



RADREVIEW

RadReview™ Admin User Guide

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RadReview User Types

Welcome to RadReview! To get started, please take a moment to familiarize yourself with the different RadReview User Types and their primary functions:

ADMIN ACCOUNT

The institutional admin account is created when your institution subscribes to RadReview; login details are provided in the welcome letter. Your institution may update the username, password, and the email address associated with the account at any time.

- **Primary Functions (*can only be done from Admin Account*)**
 - View all registered users associated with the institution's account
 - Create instructor accounts
 - Run usage reports (number of logins) across the institution
 - Run content reports across the institution (questions answered, assessments submitted, quizzes attempted, lessons completed, top five content categories)
- **Secondary Functions (*can also be done from Instructor Account*)**
 - Create class sections and student accounts
 - Deactivate class sections or student accounts
 - Move students to different class sections if needed

INSTRUCTOR ACCOUNT

The admin must create the instructor accounts for instructors at your institution. Once set up, instructors can:

- Create class sections and create student accounts/add students to class section
- Move students to different class sections if needed
- Create/distribute custom assignments with access to the separate RadReview Instructor Question Bank, view assignment results, and send feedback directly to students
- Review data in the Instructor Reports: Performance, Engagement, and Mastery Report

STUDENT ACCOUNT

Depending on your institution's type of access, students may create their own accounts if within IP range, or instructors may create their accounts when setting up their class. Students can:

- Create custom quizzes or take randomized quizzes
- Take assignments assigned by the instructor and the RadReview Mock Exam
- Read a digital version of D.A. Saia's book *Radiography PREP* in a modular format
- Review data in the Student Reports: Quiz Performance, Skill, and Mastery Report

Admin Account: Primary Functions

A. Logging In

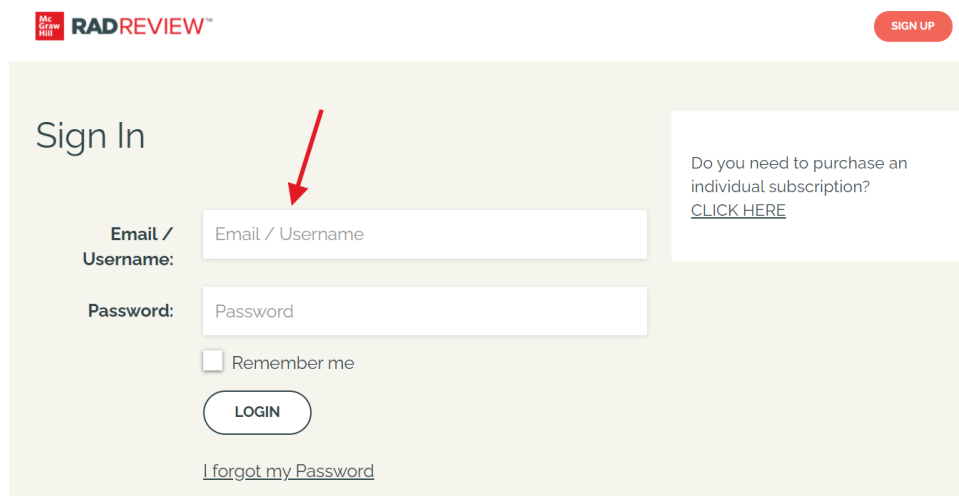
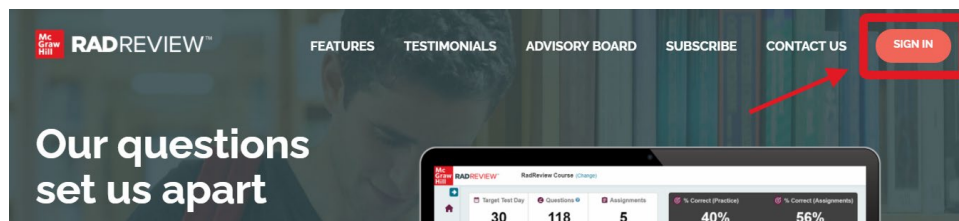
The institutional admin account is created when your institution subscribes to RadReview; login details are provided in the welcome letter. Your institution may update the username, password, and the email address associated with the account at any time.

Please contact Customer Success at customersuccess@mheducation.com if you need any help with the following:

- Logging in (login credentials, password reset, updating login credentials)
- Identifying who the admin is at your institution

To log in:

1. Navigate to <https://radreviewmhe.com/> and click “Sign In” at the top right.
2. Enter your admin login details.

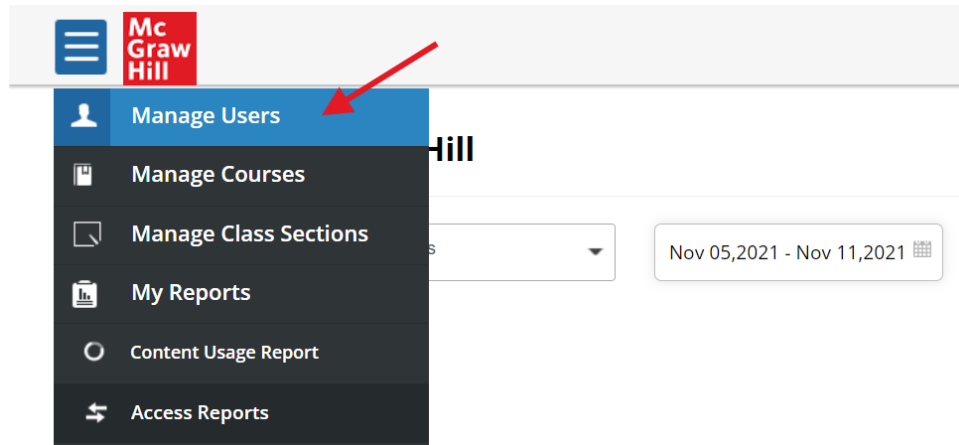


B. Viewing All Registered Users and Existing Class Sections

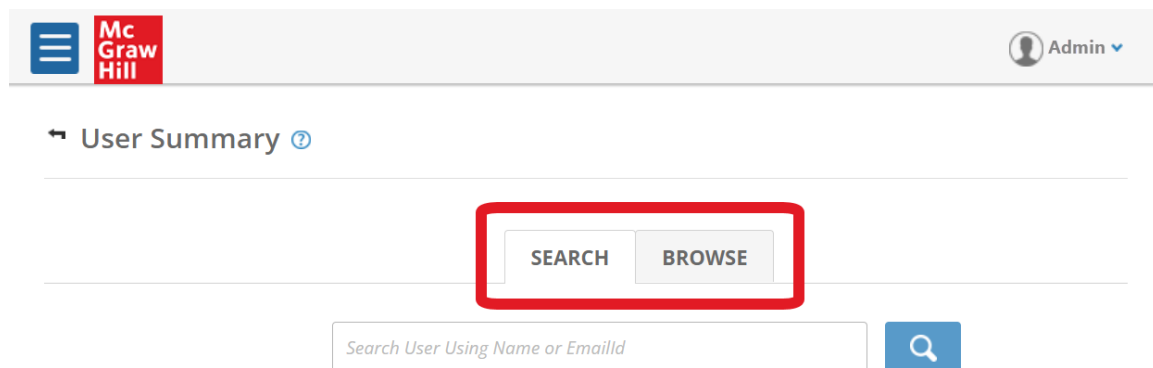
The admin can view all registered users and class sections.

VIEW REGISTERED USERS

1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose **“Manage Users”**.



3. You can either search for a specific user by entering their name or email or click **“BROWSE”** for a full list of registered users.



- Once in **BROWSE** you can view the full list of registered users or filter by class section. Set the Course selection to "RadReview Course", then select the class section from the dropdown menu.

← User Summary

SEARCH **BROWSE**

22 users, to create a new user please select course and class section filters above.

 Full Name	 Email	 Institutions	 Role / Class Section	 Course Count
Ashley Test	ashtest@mhtest.com	McGraw-Hill Easy Demo ...	Instructor / Test Section	1 (Activated)
Lacey Student	student@mhtest.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)

- Click on a user to see their user details, where you can change/update their username or password.

customersuccess@mheducation.com).

- You can also deactivate the user account from this screen.

← User Details

Sign In Information



Full name: Jon Jones

Username: jon.jones@mh.edu 

Email address: jon.jones@mh.edu

Role: Student

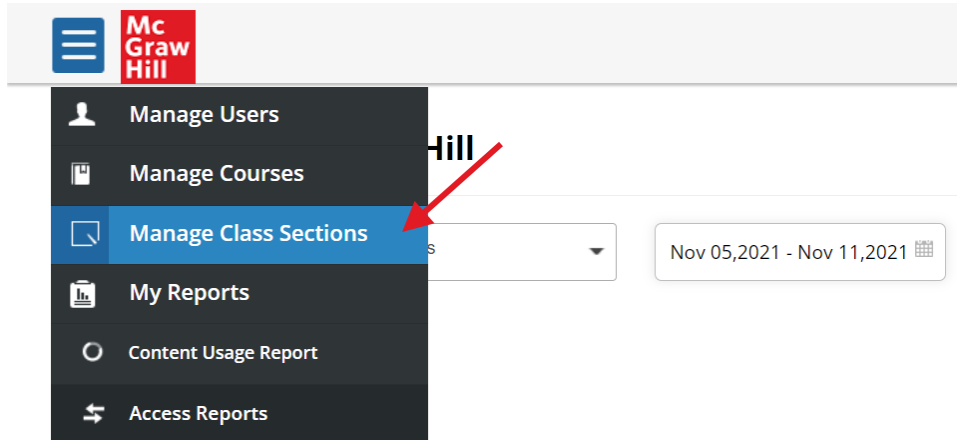
Quiz Count: 0

Change Password 

Deactivate Cancel Save

VIEW EXISTING CLASS SECTIONS

1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose **"MANAGE CLASS SECTIONS"**.



3. From here you can view a full list of active classes. You can also use the dropdown menu to view any disabled/deactivated classes. Click on a class section to view the list of student users in that class section.

← Class Section Summary + Class section

RadReview Course

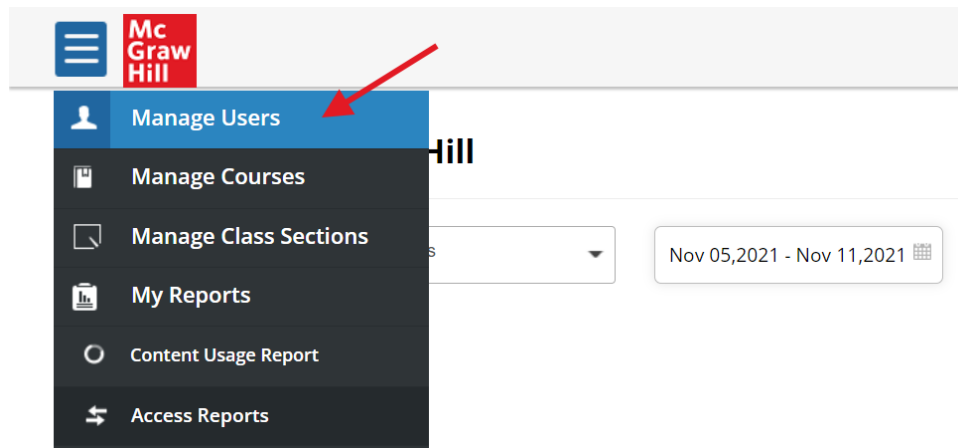
12 class sections

Class Section	Course Name	Instructor	Student Count	Status
Class of 2021	RadReview Course	Walter Thimons	0	Active
MHE Spring 2020	RadReview Course	Walter Thimons	2	Active
Rad I Test	RadReview Course		2	Active

C. Set Up Instructor Accounts (One at a Time)

Please Note: Instructor accounts must be set up by the institutional admin. Instructors cannot create their own accounts.

1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose **“Manage Users”**.



3. Toggle to **“BROWSE”** and select the appropriate course (RadReview Course) and class section. (Note: Instructor will be able to create their own new class sections later).

↶ User Summary ⓘ

SEARCH BROWSE

RadReview Course Select Class Section

22 users, to create a new user please select course and class section filters above.

Full Name	Email	Institutions	Role / Class Section	Course Count
Ashley Test	ashtest@mhtest.com	McGraw-Hill Easy Demo ...	Instructor / Test Section	1 (Activated)
Lacey Student	student@mhtest.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)

4. Click on “+New user”

← User Summary ⓘ

SEARCH BROWSE

RadReview Course Class of 2021


5 users + Import Instructors + Import Students **+ New user**

Full Name	Email	Institutions	Role / Class Section	Course Count
Lacey Student	student@mhstest.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)
Test student	teststudent@t1.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)

5. Fill in the required information and designate that the user is an **Instructor** in the “**ROLE**” field, then click “**SAVE**”. You will need to provide your instructors with their login information, they can change their password once they log in.

6. There can only be one account per username in the system- if you see an error message when trying to create an account, please contact Customer Success for help (customersuccess@mheducation.com).

← Create user



Full name:

Email address: (Login ID)

Password:

Confirm password:

Role: **Instructor**

Course Name:

Class Section:

D. Set Up Instructor Accounts (Bulk Import)

1. Follow steps 1-3 in the previous section. Once you get to the User Summary page, click on **“Download Students/Instructors Template”** to download the CSV file to use for bulk import.

➤ User Summary ⓘ

SEARCH BROWSE

RadReview Course Class of 2021

1 user [+ Import Instructors](#) [+ Import Students](#) [+ New user](#)

Full Name	Email	Institutions	Role / Class Section	Course Count
Instructor One	instructor1@snapwiz.com	McGraw-Hill Easy Demo ...	Instructor / Class of 2021	1 (Activated)

[Download Students/Instructors Template](#)

2. Open the CSV file. Enter the appropriate information into each column. The instructors’ email addresses will become their usernames. You may set a generic password at this time (instructors will be able to change it later). Save the CSV file.

	A	B	C	D	E	F	G
1	FirstName Last	Email	Password				
2	InstructorTest1	instructor1@test.com	radreview				
3	InstructorTest2	instructor2@test.com	radreview				
4							
5							
6							
7							
8							
9							

3. Back on the User Summary page, click **“+Import Instructors”** and upload the CSV file.

The screenshot shows the 'User Summary' page. At the top, there are 'SEARCH' and 'BROWSE' buttons. Below them are two dropdown menus: 'RadReview Course' and 'Class of 2021'. A status indicator shows '1 user'. The main action area contains three buttons: '+ Import Instructors' (highlighted with a red box), '+ Import Students', and '+ New user'. Below this is a table with columns: Full Name, Email, Institutions, Role / Class Section, and Course Count. The table contains one row for 'Instructor One' with email 'instructor1@snapwiz.com' and role 'Instructor / Class of 2021'. A link 'Download Students/Instructors Template' is at the bottom.

4. The yellow ribbon at the top will let you know the selected file is valid. Click on **“GO”** to import the file.

The screenshot shows the 'User Summary' page with a yellow validation message at the top: 'Selected file is valid. Click on GO button to import user(s)'. Below the message are the 'SEARCH' and 'BROWSE' buttons. The dropdown menus are 'RadReview Course' and 'Class of 2021'. A text input field contains 'Import_template.csv' and a blue 'Go' button (highlighted with a red box) is to its right. The status indicator shows '1 user'. The main action area contains three buttons: '+ Import Instructors', '+ Import Students', and '+ New user'. Below this is the same table as in the previous screenshot.

5. You have now created the instructors' accounts. Let instructors know their username (email address you inputted in the CSV file) and password. They may change their password once they log into their instructor account.

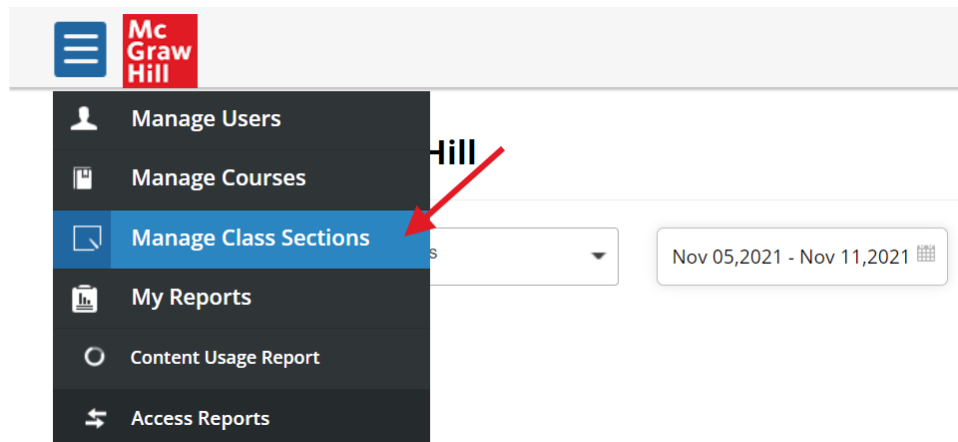
Admin Account: Secondary Functions

Please Note: All of the following functions in this section can also be performed by the instructor using their instructor account. That is why these functions are secondary functions for the admin account. Please refer to the RadReview Instructor Guide for step-by-step instructions on how to perform these functions from the instructor account.

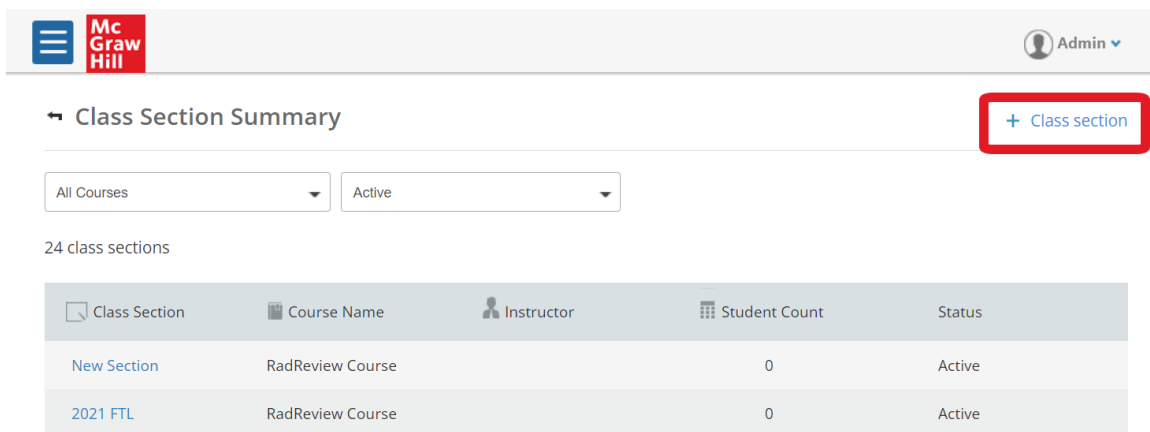
A. Create Class Sections and Add Instructors to Class Sections

CREATE A NEW CLASS SECTION

1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose **“MANAGE CLASS SECTIONS”**.



3. Click on **“+ CLASS SECTION”** at the top right.



4. Enter a name for the class section. For “Choose a Course”, make sure “RadReview Course” is selected. You may pick an instructor at this time for the class section or assign one later. Once you have filled out this information, click “**SAVE**”. The class section has now been created.

Mc Graw Hill

↩ Create a new class section

Class Section Name*

Choose a course*

Pick an instructor

Cancel

ADD AN INSTRUCTOR TO AN EXISTING CLASS SECTION

1. To assign an instructor to a class section you’ve already created, go to the main menu and select “**MANAGE CLASS SECTIONS**”. Click on the class section you would like to add the instructor to.

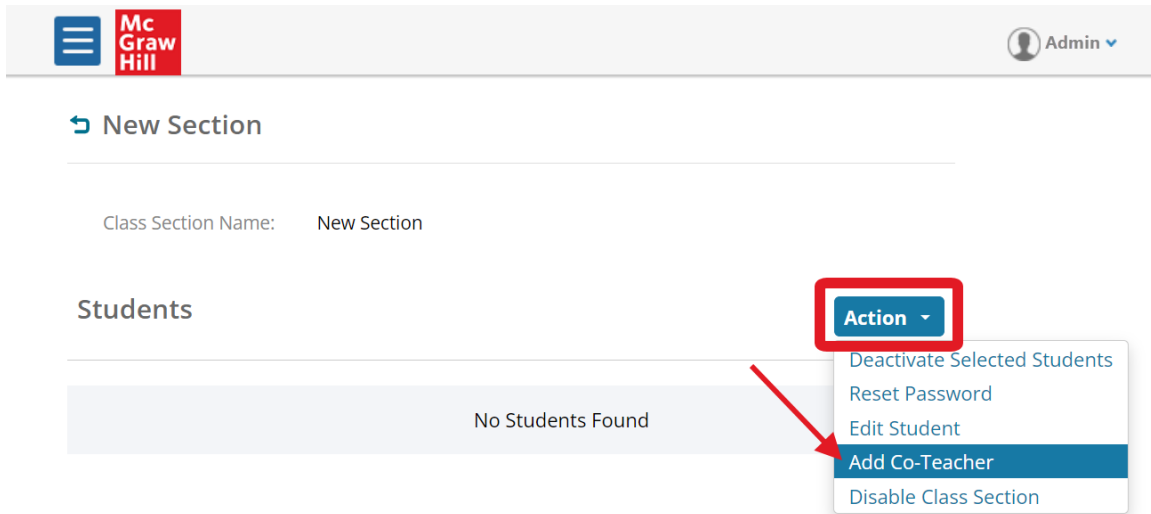
↩ Class Section Summary [+ Class section](#)

RadReview Course

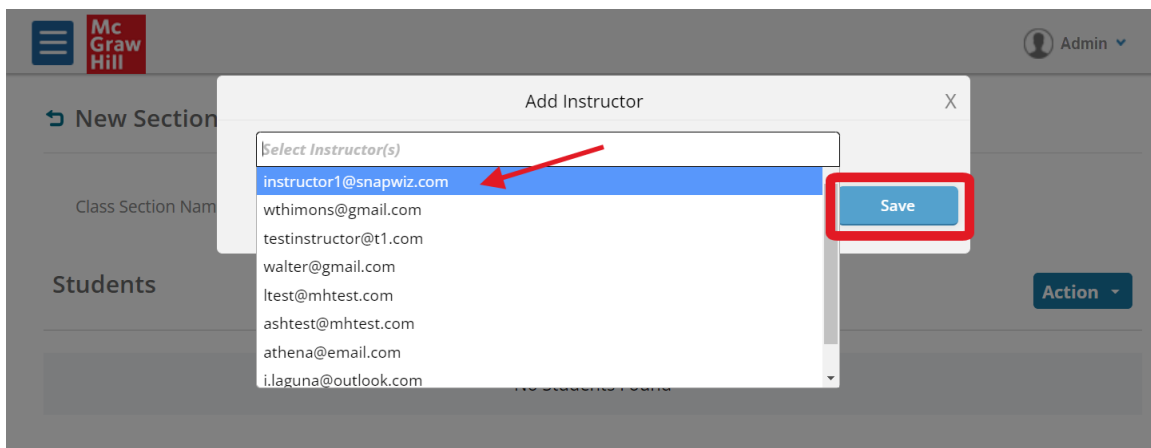
12 class sections

Class Section	Course Name	Instructor	Student Count	Status
New Section	RadReview Course		0	Active
2021 FTL	RadReview Course		0	Active
Class Webinar 2020	RadReview Course	Athena Thimons	1	Active

2. Click the dropdown “ACTION” button on the right and select “Add Co-Teacher”.



3. Select the instructor you would like to assign to this class section. Click **SAVE**. You have successfully assigned the instructor to the class section.
4. You can add more than one instructor to a class section, following the same steps.



CHANGE THE NAME OF A CLASS SECTION

1. If you would like to change the name of your class section, go back to **“MANAGE CLASS SECTIONS”** and click on the class section you would like to change the name of.


← Class Section Summary + Class section

RadReview Course Active


12 class sections

Class Section	Course Name	Instructor	Student Count	Status
New Section	RadReview Course		0	Active
2021 FTL	RadReview Course		0	Active
Class Webinar 2020	RadReview Course	Athena Thimons	1	Active

2. Click the class section name at the top and enter in a new name.

 Admin ▾

← New Section

Class Section Name: New Section 

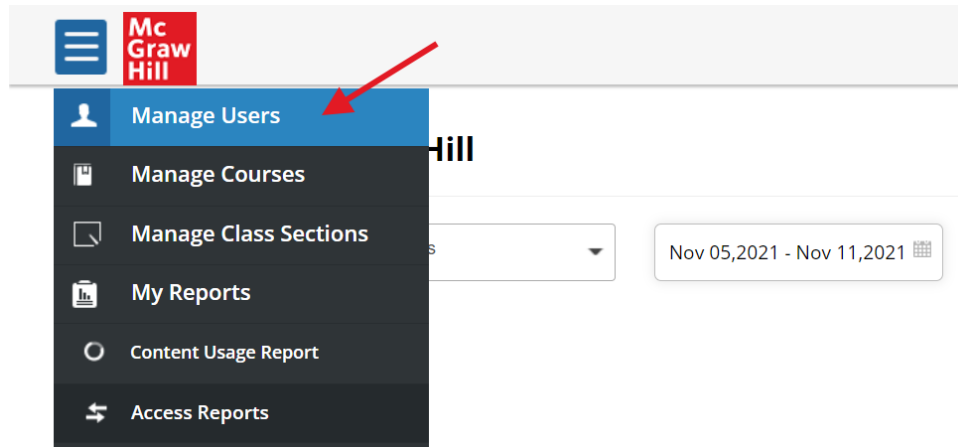
Students Action ▾

No Students Found

B. Set Up Student Accounts and Add Students to Class Sections

ADD STUDENTS ONE AT A TIME

1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose **"Manage Users"**.



3. Select the **"BROWSE"** tab and use the dropdown menus to select the Course (RadReview Course) and the Class Section where you want to add students.

☰ User Summary ⓘ

SEARCH **BROWSE**

RadReview Course

Select Class Section

- RadReview Course
- Class of 2021
- Class of 2020
- New Section

22 users, to create a new user please select a class section from the dropdown menu above.

Full Name	Institutions	Role / Class Section	Course Count
Ashley Test	McGraw-Hill Easy Demo ...	Instructor / Test Section	1 (Activated)
Lacey Student	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)

- Once in the class section, click on “+ New user”.

← User Summary [?](#)

SEARCH BROWSE

RadReview Course New Section


1 user + Import Instructors + Import Students + **New user**

Full Name	Email	Institutions	Role / Class Section	Course Count
Instructor One	instructor1@snapwiz.com	McGraw-Hill Easy Demo ...	Instructor / New Section	1 (Activated)

[Download Students/Instructors Template](#)

- Fill in the required information and designate the user as a **Student** in the “**ROLE**” field, then click “**SAVE**”. Students will be notified via email of their username and password. They may change their password once they log into their student account.
- There can only be one account per username in the system- if you see an error message when trying to create an account, please contact Customer Success for help (customersuccess@mheducation.com).

← Create user



Full name:

Email address: (Login ID)

Password:

Confirm password:

Role: **Student**

Course Name:

Class Section:

Cancel

ADD MULTIPLE STUDENTS (BULK UPLOAD)

1. Follow steps 1-3 in the previous section. Once you get to the User Summary page, click on **“Download Students/Instructors Template”** to download the CSV file to use for bulk import.

User Summary [?](#)

SEARCH BROWSE

RadReview Course New Section

1 user [+ Import Instructors](#) [+ Import Students](#) [+ New user](#)

Full Name	Email	Institutions	Role / Class Section	Course Count
Instructor One	instructor1@snapwiz.com	McGraw-Hill Easy Demo ...	Instructor / New Section	1 (Activated)

[Download Students/Instructors Template](#)

2. Open the CSV file. Enter the appropriate information into each column. The students' email addresses will become their usernames. You may set a generic password at this time (students will be able to change it later). Save the CSV file.

AutoSave Off

File Home Insert Page Layout Formulas Data Review

Clipboard Font

310	A	B	C	D	E
	FirstName LastName	Email	Password		
	StudentTest1	student1@test.com	radreview		
	StudentTest2	student2@test.com	radreview		
	StudentTest3	student3@test.com	radreview		

3. Back on the User Summary page, click “+Import Students” and upload the CSV file.

The screenshot shows the 'User Summary' page with a search and browse interface. Below the search bar, there are two dropdown menus: 'RadReview Course' and 'New Section'. Below these, there is a section with '1 user' and three buttons: '+ Import Instructors', '+ Import Students' (highlighted with a red box), and '+ New user'. Below this is a table with columns: Full Name, Email, Institutions, Role / Class Section, and Course Count. The table contains one row: 'Instructor One', 'instructor1@snapwiz.com', 'McGraw-Hill Easy Demo ...', 'Instructor / New Section', and '1 (Activated)'. At the bottom, there is a link: 'Download Students/Instructors Template'.

4. The yellow ribbon at the top will let you know the selected file is valid. Click on “GO” to import the file.

The screenshot shows the 'User Summary' page with a yellow validation message at the top: 'Selected file is valid. Click on GO button to import user(s)'. Below the message, there is a search and browse interface. Below the search bar, there are two dropdown menus: 'RadReview Course' and 'New Section'. Below these, there is a text input field containing 'Import_template.csv' and a blue 'Go' button (highlighted with a red box). Below this, there is a section with '1 user' and three buttons: '+ Import Instructors', '+ Import Students', and '+ New user'. Below this is a table with columns: Full Name, Email, Institutions, Role / Class Section, and Course Count. The table contains one row: 'Instructor One', 'instructor1@snapwiz.com', 'McGraw-Hill Easy Demo ...', 'Instructor / New Section', and '1 (Activated)'. At the bottom, there is a link: 'Download Students/Instructors Template'.

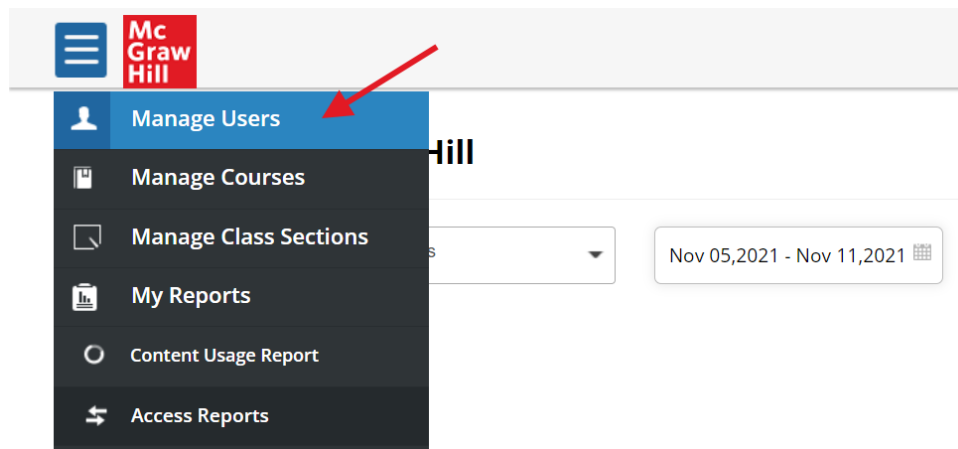
5. You have now created the students’ accounts. Students will be notified via email of their username and password. They may change their password once they log into their student account.
6. There can only be one account per username in the system- if you see an error message when trying to create an account, please contact Customer Success for help (customersuccess@mheducation.com).

C. Move Students to a Different Class Section

If a student has accidentally been enrolled into the wrong class section, the admin can move them to the correct class section.

Please Note: Students can only be enrolled in one class section at a time. Moving a student to a different class section will delete any instructor assignment data that had been in that student's account.

1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose **"MANAGE USERS"**.



3. Click on the **"BROWSE"** tab. Select your course (RadReview Course) and then select the current class section the student is in.

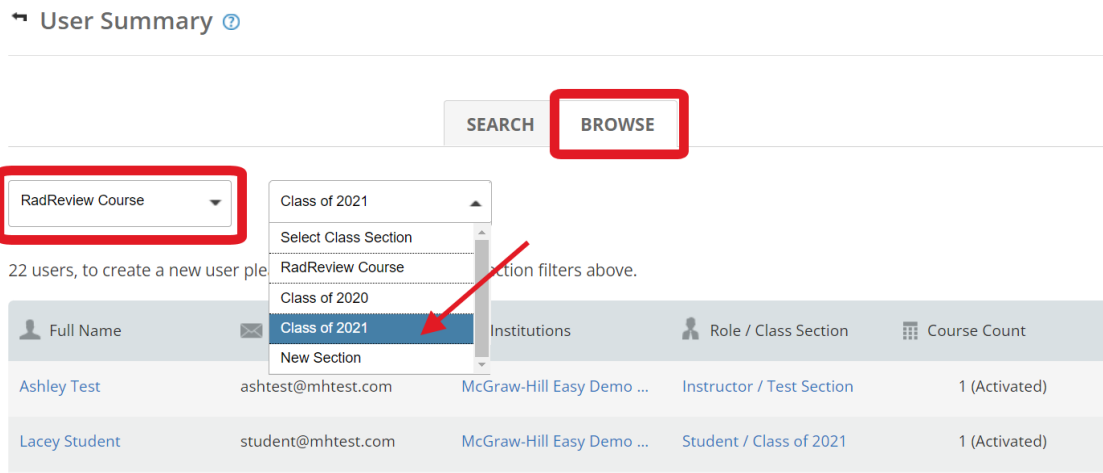
☰ User Summary ⓘ

SEARCH **BROWSE**

RadReview Course

22 users, to create a new user please use the filters above.

Full Name	Institutions	Role / Class Section	Course Count
Ashley Test	McGraw-Hill Easy Demo ...	Instructor / Test Section	1 (Activated)
Lacey Student	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)



4. Find the student you would like to move. Hover over the student's name to see the blue "Move to a Different Class Section" button.

SEARCH BROWSE

RadReview Course Class of 2021

5 users + Import Instructors + Import Students + New user

Full Name	Email	Institutions	Role / Class Section	Course Count
Lacey Student	student@mhtest.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)
Test student	teststudent@t1.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)
Student One			View user details	Move to a different class section
Cashew Thimons	cashew@email.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)

5. From the pop-up box, click the dropdown "Select a class section" and select the class section you would like to move the student to.

5 users + Import Instructors + Import Students + New user

Full Name	Email	Institutions	Role / Class Section	Course Count
Lacey Student	student@mhtest.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)
Test student	teststudent@t1.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)
Student One			View user details	Move to a different class section
Cashew Thimons	cashew@email.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)
Instructor One	instructor1@snapwiz.com	McGraw-Hill Easy Demo ...	Instructor / Class of 2021	1 (Activated)

[Download Students/Instructors Template](#)

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powered by Snapwiz

Move to a different Class Section

Select a class section

- MHE Spring 2020
- Class of 2021
- Class Webinar 2020
- 2021 FTL
- New Section

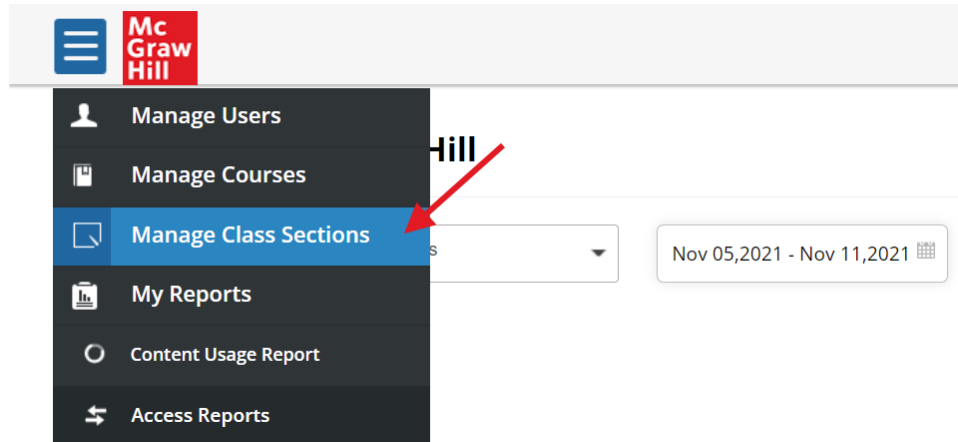
6. Click the **“MOVE”** button. A dialog will pop up asking you to confirm if you would like to continue. Click **“OK”**. You have successfully moved the student to the new class section.
7. **Moving a student to a different class section will delete any instructor assignment data that had been in that student’s account.**

The screenshot shows the McGraw-Hill user management interface. At the top, there is a navigation bar with the McGraw-Hill logo and a user profile labeled 'Admin'. Below the navigation bar, there is a table of users with columns for Full Name, Email, Institutions, Role / Class Section, and Course Count. The table contains three rows: 'Lacey Student', 'Test student', and 'Student One'. The 'Student One' row is highlighted in yellow, and a red arrow points to the 'Move to a different class section' button. A confirmation dialog box is open over the 'Student One' row, asking 'All the instructor assignment data will be deleted for this student. Are you sure you want to continue?'. The dialog has 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button. Another dialog box, titled 'Move to a different Class Section', is open over the 'Student One' row. It has a dropdown menu labeled 'New Section' and 'Cancel' and 'Move' buttons, with a red arrow pointing to the 'Move' button. The footer of the page contains links for Terms of Use, Privacy Policy, Contact Us, and Help, along with the Snapwiz logo.

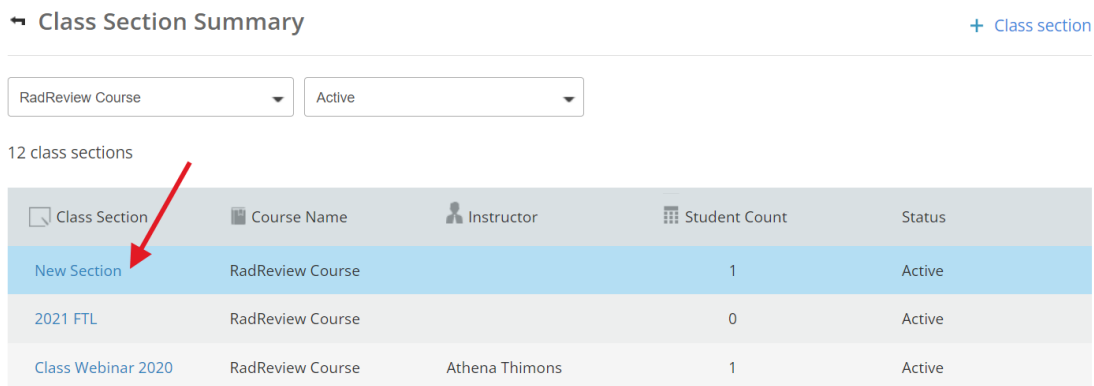
Full Name	Email	Institutions	Role / Class Section	Course Count
Lacey Student	student@mhtest.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)
Test student	teststudent@t1.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)
Student One				
Cashew Thimons	cashew@email.com	McGraw-Hill Easy Demo ...		
Instructor One	instructor1@snapwiz.com	McGraw-Hill Easy Demo ...		

D. Deactivate Class Sections

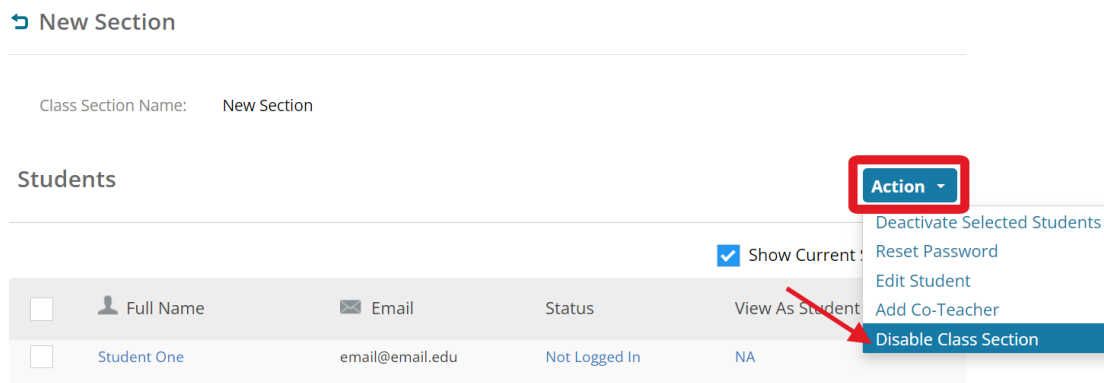
1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose **“MANAGE CLASS SECTIONS”**.



3. Click on the class section you would like to deactivate.



4. From the dropdown **“ACTION”** button on the right, select **“Disable Class Section”**.
5. **Disabling a class section means that all students in that class section will no longer be able to log in to RadReview.**



- A message will pop up that will say “Class Section Successfully Disabled”.
- To enable a disabled class section, click on **“ACTION”** again and select **“Enable Class Section”**.

Class Section Successfully Disabled X

[New Section](#)

Class Section Name:

Students

Show Current

<input type="checkbox"/>	Full Name	Email	Status

Action

- Deactivate Selected Students
- Reset Password
- Edit Student
- Add Co-Teacher
- Enable Class Section

- You can also re-enable deactivated classes by returning to the Class Section Summary page (click **“MANAGE CLASS SECTIONS”** off the main menu).
- Toggle to **“Disabled”** to see the list of all disabled class sections.

[Class Section Summary](#) + Class section

RadReview Course Disabled

4 class sections

Class Section	Course Name	Instructor	Student Count	Status
New Section	RadReview Course	Instructor One	1	Disabled
Winter 2020 Test	RadReview Course	Instructor One	0	Disabled
Test 2	RadReview Course		0	Disabled
Previous Students	RadReview Course		2	Disabled

- Click on the deactivated class section that you wish to enable. Once in the class, click on **“ACTION”** and then select **“Enable Class Section”**.

[New Section](#)

Class Section Name:

Students

Show Current

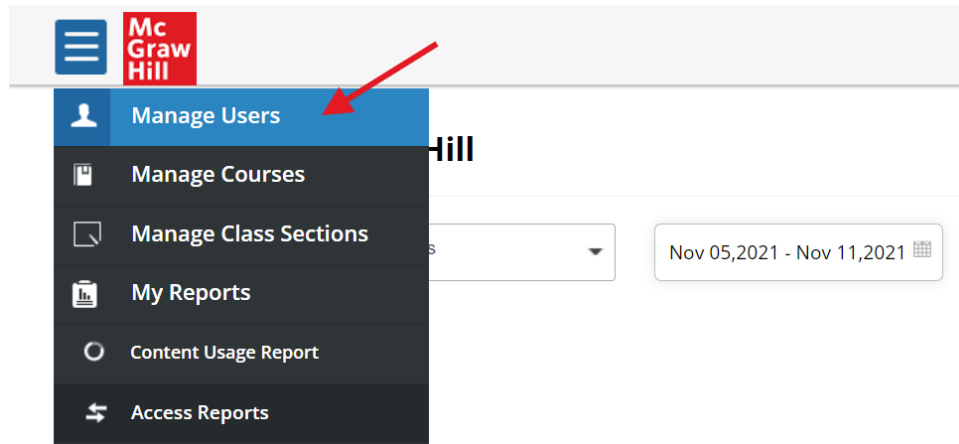
<input type="checkbox"/>	Full Name	Email	Status

Action

- Deactivate Selected Students
- Reset Password
- Edit Student
- Add Co-Teacher
- Enable Class Section

E. Deactivate Student Accounts

1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose **“Manage Users”**.



3. Search for the user you would like to deactivate by entering the username or email address. Once you find the user, click to access user details.

← User Summary ⓘ

SEARCH BROWSE

One

5 users

Full Name	Email	Institutions	Role / Class Section	Course Count
Jon Jones	jon.jones@mh.edu	McGraw-Hill Easy Demo	Student / Rad I Test	1 (Activated)
Student One	email@email.edu	McGraw-Hill Easy Demo	Student / New Section	1 (Activated)

4. In the user details, click **“Deactivate”** at the bottom of the page.

← User Details



Sign In Information

Full name: Student One
Username: email@email.edu
Email address: email@email.edu
Role: Student
Quiz Count: 0
Change Password ▾



5. The user has been successfully deactivated, and can no longer log in to RadReview.
6. To re-activate a deactivated user, click **“Activate”** from the user details page.

You have successfully deactivated this user



← User Details



Sign In Information

Full name: Student One
Username: email@email.edu
Email address: email@email.edu
Role: Student
Quiz Count: 0
Change Password ▾

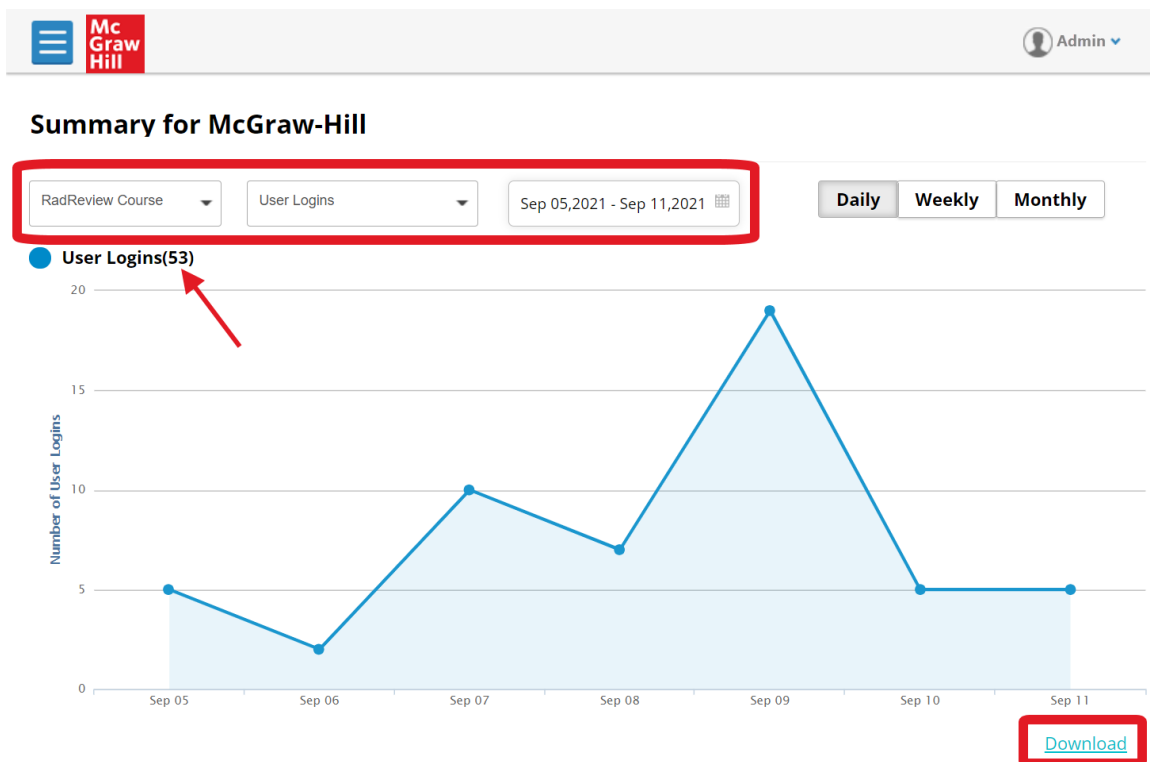


Admin Reports

A. Usage Reports: User Logins

From the admin account, you can run a report of number of user logins over a specified date range.

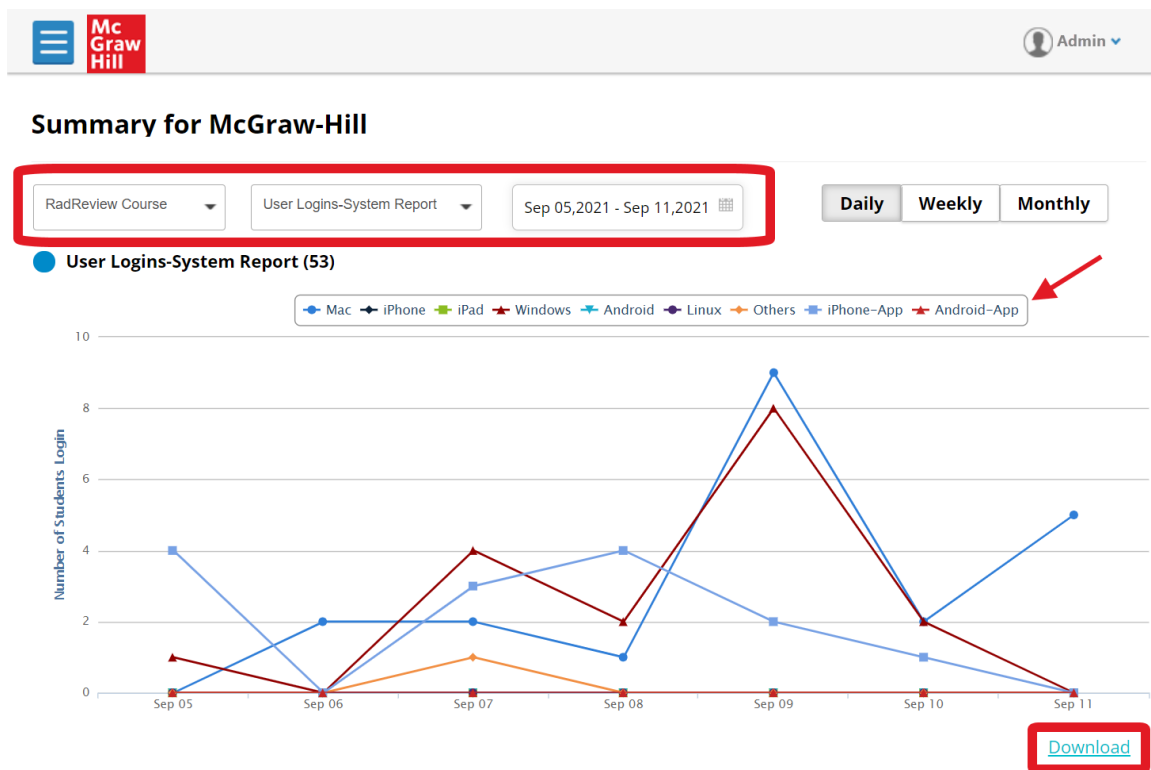
1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. The usage reports are available right from the dashboard. Make sure “**RadReview Course**” is selected from the course dropdown menu.
3. For report type, select “**User Logins**” (it should be the default). Specify your date range and whether you would like the data to be shown daily, weekly, or monthly. Once you have filled these parameters in, the report will generate automatically.
4. On the graph, the number next to “User Logins” gives the total number of logins for the specified date range, while the graph shows daily/weekly/monthly values.
5. You can click “**Download**” at the bottom right to download a CSV file of the data.



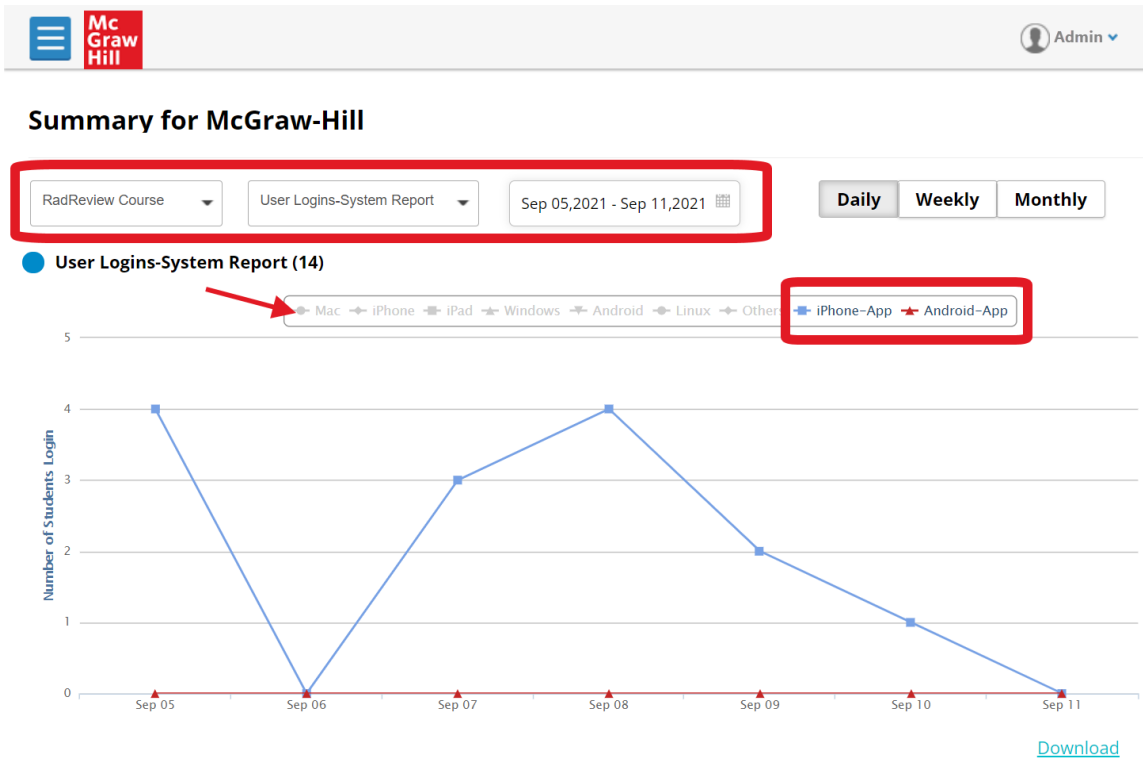
B. Usage Reports: App Logins

From the admin account, you can run a report for how many user logins over a specified date range are logins through the RadReview mobile app.

1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. The usage reports are available right from the dashboard. Make sure “**RadReview Course**” is selected from the course dropdown menu.
3. For report type, select “**User-Logins-System Report**”. Specify your date range and whether you would like the data to be shown daily, weekly, or monthly. Once you have filled these parameters in, the report will generate automatically. The generated report will show logins for all device types.
4. You can click “**Download**” at the bottom right to download a CSV file of the data.



5. To show data for app-login only, click on the other device types to un-select them and remove them from the report, leaving only “iPhone-App” and “Android-App”.



C. Content Reports

The admin has access to detailed reports on how users are accessing RadReview's content. The following content reports are available:

- **Lessons Complete:** Shows how many "Recommended Reading" lessons from the learning modules were accessed by users within the specified date range.
- **Questions Answered:** Shows how many quiz questions and assignment questions have been answered by users within the specified date range.
- **Assessments Submitted:** Shows how many assessments (quizzes and assignments) have been completed by users within the specified date range.
- **Top Five TLOs:** Shows the top five learning objectives (major exam categories) used by users based on the number of questions answered in each category, within the specified date range.

1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose "**Content Usage Report**".
3. Make sure your course is selected to "RadReview Course." Select the type of report you wish to run and specify the date range and whether you would like the data to be shown daily, weekly, or monthly. The report will generate automatically.
4. Clicking on an individual point on the graph will show you the value for that day/week/month.
5. You can click "**Download**" at the bottom right to download a CSV file of the data.

