

**User Engagement Insights** 

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1) Click the Insights portal button on the MyGuide panel; it will redirect you to MyGuide Insights and automatically log you in

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© MyGuide by EdCast   P	Logout Version 2021.01.30.1 Available on 😢 🕑





If you login via this link, you have to enter your admin credentials, select captcha and then log into the insights portal.

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#### Step: 03

#### Click this app switcher icon





#### You can select any application from here to check the insights





### Click on "User Engagement" tab





## Select a filter from here

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# Select a date range from here

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Click on "Export PDF" to download the User Engagement data to your local system

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# Here is a graph representing user activity on pages containing guides

New Users are the total number of new (having no sessions in the last 30 days) users visiting the pages containing guides. Total Users are the total number of users visiting the pages containing guides. Engaged Users are those who performed some activity with MyGuide





# Thank you

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