**How to pull your end of year usage data in OverDrive Marketplace:**
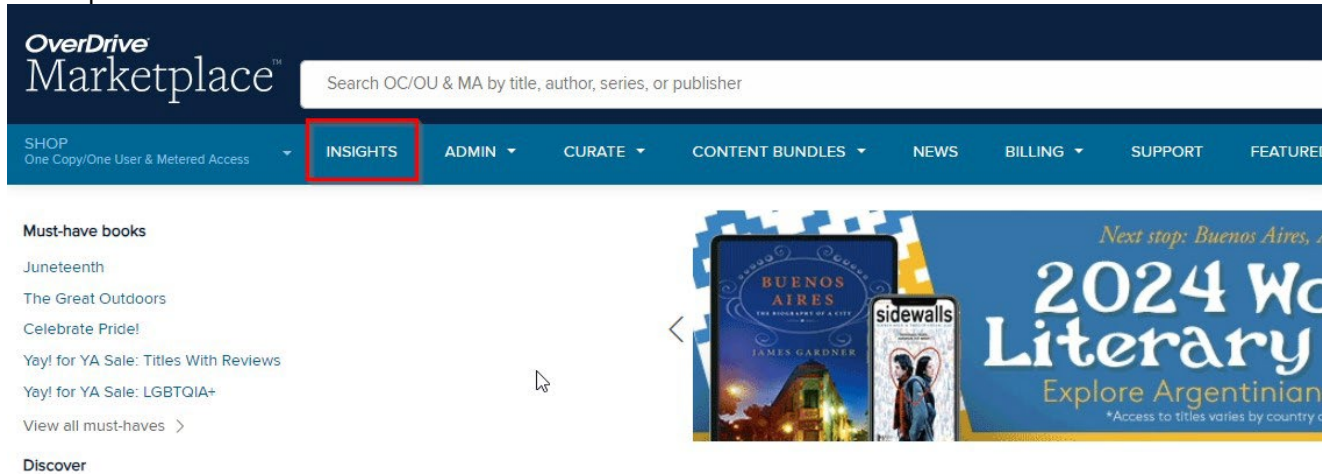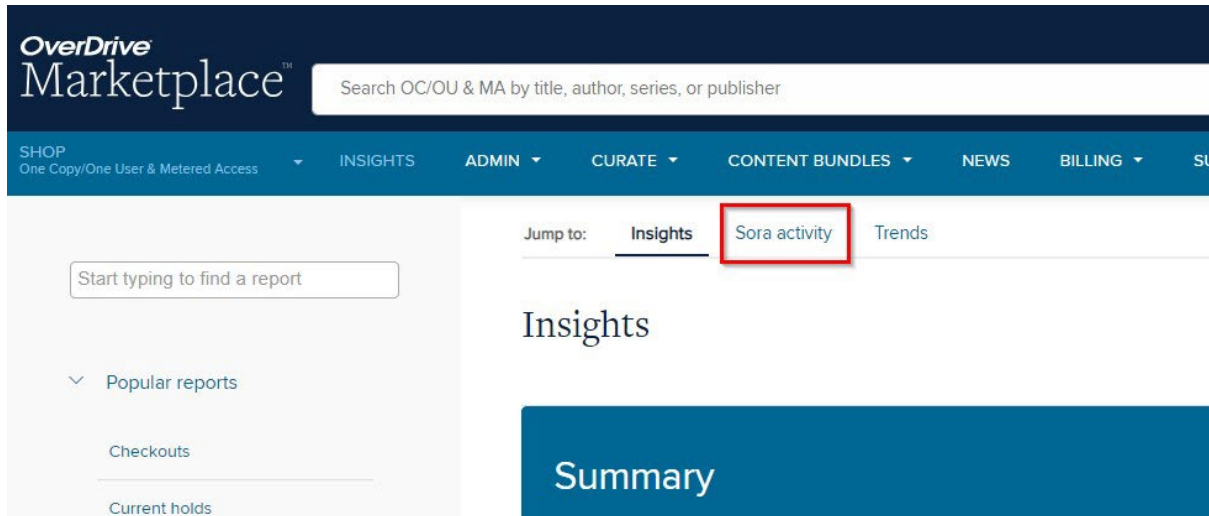Your OverDrive team recommends running three reports to pull year end data, all located in the INSIGHTS tab in Marketplace:
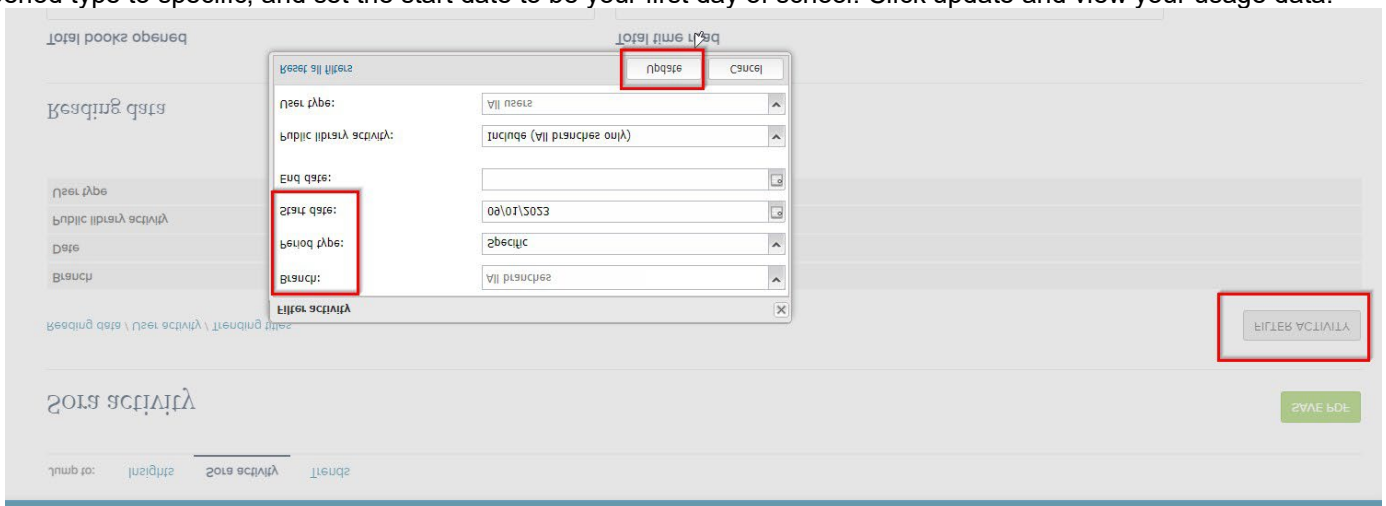


1. **Sora Activity**
   The Sora Activity report will give you a high level overview of different usage statistics in an easy to view format. Locate this dashboard here:
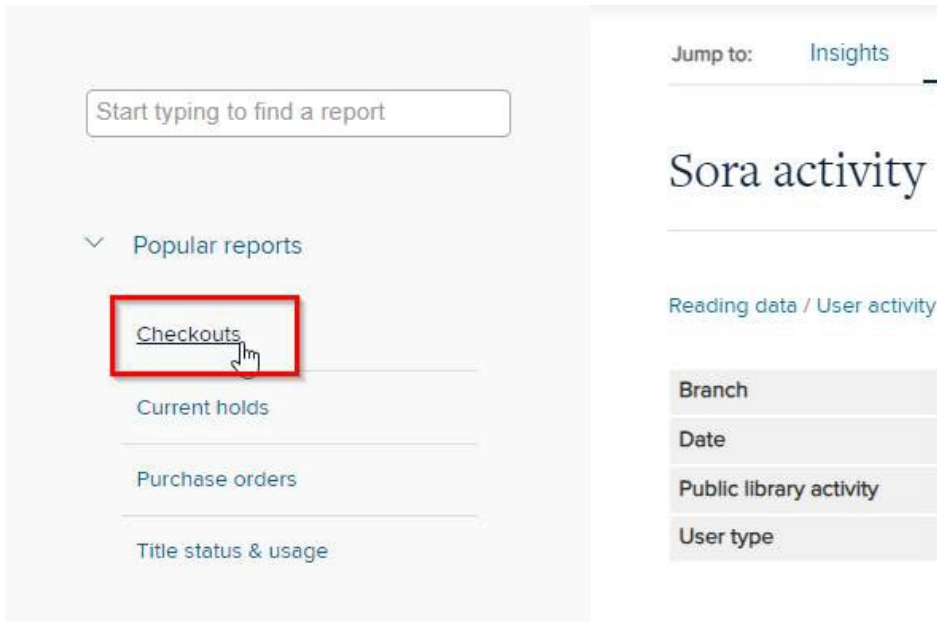


   To ensure you are viewing accurate data, make sure to filter for your branch code (your district or school) and set the period type to specific, and set the start date to be your first day of school. Click update and view your usage data:

## 2. Checkouts report
The checkouts report is a great tool to see the number of checkouts for a certain timeframe or in certain groups / subsets (for example, by school/branch, or by month). You can navigate to the checkouts report under the popular reports section:
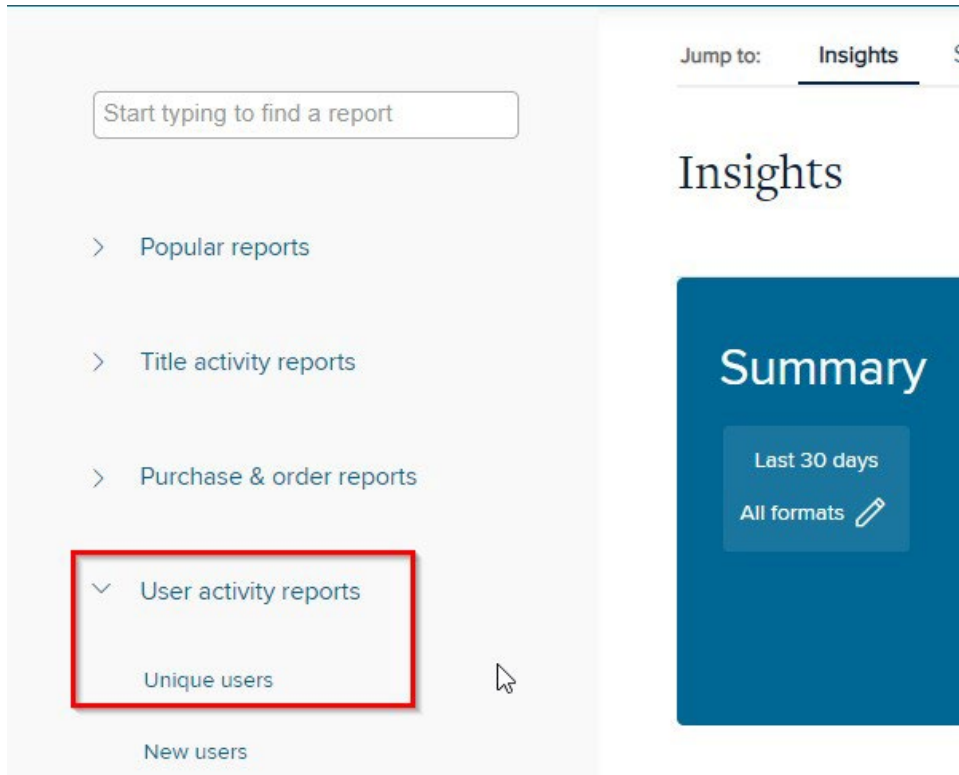


You can filter the data however you'd like but your OverDrive team recommends having the following filters applied:
- Checkouts by: this is how you would like to group the checkout data
- Branch: select your branch codes to see data for your students only
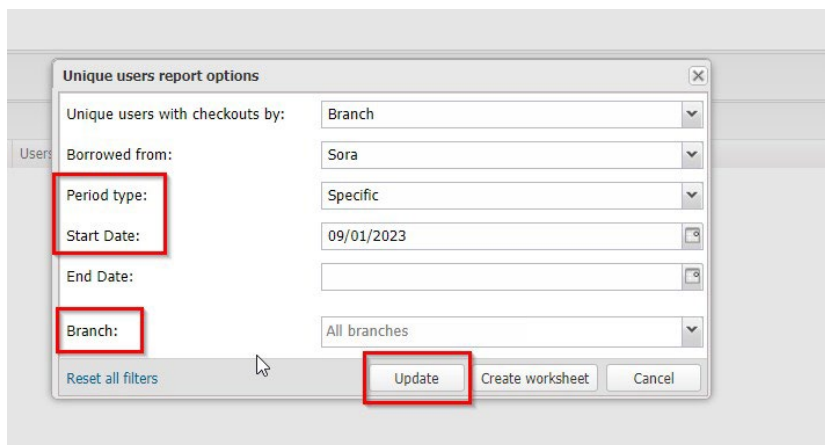- Date range and start date: this will allow you to filter the time frame of the data

3. **Unique Users**
   Similar to the checkouts report, the unique users report is a great tool to see the number of users who have checked out a title in Sora for a certain timeframe or in certain groups / subsets (for example, by school/branch, or by month). You can navigate to this report here:



Again, make sure you are filtering by your branch, and feel free to play around with the start dates and how you are filtering the data by (branch, month, etc):



If you have any questions about running your reports, please reach out to wsdlc@overdrive.com