



Viewing Impact Metrics and Creating Reports

This guide is designed to walk you through the steps needed to view your co-op's impact metrics in Co+efficient and create data reports.

Viewing impact metrics

1. Log in to [Co+efficient](#)

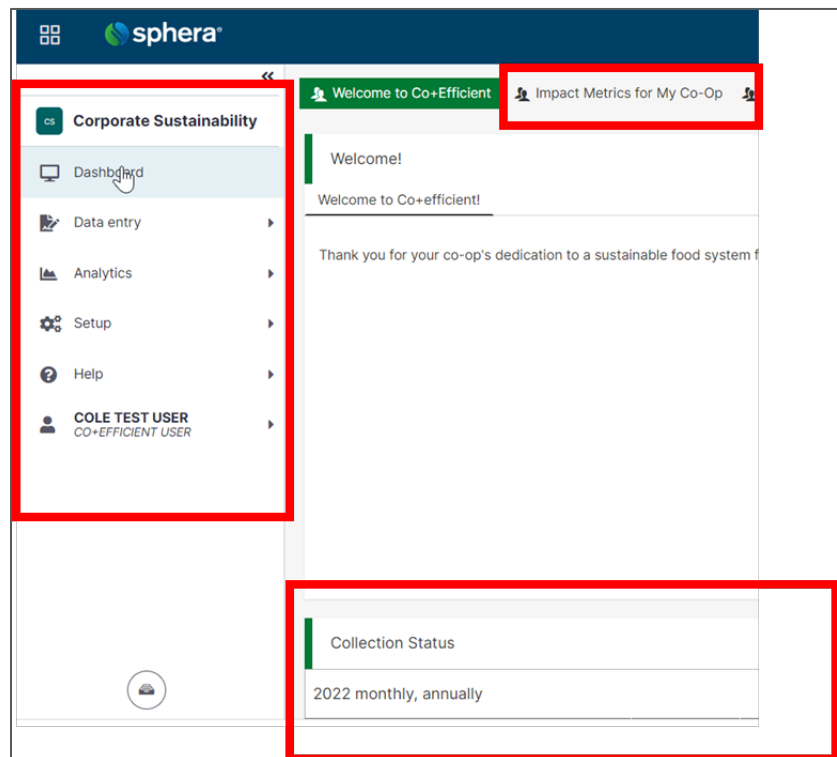
Each co-op can designate two people to access its account. Contact [Cole Hawthorne](#) to find out who your co-op's current Co+efficient users are or for help logging into your account.

2. View your dashboard

After log-in, you will be brought to your co-op's "dashboard."

- Your co-op's Co+efficient menu is listed on the left side of the screen.

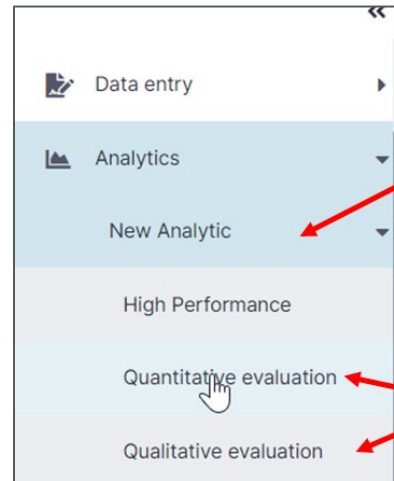
- On the bottom of the screen, you can see the 'Collection Status' of your Impact Metrics. Navigate here to view your data.



Creating reports

1. From the dashboard menu on the left, **click on “Analytics.”** You will see a dropdown menu.
2. **Click on “New Analytic.”** You will see a dropdown menu.
3. To view numeric data, **select the “Quantitative evaluation” tab**
4. To view text-based (qualitative) data, **select the ‘Qualitative evaluation’ tab.**

Note that the **‘High Performance’ tab** is useful to run larger quantitative reports.



Contact

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