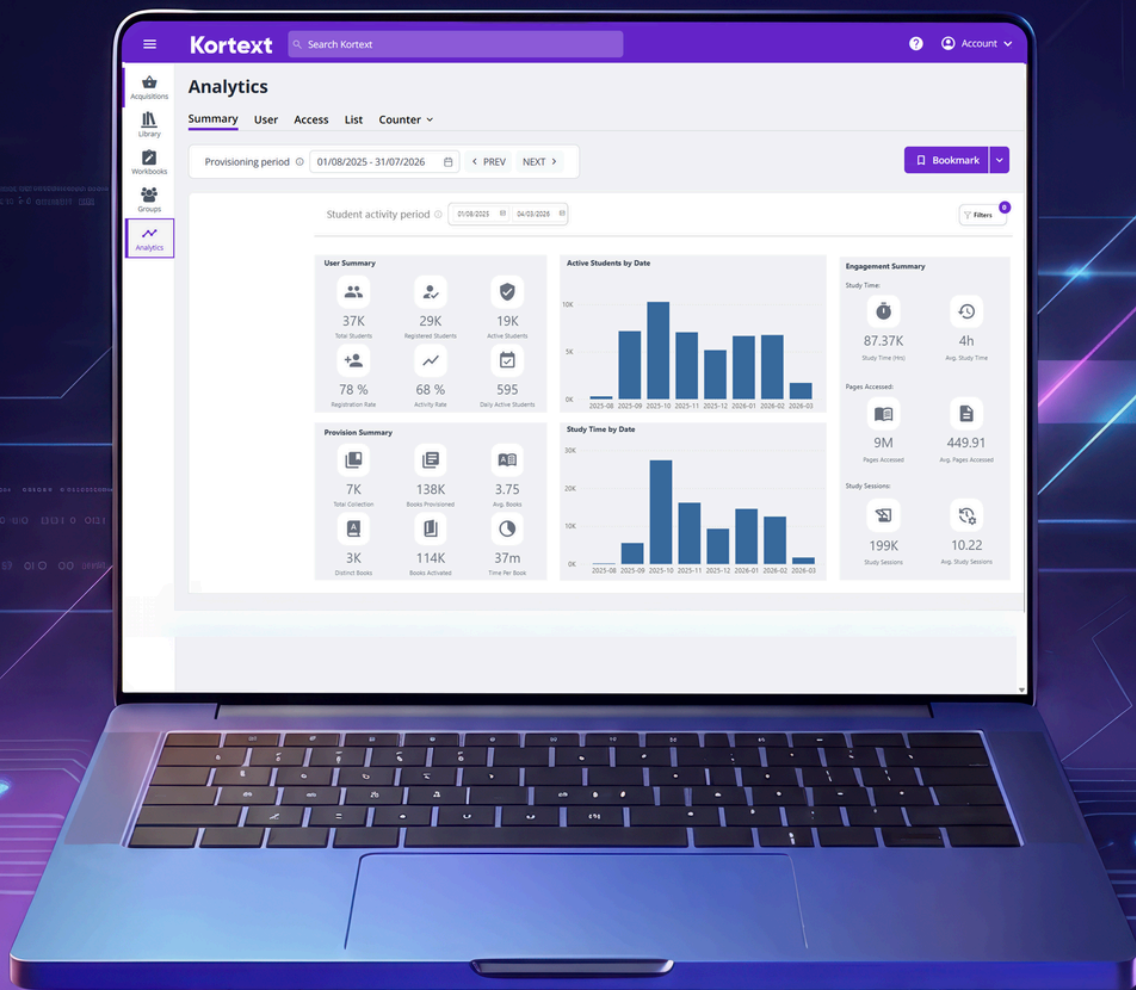




Kortex Est 2013

Analytics user guide for administrators

Kortex analytics provides a space where administrators can explore how each faculty, module and student is engaging with their learning content.

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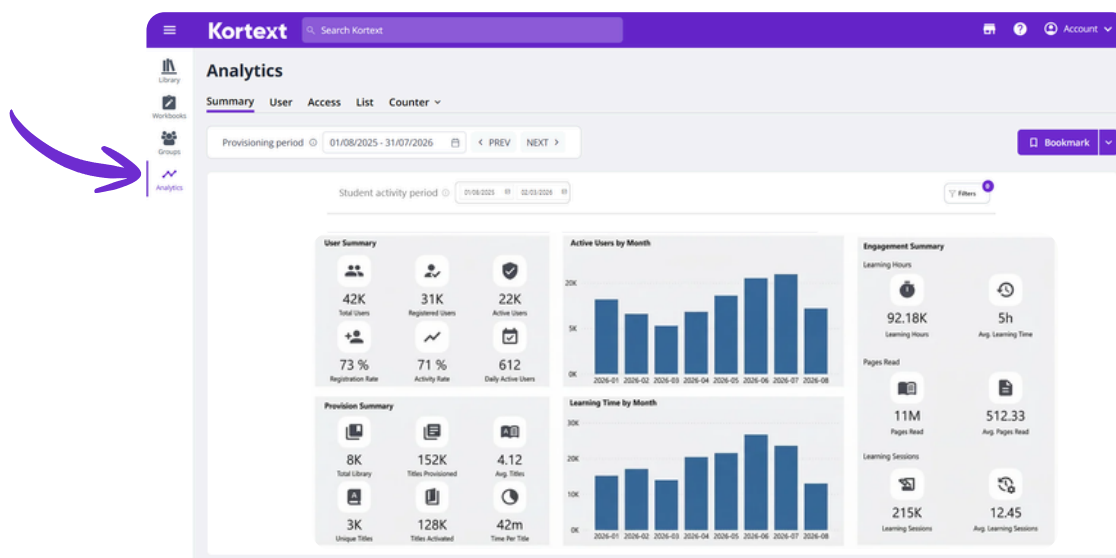
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How to use analytics

Navigating to the dashboard

Log in to your account at <https://app.kortext.com/login> and select Analytics from the vertical navigation bar. This will take you to your institution's analytics dashboard.



Dashboard sections

The Admin Analytics dashboard has four main elements. The first section provides links to the different analytics areas, the second displays the period of time being analysed, the third contains the Bookmarks panel, and the final section presents the analytics data.

1

Analytics

Summary User Access List Counter ▾

2

Provisioning period ⓘ

01/08/2025 - 31/07/2026 ⓘ

< PREV

NEXT >

3

Bookmark

▾

Analytics sections

Summary User Access List Counter ▾

Each section of the analytics top bar displays a specific report:

- Summary, provides a high-level overview of student activity and overall institutional usage
- User shows student-level activity
- Access breaks down student access behaviour
- List provides title-level access information
- Counter links to the report export section

Provisioning period

Provisioning period ⓘ 01/08/2025 - 31/07/2026 📅 < PREV NEXT >

This date filter determines the discrete time interval the user wants to see Analytics for. Default is set to 12 months starting 1 August.

- The Provisioning period is flexible and can be adjusted to any date from the present to the past.
- Prev and Next buttons will change the Provisioning Period to the immediate past or future date period that is of the same length as the current Provisioning Period set by the user.

Bookmarks

Bookmarks allow the user to capture the current configured view of an analytics reports, including filtering and the state of the visuals, for future reference and collaborative sharing.

🔖 **Bookmark** ▾

Bookmark current view

Enter a name to save your current analytics view settings.

View name

Enter a name for this view

Cancel

Save

Copy bookmark

Share this bookmarked view by copying the URL below.

Copy this URL to share:

<https://learn.qa.kortext.com/analytics?bookmark=23c427ab-bf47-4>

Cancel

Copy

Creating a bookmark

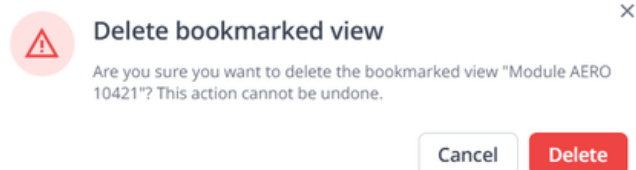
Create a bookmark using the create bookmark button, bookmarks are stored in the bookmarks section on the right side of a report, which can be expanded and collapsed by clicking on the arrow.

Sharing a bookmark

Existing bookmarks can be shared by clicking the URL icon next to a bookmark. This opens the copy-bookmark modal, where you can copy the URL by selecting the Copy button. The copied link can then be shared with any user who has access to the Admin Analytics dashboards.

Deleting a bookmark

To delete an existing bookmark, simply click on the Wastebasket icon next to an existing bookmark, and select delete to confirm.



Student activity period

This filter shows you the period when students actively accessed or used their books. Select a start and end date to narrow the data to the student usage window you want to analyse.

Student activity period ⓘ 01/08/2025 08/03/2026

Filters

The filters panel contains and manages filter for the user to segment and filter the analytics.

- Over 10 separate filters contained in a collapsable panel. Filters affect all pages on the report.
- Users can select one or any number of filters to segment the reports. Filters can be individually expanded and collapsed. Options dynamically adjust based on your selections, showing only relevant and available data.
- The Filters icon shows the number of active filters. You can clear a selection within a section by clicking Clear selections, and clicking Clear all will remove all filters and reset the Analytics view.

A screenshot of the filters panel. At the top, there are two buttons: "Clear all" and "Commercial usage" (which is highlighted), and a close button (X). Below these are ten filter sections, each with a label and a dropdown menu. The filters are: Campus Name (All), School Name (All), Faculty Name (All), Course Name (All), Collection (All), Publisher (All), Title (All), Module Code (All), Student (All), and Provision Status (Active).

Commercial usage

Selecting this filter displays usage data exclusively for paid commercial content, excluding all usage of the Kortext OER collection.

Reports

Summary report

The Summary Report contains a high level overview of student engagement with Kortext.

Analytics guide for administrators

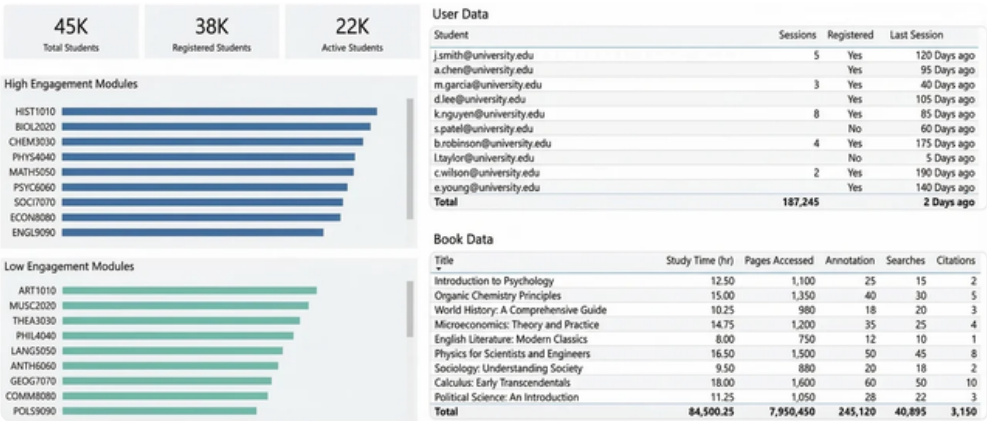
The report is segmented into the user summary which contains data on student provision, a provision summary which outlines the books provisioned on Kortext and an engagement summary which provides key figures on how students are engaging with their books.



User report

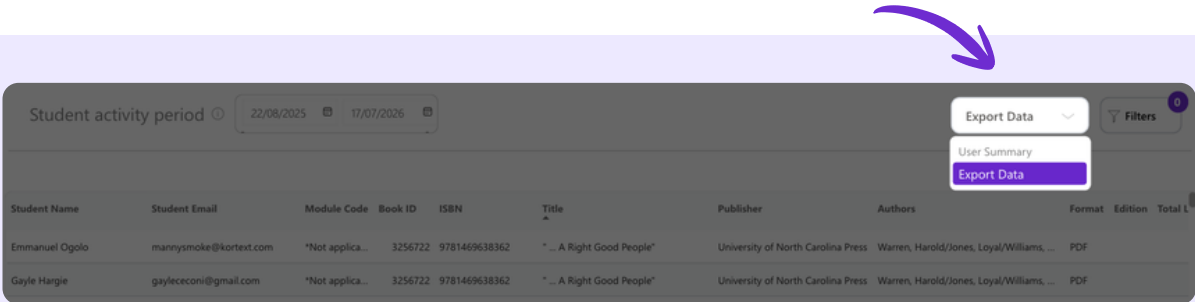
The User Report provides a detailed drilldown into the User Summary from the Summary Report. The report has a student and book data table that provide a detailed overview of each student and the books they have been assigned on Kortext.

Included in the report are lists that highlight modules where student engagement can be improved and modules where engagement is highest.



Export data

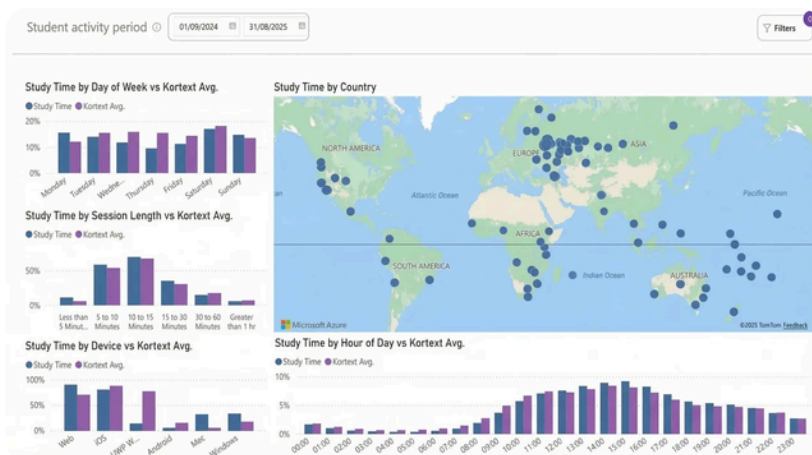
This functionality enables librarians to compile user activity data into a summarised table, including total logins, study time, annotations, citations, and downloads.



Access report

The access report provides a detailed drill down into how users have accessed the Kortext, visible in a Geo Location Map broken down by country and city.

Usage can be seen by day of week, session length and usage by hour of day vs the Kortext average which is based on a sample of relevant institutions and how they use Kortext.



List report

The list report allows admin users to easily filter dashboard data. Alongside standard filtering options, it includes a ranking feature that highlights the highest- and lowest-performing items at a glance, supporting faster insight generation, clearer comparisons, and more confident decision-making.

For example, analytics can be listed and ranked by publisher, module, usage level, or any other available criteria, with the ability to extract this data for use in other systems

Student activity period: 22/08/2025 to 17/07/2026

Rank by: Title

Book ID	ISBN	Title	Publisher	Authors	Format	Edition	Total Students	Re
3256722	9781469638362	"... A Right Good People"	University of North Carolina Press	Warren, Harold/Jones, Loyal/Williams, Cratis	PDF		3	
3247984	9783205775041	"... allerlei für die Nationalbibliothek zu ergattern..."	Knowledge Unlatched	Köstner, Christa	PDF		1	
1794796	9783486752557	"1968" - Eine Wahrnehmungsevolution?	De Gruyter	Glicher-Holbey, Ingrid	PDF		1	

Rank by dropdown menu options: Title, Course, Module, Publisher, Faculty

Counter reports

The Counter section relates to the platform's reporting capabilities. Two types of Counter reports are available: Counter 5 and Counter 5.1, with 5.1 aligned to the latest reporting standards. To open a report, click Counter and select either Counter 5 or Counter 5.1.

Report: PR Platform Master Report

Start Date: Data Type: ☐ Include in Report

End Date: Access Method: ☐ Include in Report

Metric Type: ☐ Exclude Monthly Details: ☐

Report – Choose from the following report types:

- › **Platform report** – summarises activity across the platform.
 - › **Title report** – details activity at the title (book) level.
 - › **Book requests** – reports on full-text activity for books.
 - › **Book access denied** – reports when access to books was denied because simultaneous-use licences were exceeded or the institution did not hold a licence.
 - › **Book usage by access type** – reports on book usage by access type.
 - › **Database report** – details activity by database.
-
- › **Start date** – the start date for the report.
 - › **End date** – the end date for the report.

Metric type – Choose from the available metric types, including:

- › **ALL** – includes all available data.
- › **Searches platform** – summarises searches performed on the platform.
- › **Total Item investigations** – the total number of times a content item or related information was accessed.
- › **Total item requests** – the total number of times the full text of a content item was viewed.
- › **Unique item investigations** – the number of unique content items (e.g., chapters) investigated by a user.
- › **Unique item requests** – the number of unique content items (e.g., chapters) requested by a user.
- › **Unique title investigations** – the number of unique titles (e.g., books) investigated by a user.
- › **Unique title requests** – the number of unique titles (e.g., books) requested by a user.

Data type – Choose from the available data types:

- › **None selected** – no data type selected.
- › **Book** – includes book data.
- › **Database** (called database aggregated in counter 5.1) – includes database data.
- › **Platform** – includes platform data.

Access method – Choose from:

- › **None selected** – no access-method data selected.
- › **Regular** – includes regular access activity.

Exclude monthly details

Exclude the monthly breakdown of data.

To generate a report, click 'Create Report'.

You must tick the checkbox next to the following fields to include them into the report:

- **Data type** (included as standard in Counter 5.1)
- **Access method**
- **Exclude monthly details**
- **Exclude the monthly breakdown of data**

Data definitions

Below you'll find definitions and explanations for each data point, measure and computation used in the admin dashboard.

Summary dashboard

- **Total students:** The total number of students enrolled on Kortext during the provision period.
- **Total collection:** The total number of distinct books available to the total students during the provision period.
- **Registered students:** The total number of enrolled students, total students, that have accepted Kortext terms and conditions.
- **Distinct books:** The total number of unique books provisioned to total students from the total collection.
- **Active students:** The total number of registered students that have accessed content on Kortext by either reading a page or downloading for offline use.
- **Books provisioned:** The total number of books that have been allocated to the total students.
- **Registration rate:** The percentage of total students who have registered on the Kortext Platform, calculated as $\text{registered students} / \text{total students}$.
- **Books activated:** The total number of books provisioned, that have been allocated to registered students.
- **Activity rate:** The percentage of registered students who have been active on Kortext, calculated as $\text{active students} / \text{registered students}$.
- **Avg books:** The average number of books allocated per student, calculated as $\text{total books} / \text{total students}$.
- **Daily active students:** The total number of registered students that are active on Kortext on a given day.
- **Time per book:** The average study time per book, calculated as $\text{study time} / \text{total books}$.
- **Study time:** The total time spent by active students engaging with books on Kortext.
- **Pages accessed:** The total number of pages accessed and printed by active students using a Kortext app for offline use.
- **Avg study time:** The average study time per active student, calculated as $\text{study time} / \text{active students}$.
- **Avg pages accessed:** The average number of pages accessed per active student, calculated as $\text{pages accessed} / \text{active students}$.
- **Study sessions:** The total number of discrete sessions of study in which students have been active on Kortext.
- **Avg study sessions:** The average number of study sessions per student, calculated as $\text{study sessions} / \text{active students}$.

User report

DATA TABLE DEFINITIONS

- **Student:** The student's email address
- **Study sessions:** The total number of Study Sessions for the Student during the provision period
- **Registered:** Has the student registered on Kortext and accepted the terms and conditions of use.
- **Last session:** The last date that the student was active on Kortext.
- **Book:** The title of book allocated against student/s.
- **Study time:** The total time spent studying for the book on Kortext.
- **Pages accessed:** The total number of pages accessed, and pages printed for the Book on Kortext.
- **Annotations:** The total number of highlights, notes and bookmarks for a book on Kortext.
- **Searches:** The total number of searches for the book on Kortext.
- **Citations:** The total number of citations for a book on Kortext.
- **Copies:** The total number of times the 'Copy text' and 'Copy text with reference' buttons were clicked.
- **Print:** The total number of times the 'Print' button was clicked.
- **Downloads:** The total number of times the book has been downloaded to a Kortext app for offline use.

USER DETAIL DEFINITIONS

- **Total students:** Refer to summary dashboard definition of total students.
- **Registered students:** Refer to summary dashboard definition of registered students.
- **Active students:** Refer to summary dashboard definition of active students.
- **Low engagement modules:** 10 modules weighted by total students, registration rate and activity that will deliver a significant improvement in student engagement.
- **High engagement modules:** 10 modules weighted by total students, registration rate and activity that will deliver a lower improvement in student engagement.

USER DETAIL DEFINITIONS

- **Total students:** The total time spent studying for the book on Kortext.
- **Registration rate:** The percentage of total students who have registered on Kortext Platform, calculated as $\text{registered students} / \text{total students}$.
- **Activity rate:** The percentage of registered students who have been active on Kortext, calculated as $\text{active students} / \text{registered students}$.

CONTENT DETAIL DEFINITIONS

- **Study time:** The total time spent studying for the book on Kortext.
- **Pages accessed:** The total number of pages accessed and printed for a book on Kortext.
- **Annotations:** The total number of highlights, notes and bookmarks for the book on Kortext.
- **Searches:** The total number of searches for the book on Kortext.

Access report

- **Kortext avg:** The equivalent comparable value for the metric for a basket of comparable Kortext institutions.
- **Study time by day of week:** The total study time per day of week expressed as a % of total study time.
- **Study time by hour of day:** The total study time per hour of day expressed as a % of total study time.
- **Study time by device:** The total study time per device expressed as a % of total study time.
- **Study time by session length:** The total study time per defined session length, less than 5 minutes, 5–10 Minutes, 10–15 minutes and greater than 15 minutes.
- **Study time by country:** The total study time in the country in which Kortext was being used.
- **Study time by city:** The total study time in the city in which Kortext was being used.
- **Prints & copies:** The total number of prints & copies of content in the book on Kortext.
- **Citations:** The total number of citations for the book on Kortext.

Filter definitions

- **Campus:** The specific campus where the student is enrolled or attending.
- **School of study:** The particular school or department within the campus.
- **Faculty:** The faculty member or members associated with the student or course.
- **Title:** The title of the selected book.
- **Collection:** A curated group of books available to students.
- **Course:** The specific course or subject the student is enrolled in.
- **Publisher:** The publisher/s of the selected book.
- **Student:** The email ID of the student.
- **Module code:** The module code to which users have been allocated.
- **Date:** The specific timeframe of when an event occurred, such as when the page was read.
- **Provision status:** The current status of the student's access to the resource.
- **Commercial Usage:** A button which excludes Kortext OER collection data.
- **Clear all:** A button that, when clicked, removes all currently applied filters on the dashboard.
- **Bookmark:** A button that allows the user to name and save a snapshot of the current dashboard view for future reference.
- **Saved bookmarks:** A saved snapshot of the dashboard that includes the current view and applied filters for bookmarking purposes.

List report

LIST DEFINITIONS

- **Rank by faculty:** Sorts the data table in descending order of total students by faculty. (default setting)
- **Rank by course:** Sorts the data table in descending order of total students by course.
- **Rank by module:** Sorts the data table in descending order of total students by module.
- **Rank by publisher:** Sorts the data table in descending order of total students by publisher.
- **Rank by title:** Sorts the data table in descending order of total students by title.

DATA TABLE DEFINITIONS

- **Ranking element:** Each iterable element of the ranking filter selected (rank by faculty, course).
- **Total students:** The total students for each ranking element.
- **Registered students:** The total number of registered students for each ranking element.
- **Registration rate:** The registration rate for each ranking element.
- **Active students:** The total number of active students for each ranking element.
- **Activity rate:** The activity rate allocated for each ranking element.
- **Books:** The total books allocated for each ranking element.
- **Study time:** The total time spent studying for the ranking element on Kortext.
- **Pages accessed:** The total number of pages accessed, and pages printed for the ranking element on Kortext.
- **Annotations:** The total number of highlights, notes and bookmarks for the ranking element on Kortext.
- **Searches:** The total number of searches for the ranking element on Kortext.
- **Citations:** The total number of citations for the ranking element on Kortext.
- **Copies:** The total number of times the 'Copy text' and 'Copy text with reference' buttons were clicked.
- **Print:** The total number of times the 'Print' button was clicked.
- **Downloads:** The total number of times the ranking element has been downloaded to a Kortext app for offline use.

Data slicers

- **Student activity period:** Dates when students accessed or used the books.
- **Provisioning period:** The specific timeframe of when a book was provisioned for students.
- **Active filters count:** The filters currently active or applied on the dashboard, affecting the displayed data.



For help, please visit:

support.kortext.com