so individual usage reports are **not** currently available.

ProQuest https://www.proquest.com

Product:	CultureGrams
Notes:	Reports reflect usage made from IP addresses that ProQuest has recorded for your district. Retrieve usage reports on demand or schedule automatic delivery.
Accessing the statistics website:	1. Go to: **http://tools.culturegrams.com/subscription_reports/** 2. Enter the assigned username and password for your district. 3. Once you are logged in, you have the option of changing the administrator information. To do this, click on [Edit Options] under the ADMINISTRATOR LOGINS header. Fill in all the required information and click submit. 4. To view usage, click on the [Usage Statistics] link near the upper left of the page. 5. This will bring you to the Usage Statistics page. Select the Report Type, Delivery Method, Totals displayed, Usage Period, and click the CREATE button. 6. The report is displayed in the browser window and you can print it using the print functionality of the browser.
Questions:	**Customer_service@proquest.com** or 1-800-521-0600 ext. 77112

Scholastic https://www.scholastic.com/home

Product:	Magic School Bus
Notes:	Access to Magic School Bus is set up under a single Discus master account so individual usage reports are not currently available.

Tumbleweed Press Inc. https://www.tumblebooks.com/

Product:	TeenBookCloud TumbleBook Library TumbleMath

Notes:	Access to TeenBookCloud, TumbleBook Library, and TumbleMath are set up under a single Discus master account, so individual usage reports are **not** currently available.
Questions:	info@tumblebooks.com or 1-800-232-1844