

## DO NOT PRESENT THIS SLIDE

### TIPS FOR PRESENTING THIS WORKSHOP

1. RE: the “Interpreting Reports” section. Slides covering Goals, Events, and Tag Manager are skipped by default. If your audience is advanced and you wish to include, unskip slides before the presentation.
2. Test all equipment before your workshop.
3. Make sure you are in presentation mode. Do not show audience speaker notes.
4. The Appendix slides are optional slides that may help answer common questions from the audience. The Google Analytics 4 sub-section is pending.

## DO NOT PRESENT THIS SLIDE

### CHANGELOG

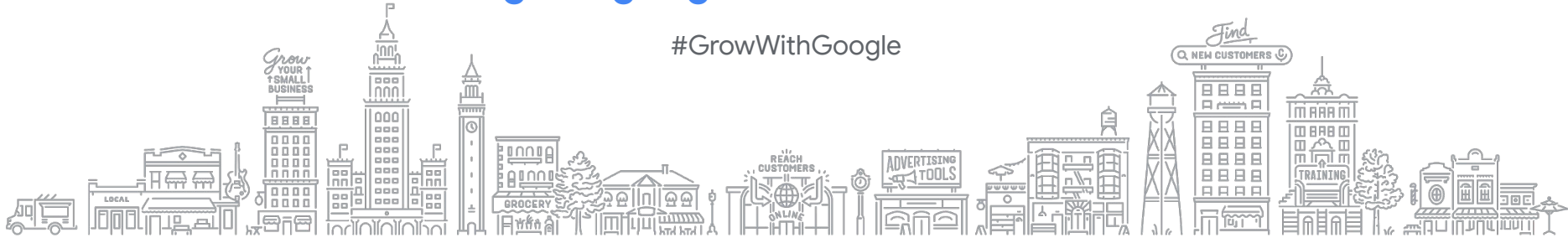
1. 11/23/2020: Slide 8, new disclaimer. This presentation is based on an older version of Analytics, but the same concepts apply.
2. 11/23/2020: Deleted tracking ID and code slide (no longer applicable)
3. 11/23/2020: Deleted Add Additional Users slide (out of place without property set up slide. Can mention in speaker notes instead.
4. 11/23/2020: the “Interpreting Reports” section. Slides covering Goals, Events, and Tag Manager are skipped by default. If your audience is more advanced and you wish to include, unskip the slides before the presentation.
5. 11/23/2020: clarified speaker notes throughout; updated illustrations; added Appendix for slides that may be useful during Q&A

Grow with Google

# Make Better Business Decisions With Google Analytics

[grow.google/smallbusinesses](https://grow.google/smallbusinesses)

#GrowWithGoogle



“Data makes your briefcase heavy...insights make you rich.”

– Niall Fitzgerald, Former Chairman of Unilever



# TO UNLOCK NEW OPPORTUNITIES, TRUE INSIGHTS MUST BE



Novel



Credible



Actionable

## USING DATA



**Data:** facts or statistics to reference



**Analytics:** patterns and trends



**Insights:** actionable value

Use data to make business decisions rather than opinions or gut instincts.

# AGENDA

- **INTRO TO GOOGLE ANALYTICS**  
Understand how Google Analytics can help you make business decisions
- **FIND ANSWERS WITH REPORTS**  
Ask the right questions to better understand your customers
- **INTERPRET REPORTS**  
Filters, segments, dimensions, and more
- **USE GOOGLE ANALYTICS WITH OTHER GOOGLE TOOLS**
- **RECAP & RESOURCES**

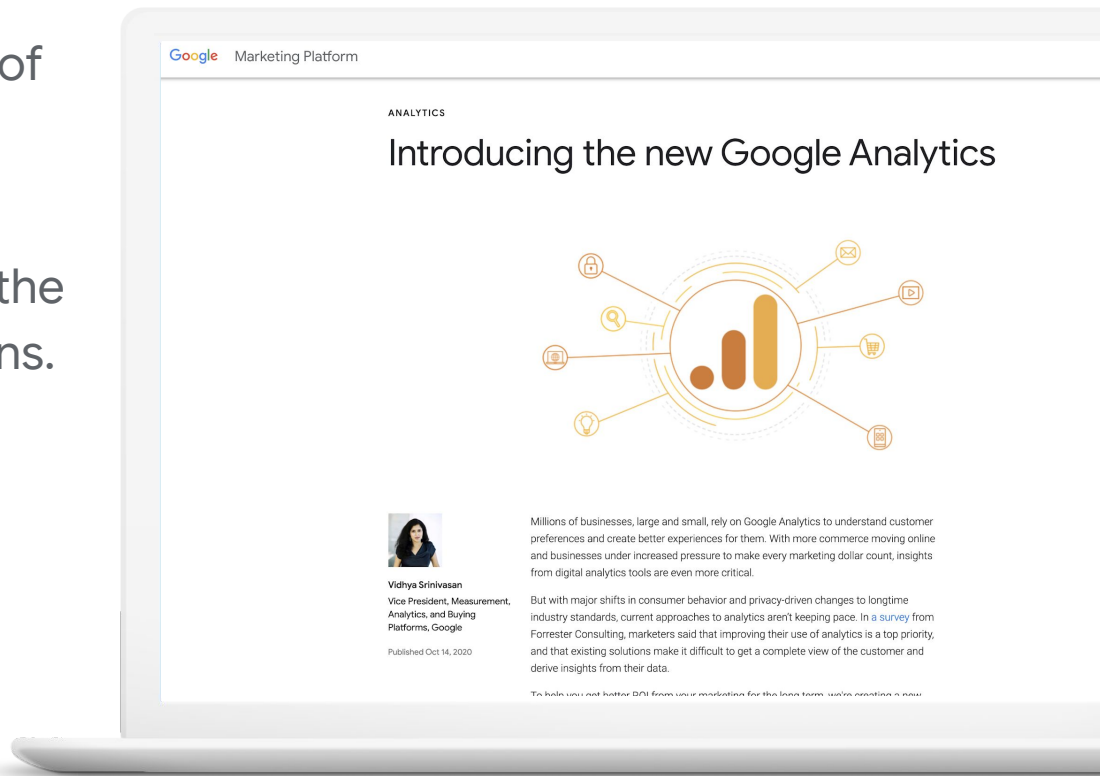
## A NOTE ABOUT GOOGLE ANALYTICS

- On 10/14/2020, a new version of Google Analytics launched.
- This presentation features the older version of Analytics but the concepts apply to both versions.

### Quick Tip:

Want more info?

[g.co/analytics](https://g.co/analytics)



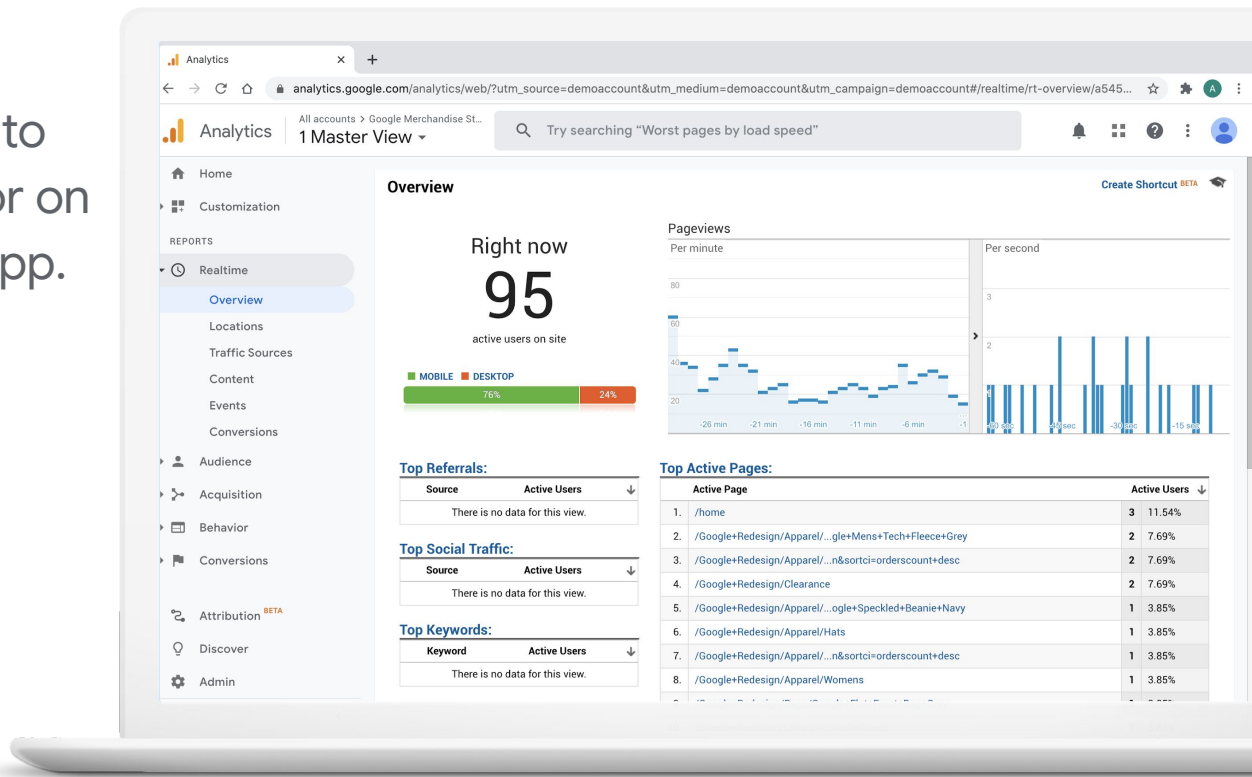


# Intro to Google Analytics



# GOOGLE ANALYTICS

Google Analytics is free software that you can use to understand visitor behavior on your website and mobile app.



## GOOGLE ANALYTICS

Use [Google Analytics](#) to gain valuable insights that can help you make strategic business decisions.



**Learn which search terms** and sources drive the most traffic



**See demographic info** for your most profitable customers



**Understand what content** your audience is most interested in



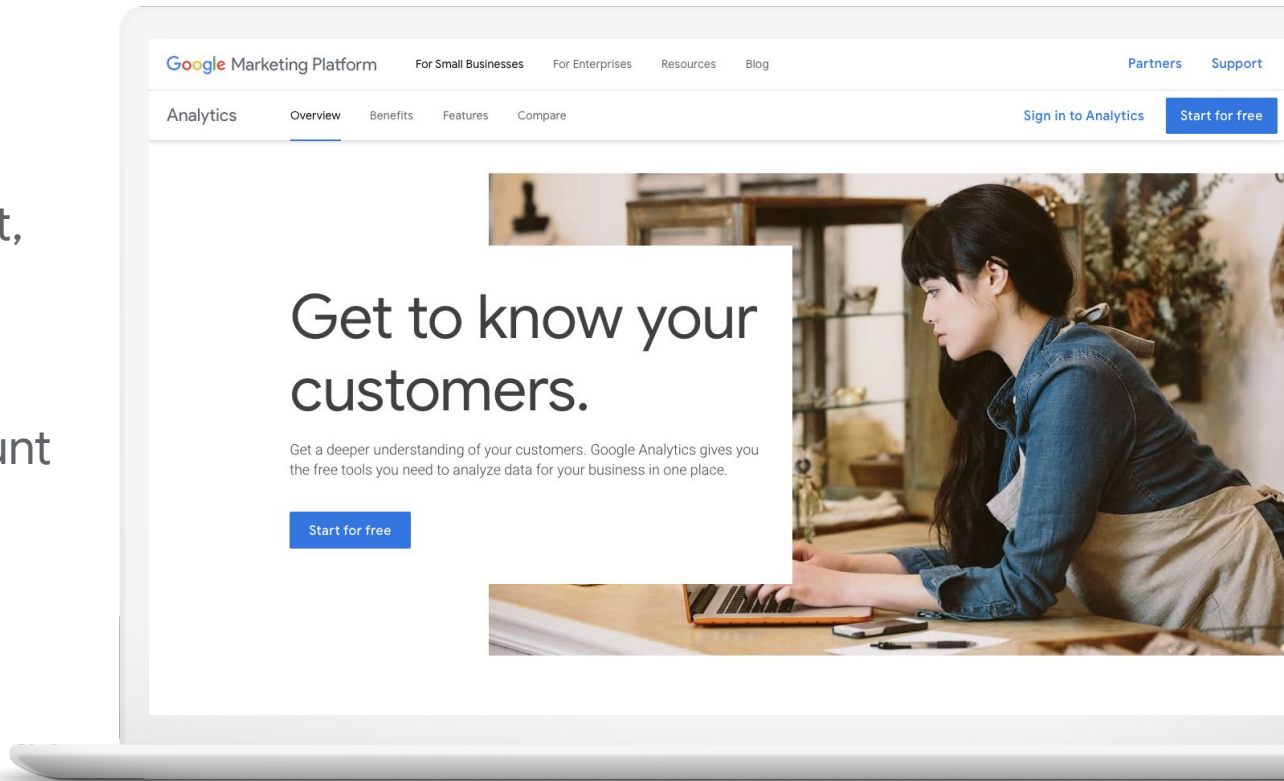
**Evaluate which channels** drive the most conversions

# SET UP GOOGLE ANALYTICS

- Visit [g.co/analytics](https://g.co/analytics)
- To create an account, click [Start for free](#)
- Set up a property in your Analytics account

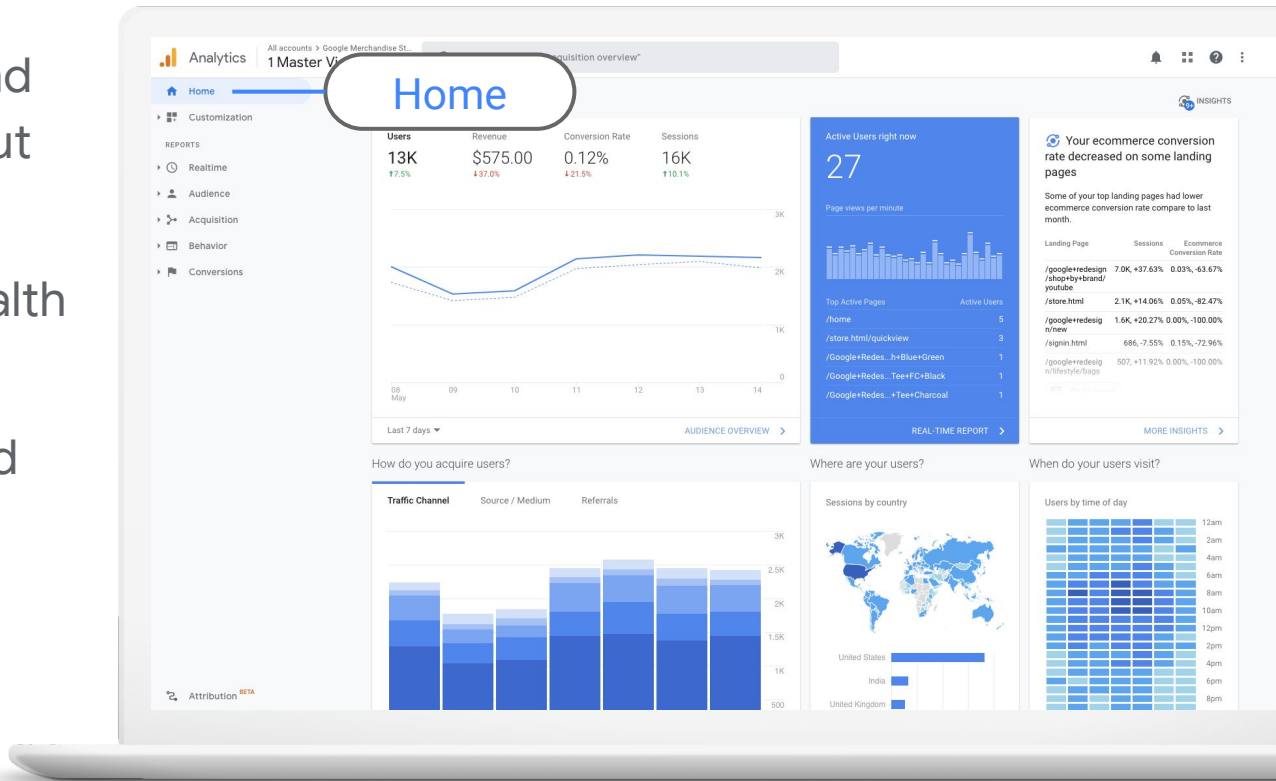
## Quick Tip:

Set up Google Analytics  
[g.co/analytics](https://g.co/analytics)



# YOUR GOOGLE ANALYTICS ACCOUNT

- Review the reports and metrics you care about most
- Quickly check the health of your accounts
- Create, customize and share dashboards



# Find Answers With Reports

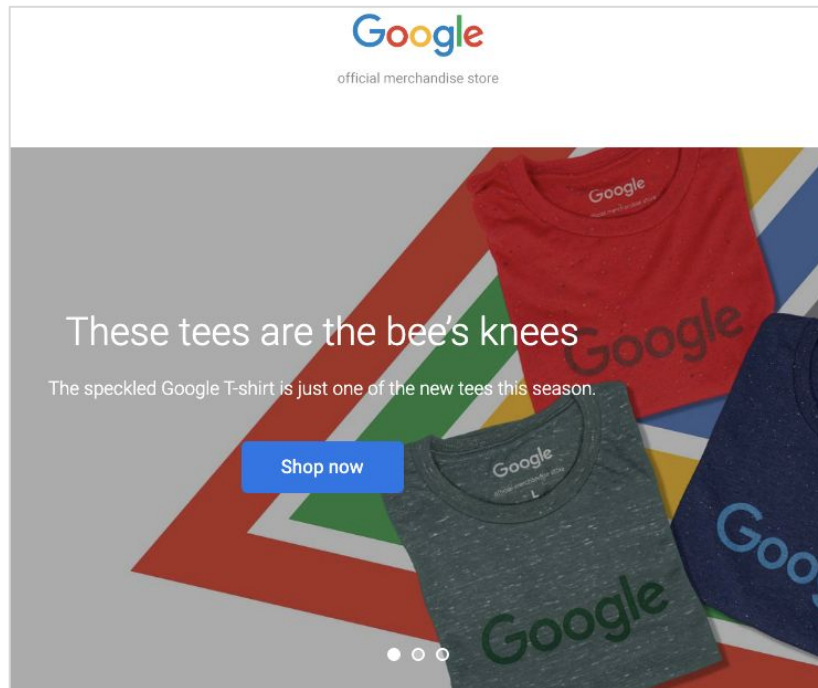


# Meet Eva and Ricky



## USING GUT INSTINCTS

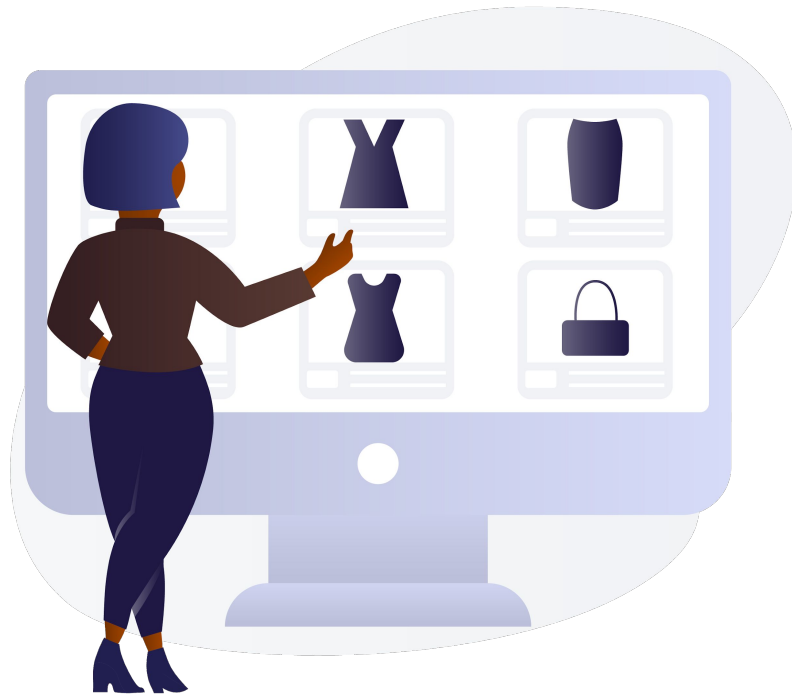
- Created a new t-shirt design, loved it, and immediately added it to the website banner
- Cut prices when sales were down
- Assumed target audience was women, age 35-44










## GET STARTED USING DATA

- **STEP 1: OUTLINE GOALS**  
What are you trying to achieve?
- **STEP 2: ASK QUESTIONS**  
What answers do you need?
- **STEP 3: VIEW REPORTS**  
How can you find the answers?



## STEP 1: DEFINE GOALS

-  Specific
-  Measureable
-  Attainable
-  Relevant
-  Time-sensitive



## RICKY & EVA'S GOAL

Decrease shopping cart abandonment rate to **under 60%**.



# What are your goals?

## Ideas:

Leads, appointments,  
sales, phone calls, foot  
traffic, downloads, etc.

## STEP 2: ASK QUESTIONS



### Reach

Who is your audience?



### Convert

Do leads become customers?



### Engage

Can visitors find answers?



### Sustain

Are customers loyal?

## REACH QUESTIONS

- What are people searching for?
- Who is your audience?
- How do they find you online?



Reach



Engage



Convert



Sustain

## ENGAGE QUESTIONS

- What do people do once they find you?
- Where do customers engage you online?
- How do people interact with you online?



Reach



Engage



Convert



Sustain

## CONVERT QUESTIONS

- Which channels drive conversions?
- What calls-to-action drive conversions?
- Which channels have a higher ROI?



Reach



Engage



Convert



Sustain



## SUSTAIN QUESTIONS

- Do people continue to engage?  
Where?
- Do you respond? How quickly?
- Do you give people a reason  
to return?



Reach



Engage



Convert



Sustain

## STEP 3: USE REPORTS TO FIND ANSWERS



### Realtime

What's happening now?



### Behavior

What do people do?



### Audience

Who visits the website?



### Conversions

Is the website successful?

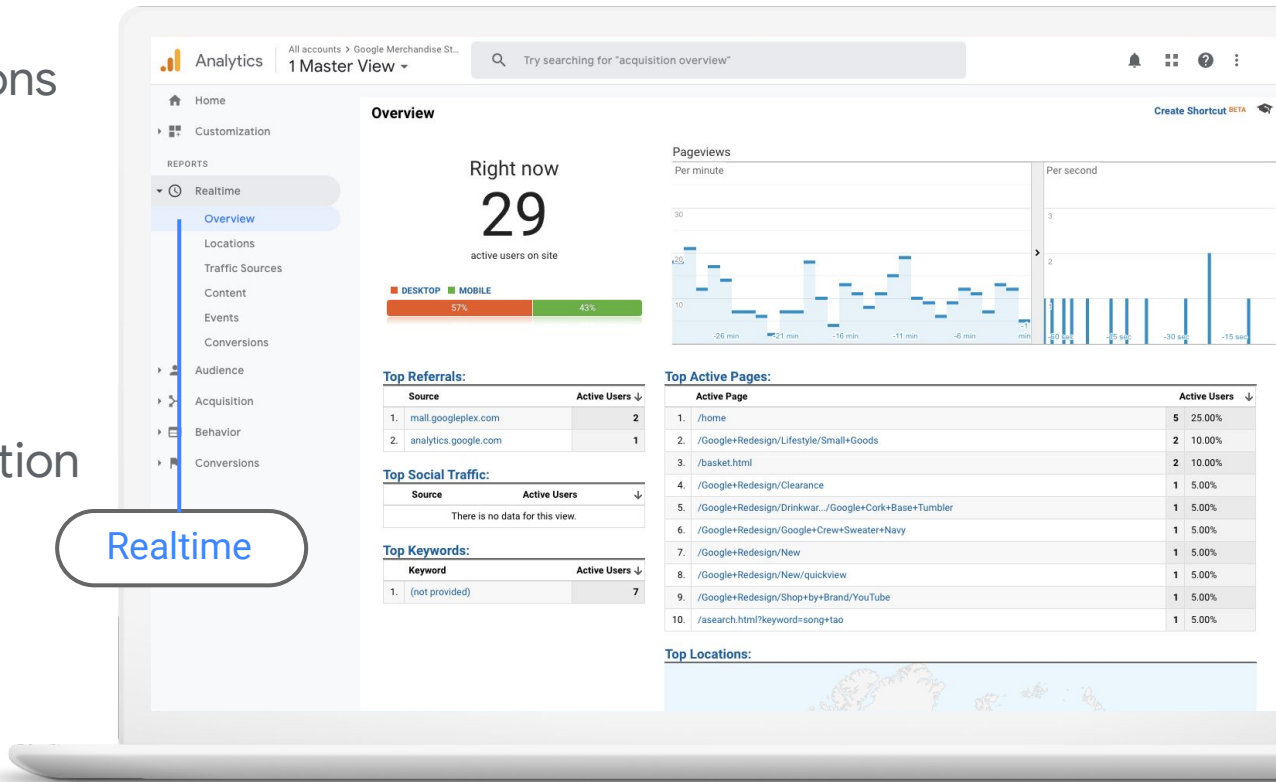


### Acquisition

Where do they come from?

# REALTIME: WHAT'S HAPPENING RIGHT NOW?

- Watch goal completions as you test changes
- Monitor immediate effects on site traffic from new content
- Determine if a promotion drives traffic



Realtime

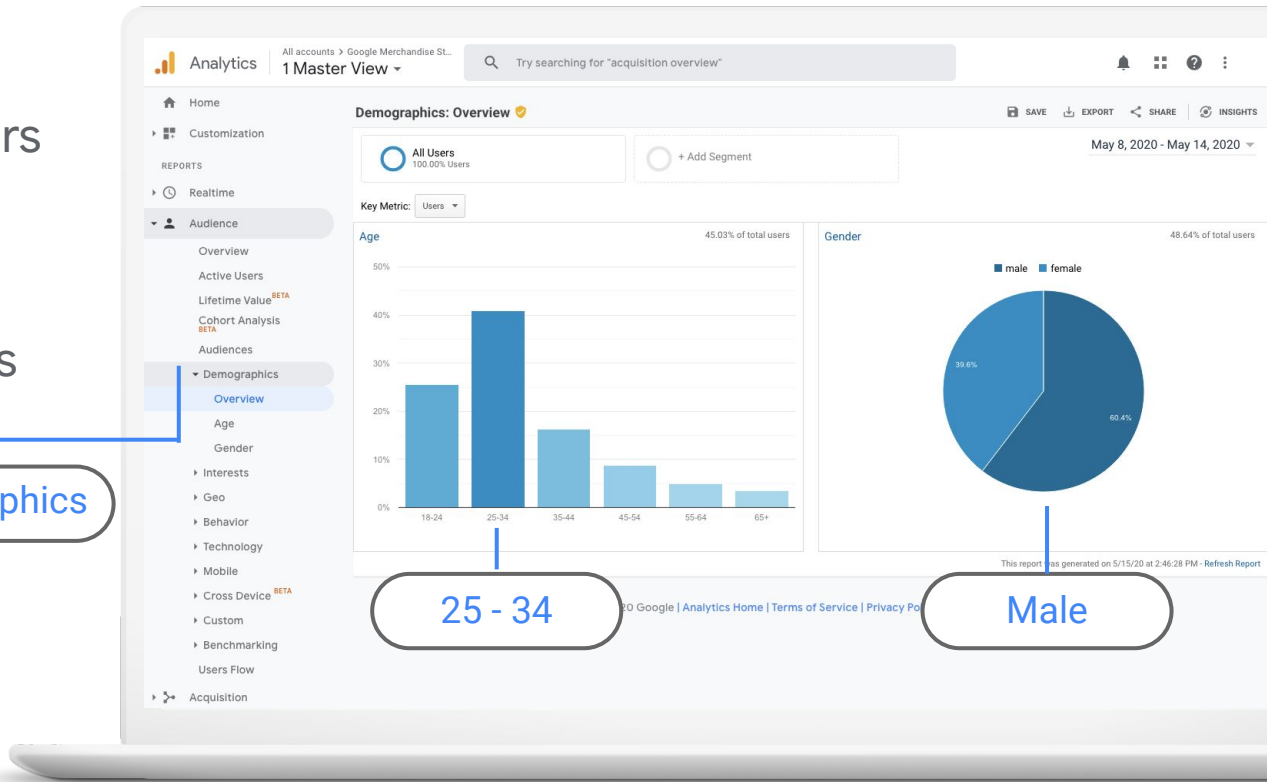
# AUDIENCE: WHO VISITS YOUR WEBSITE?

- Understand the characteristics of users
- View demographics, interests, geo, language, and devices

Demographics

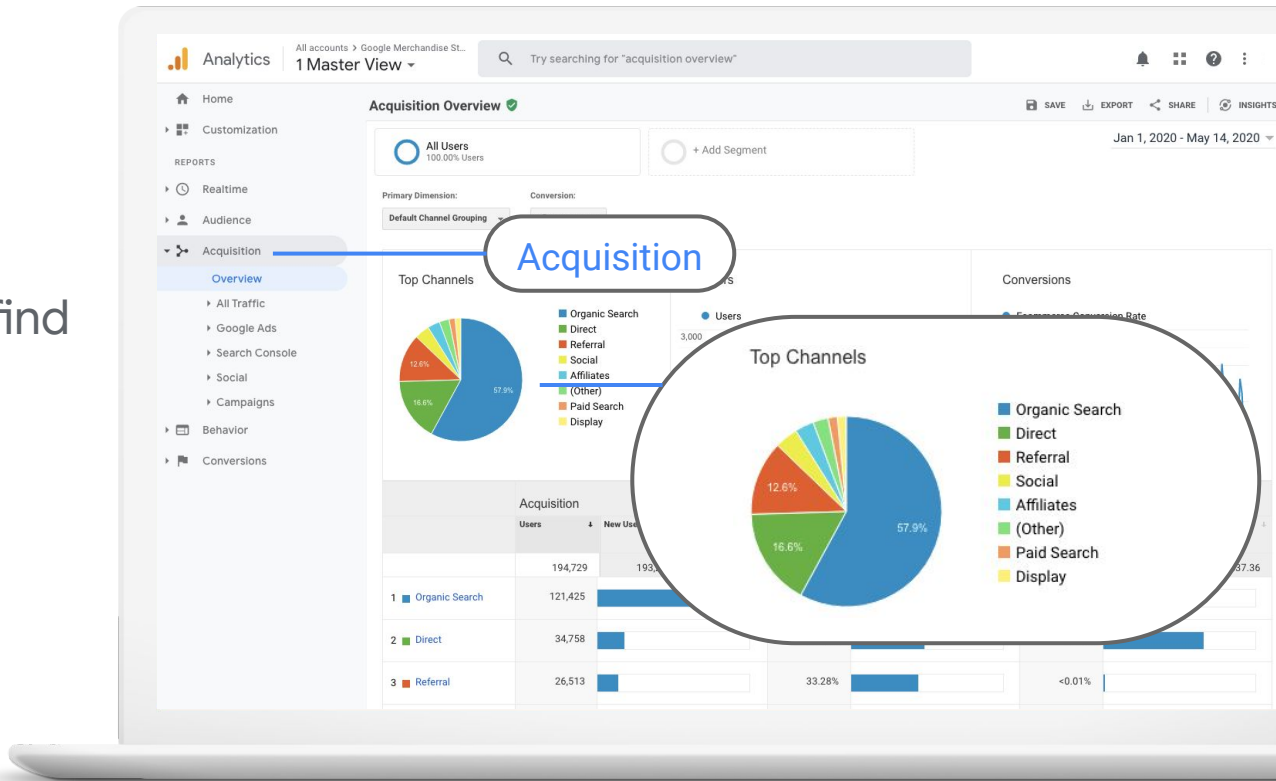
25 - 34

Male



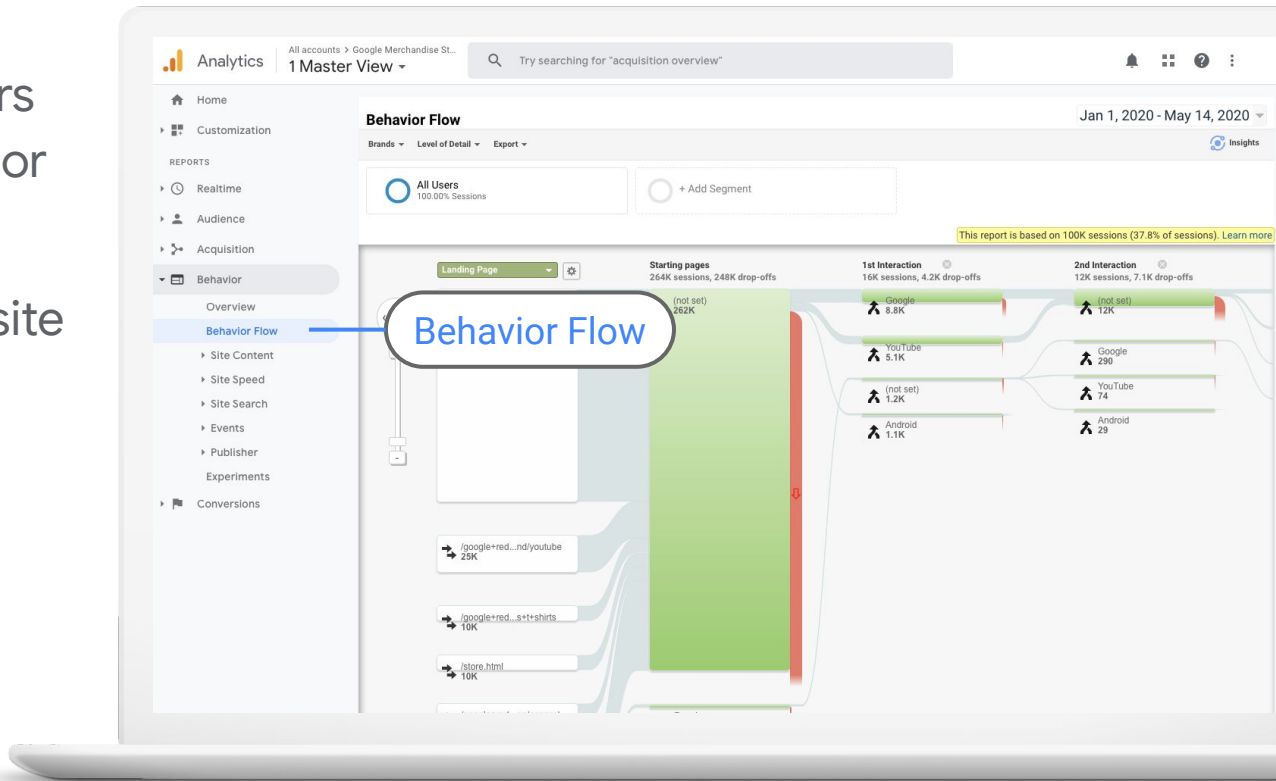
# ACQUISITIONS: WHERE DO YOUR CUSTOMERS COME FROM?

- Understand how you acquire users
- Recognize patterns
- Find out how people find you through search



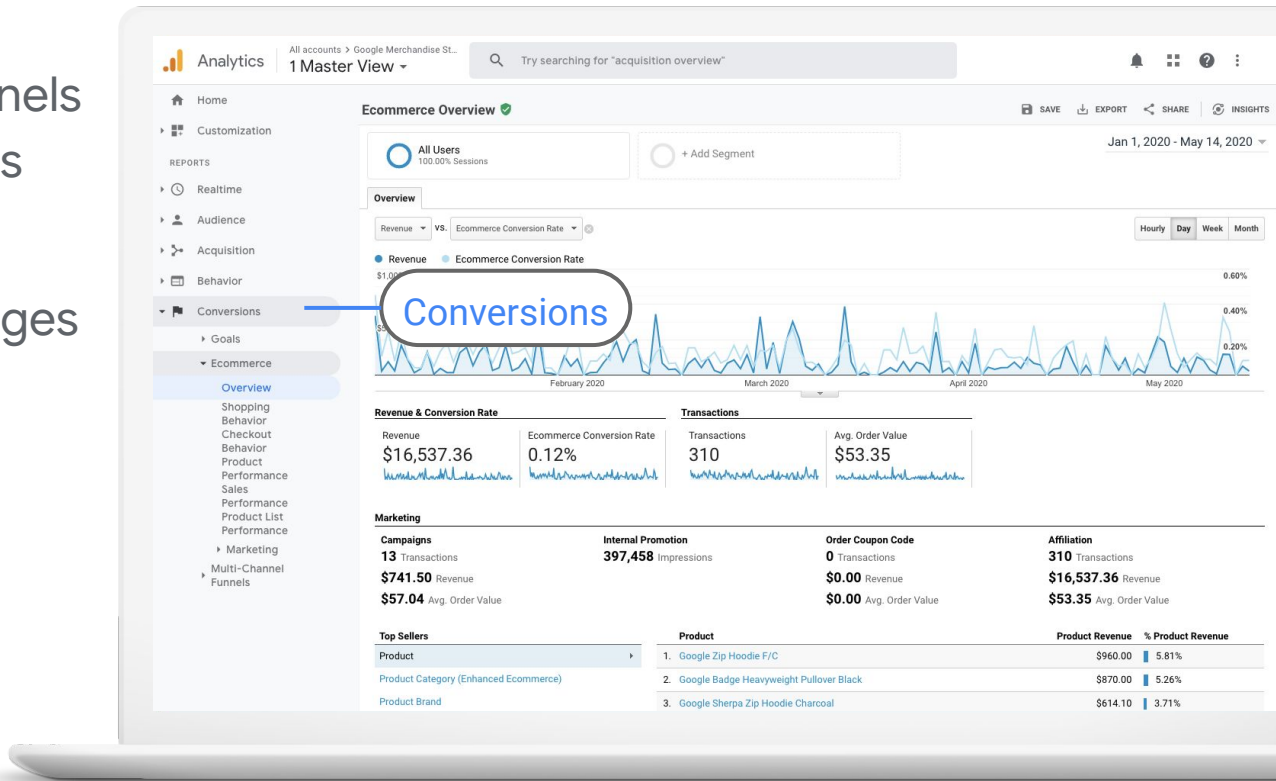
# BEHAVIOR: WHAT DO PEOPLE DO ON THE SITE?

- Visualize the path users travel, from one page or Event to the next
- Understand how website changes affect the conversion funnel



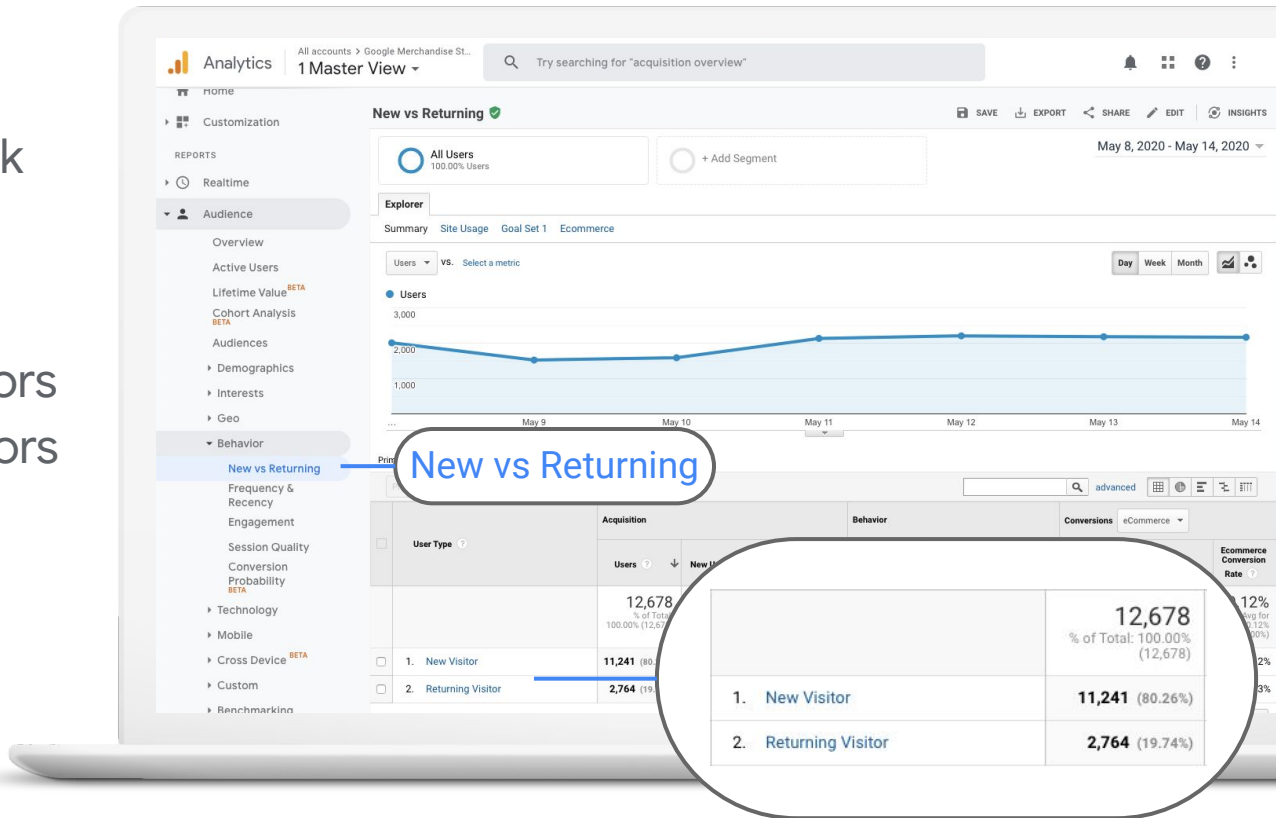
# CONVERSIONS: IS THE WEBSITE SUCCESSFUL?

- See how all your channels work together towards conversions
- Understand how changes impact conversions



# NEW VS RETURNING: HOW LOYAL ARE YOUR CUSTOMERS?

- Learn how many customers come back after a first visit
- Gain insight into the behavior of new visitors versus returning visitors





## GOOGLE ANALYTICS: WHAT THEY LEARNED

### Gut Insights

**Top audience** is 35-44 years old and primarily female.

**The primary driver of traffic** to their website is paid ads.

**Most purchases** are from repeat customers, not first-time visitors.

### Google Analytics Data

**Top audience** is 25-34 years old and primarily male.

**The primary driver of traffic** to their website is organic search.

**Most purchases** are from first-time visitors to the site.

# Interpreting Reports



## DEFINITIONS

- **Dimensions:** A description or characteristic of data. **Browser, Landing Page,** and **Campaign** are examples.
- **Segments:** A subset of sessions or users that share common attributes
- **Goals:** Settings to track actions or conversions on your site or mobile app
- **Events:** A type of hit that tracks an interaction with site content

## WHAT ARE DIMENSIONS?

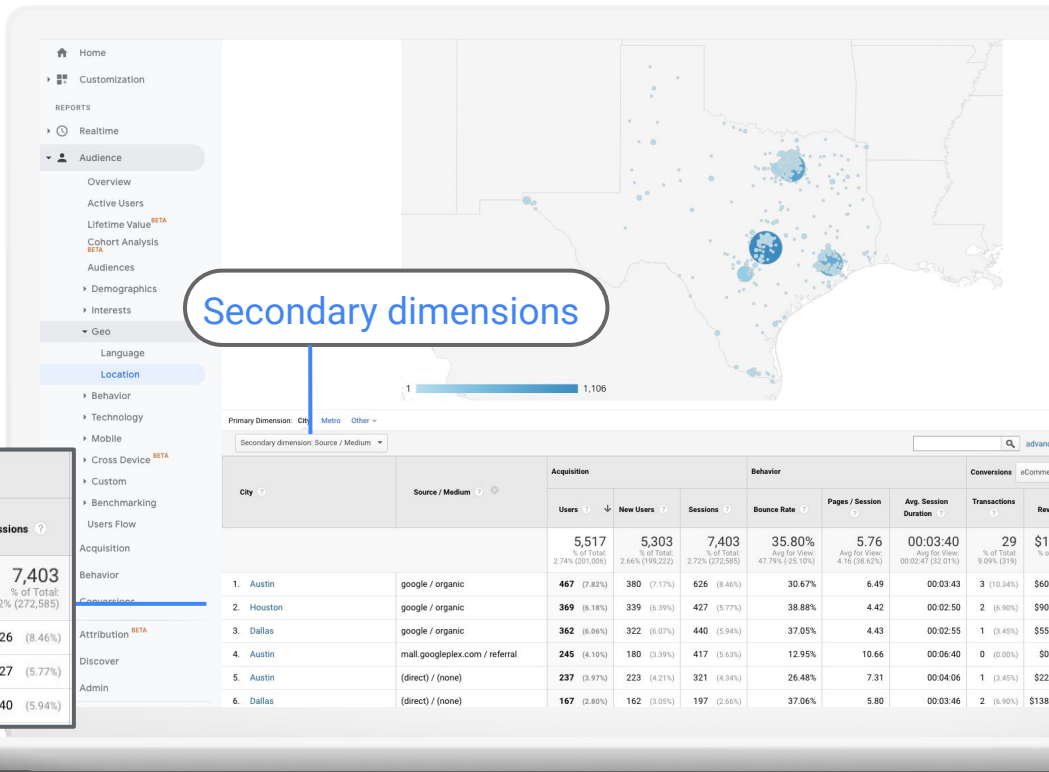
**Dimensions** describe your data. Each dimension can be given a different value.

You can use **secondary dimensions** to view your data with more granularity by adding another dimension to your report.



# USING SECONDARY DIMENSIONS

- 1 Click the report of choice
- 2 Select **Primary Dimension**
- 3 Click the drop-down menu to select **Secondary Dimension**



# HOW TO USE FILTERS IN THE REPORTS

Use **Filters** to specify what you want to display in the report.

The screenshot shows a Google Analytics report for the city of Dallas. A blue callout box labeled "Filter" points to the filter configuration area. The report table displays various metrics for different acquisition sources and mediums.

City	Source / Medium	Acquisition			Behavior			Conversions	eCommerce
		Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Transactions	Revenue
1. Dallas	google / organic	375 (44.84%) % of Total: 0.34% (109,886)	346 (45.38%) % of Total: 0.32% (107,808)	472 (46.82%) % of Total: 0.32% (146,992)	40.04% Avg for View: 45.88% (48.57%)	4.62 Avg for View: 4.04 (14.25%)	00:03:13 Avg for View: 00:02:46 (16.44%)	0 (0.00%)	\$0.00
2. Dallas	(direct) / (none)	80 (20.15%)	78 (22.54%)	98 (20.34%)	39.58%	6.16	00:04:30	0 (0.00%)	\$0.00
3. Dallas	dfa / cpm	37 (9.32%)	33 (10.54%)	40 (8.47%)	72.50%	2.20	00:00:49	0 (0.00%)	\$0.00
4. Dallas	Partners / affiliate	18 (4.53%)	18 (5.20%)	21 (4.45%)	57.14%	2.29	00:01:48	0 (0.00%)	\$0.00
	analytics.google.com / referral	35 (3.78%)	8 (2.31%)	16 (3.39%)	43.75%	3.56	00:05:05	0 (0.00%)	\$0.00
	google / cpc	15 (3.78%)	11 (3.18%)	18 (3.81%)	38.89%	5.33	00:03:23	0 (0.00%)	\$0.00

The filter configuration callout box shows the following settings:

- Include City: Dallas
- and
- Exclude Source / Medium: (direct) / (none)
- and
- Containing: (direct) / (none)
- Exactly matching
- Matching RegExp
- Begins With
- Ends With
- Containing

## HOW TO USE SEGMENTS

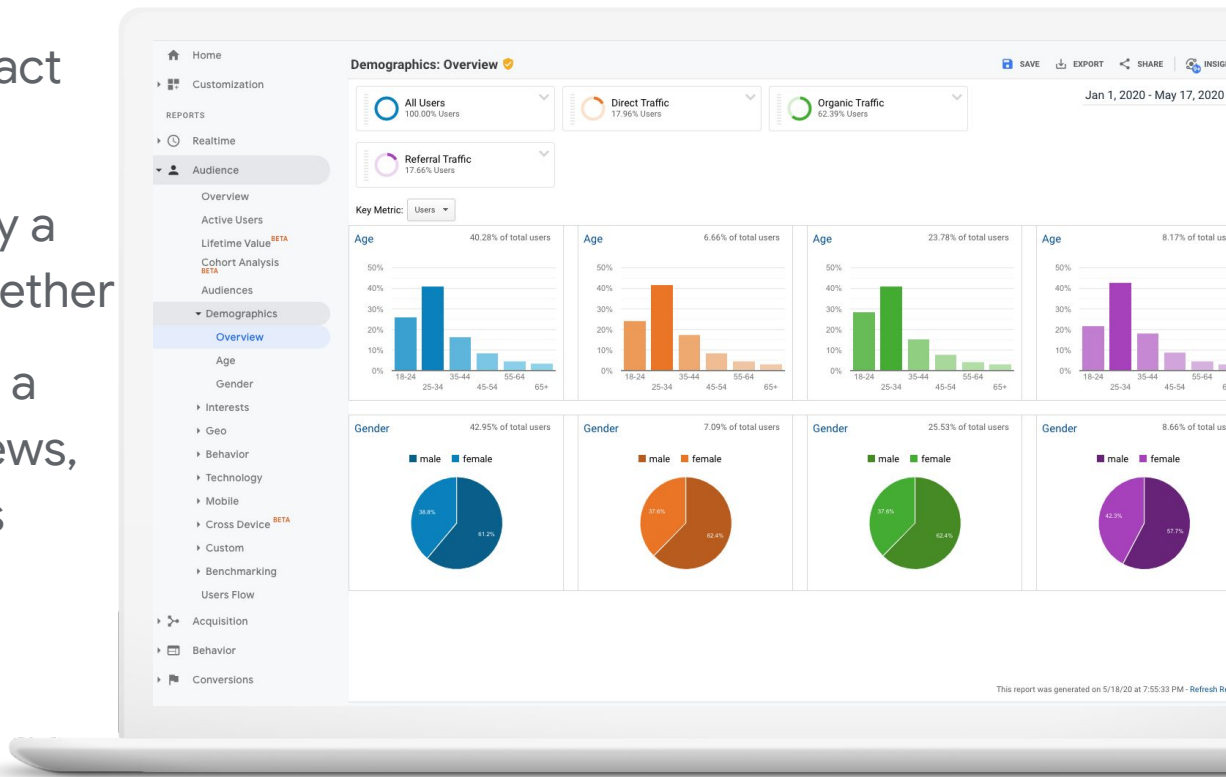
**Segments** are subsets of your Analytics data. You can isolate segments to analyze and respond to the trends in your business.

Use segments to understand the activities of a specific audience, or remarket to groups based on their trending actions.



# SEGMENT TYPES

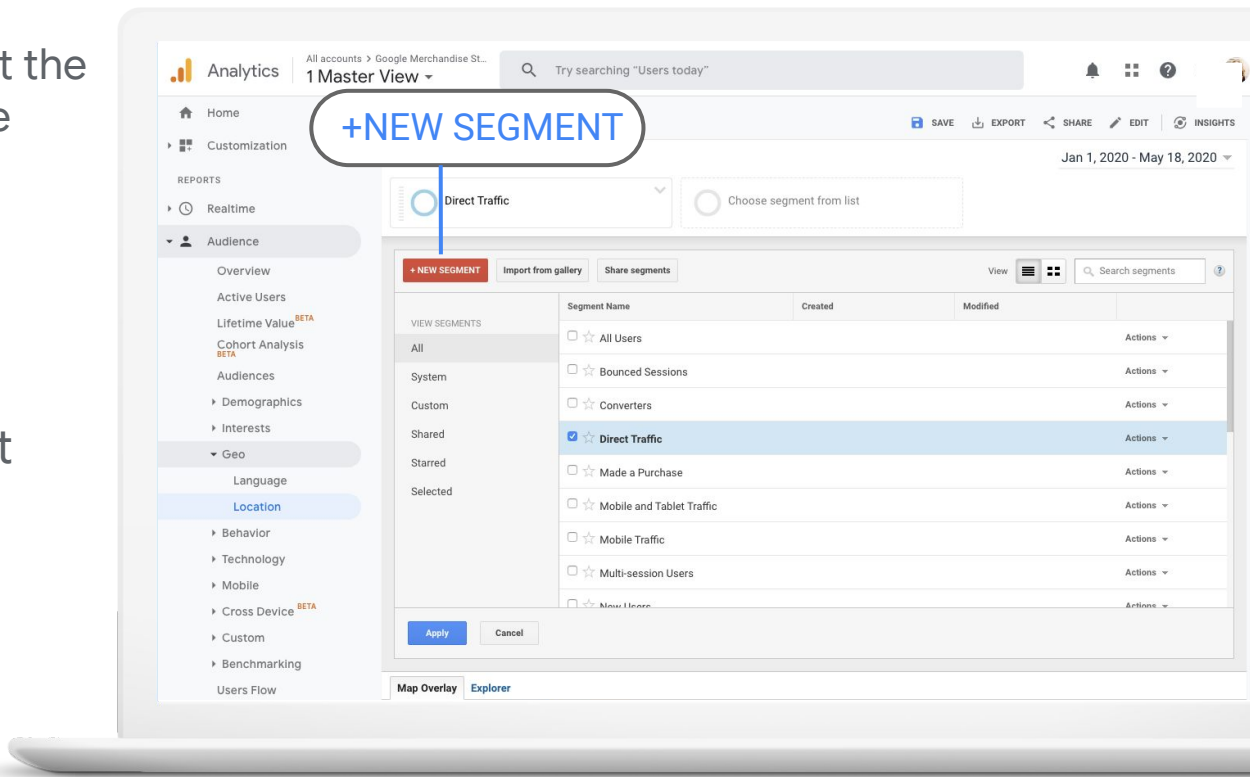
- **Users:** people who interact with your website
- **Sessions:** interactions by a single user, grouped together
- **Hits:** interactions during a session, such as pageviews, events, and transactions





# BUILD NEW SEGMENTS

- 1 Click **+Add Segment** at the top of your report page
- 2 Click **+New Segment**
- 3 Name the segment
- 4 Define your segment
- 5 Click **Save**



## ABOUT GOOGLE ANALYTICS GOALS

**Goals** measure how well your site or app fulfills your target objectives.

They represent completed activities, called conversions, that contribute to the success of your business.



## GOAL TYPES

What are your business goals and how can you measure them?

- Purchases
- Subscriptions
- Page Views
- Clicks
- Form Submissions



**Destination** when a specific website location is loaded



**Duration** sessions that last a minimum amount of time



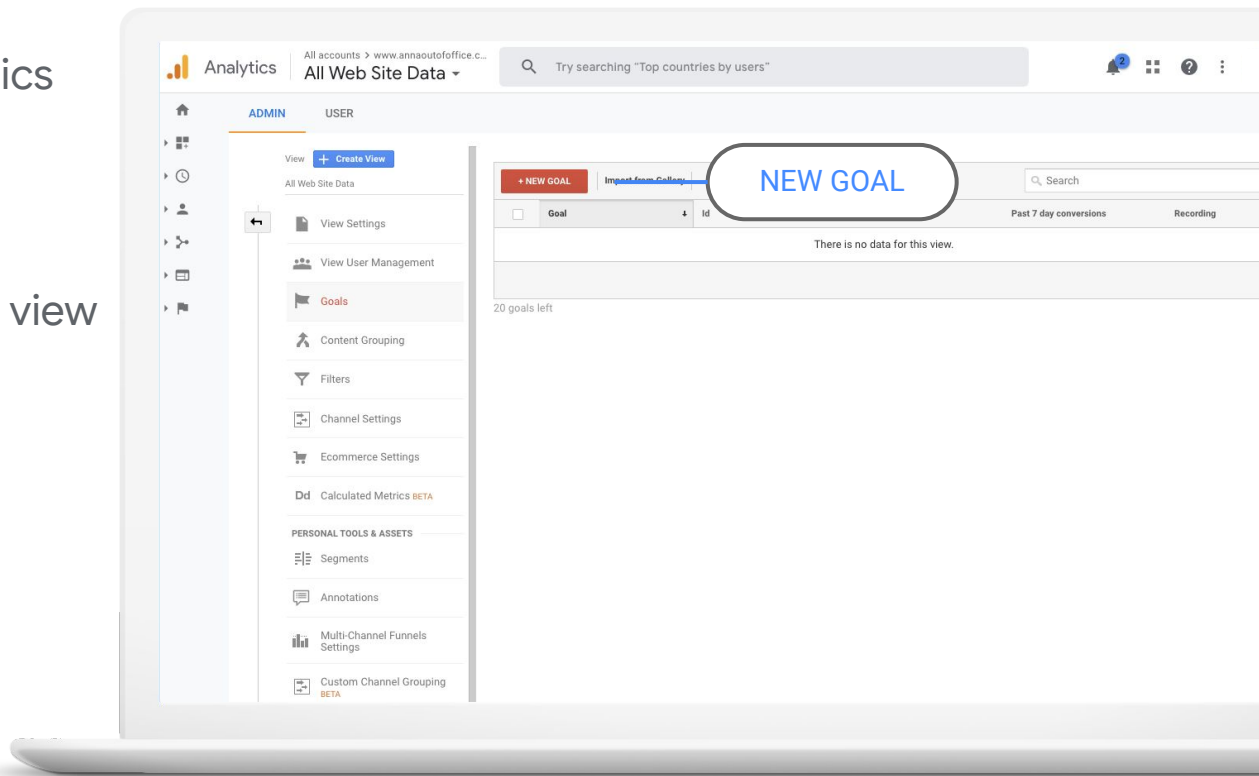
**Pages/Screens per session** when a visitor views a minimum number of pages or screens



**Event goals** when an action defined as an event is triggered

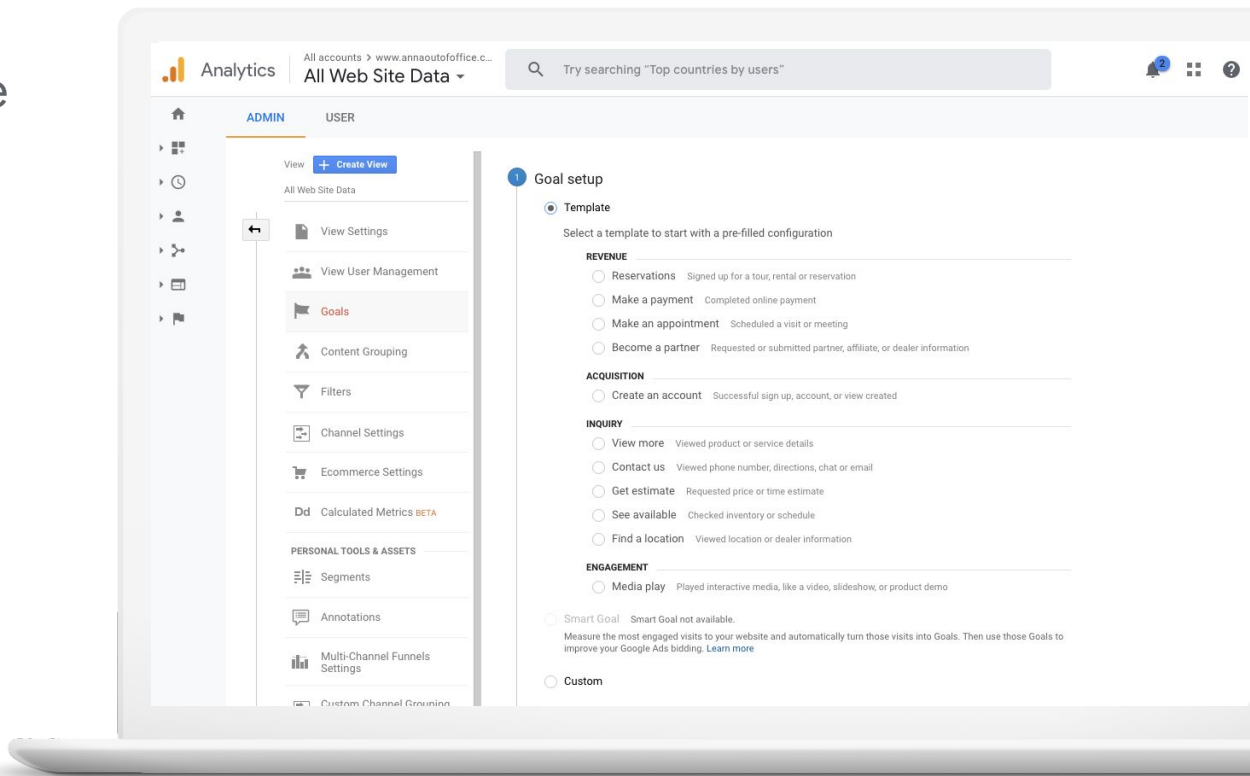
# SETTING UP GOALS

- 1 Sign into Google Analytics
- 2 Click **Admin**
- 3 Navigate to the desired view
- 4 Click **Goals**
- 5 Click **+NEW GOAL**



# GOAL TYPES

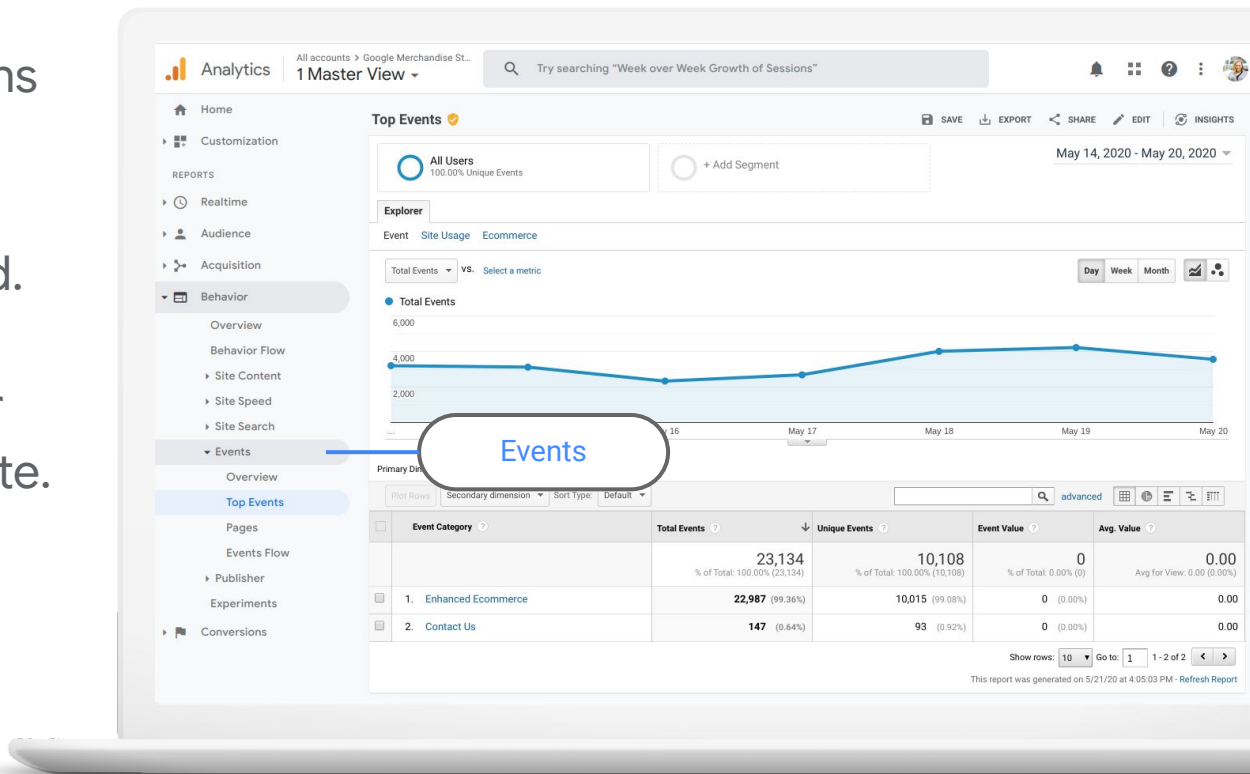
- Goals from a template
- Custom goals
- Smart Goals



# ABOUT EVENTS

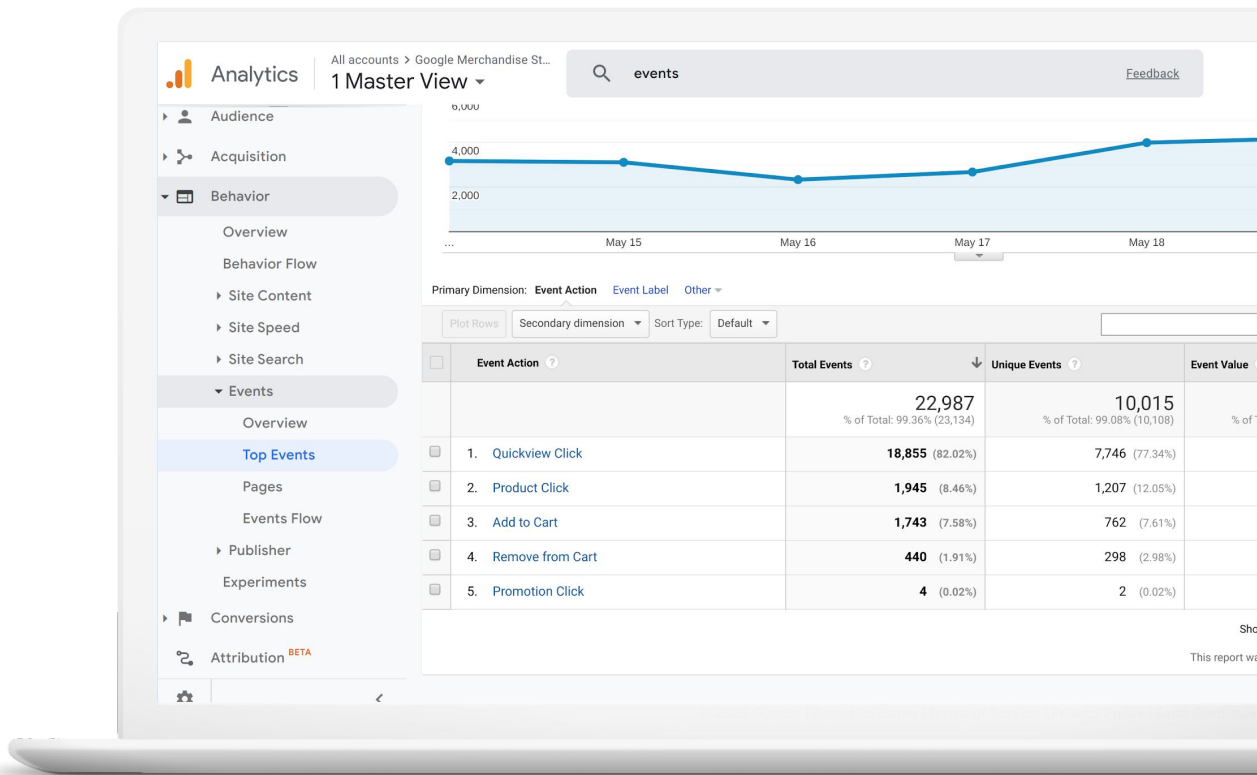
**Events** are user interactions with content that can be measured independently from a page or screen load.

They offer insight into user interactions on your website.



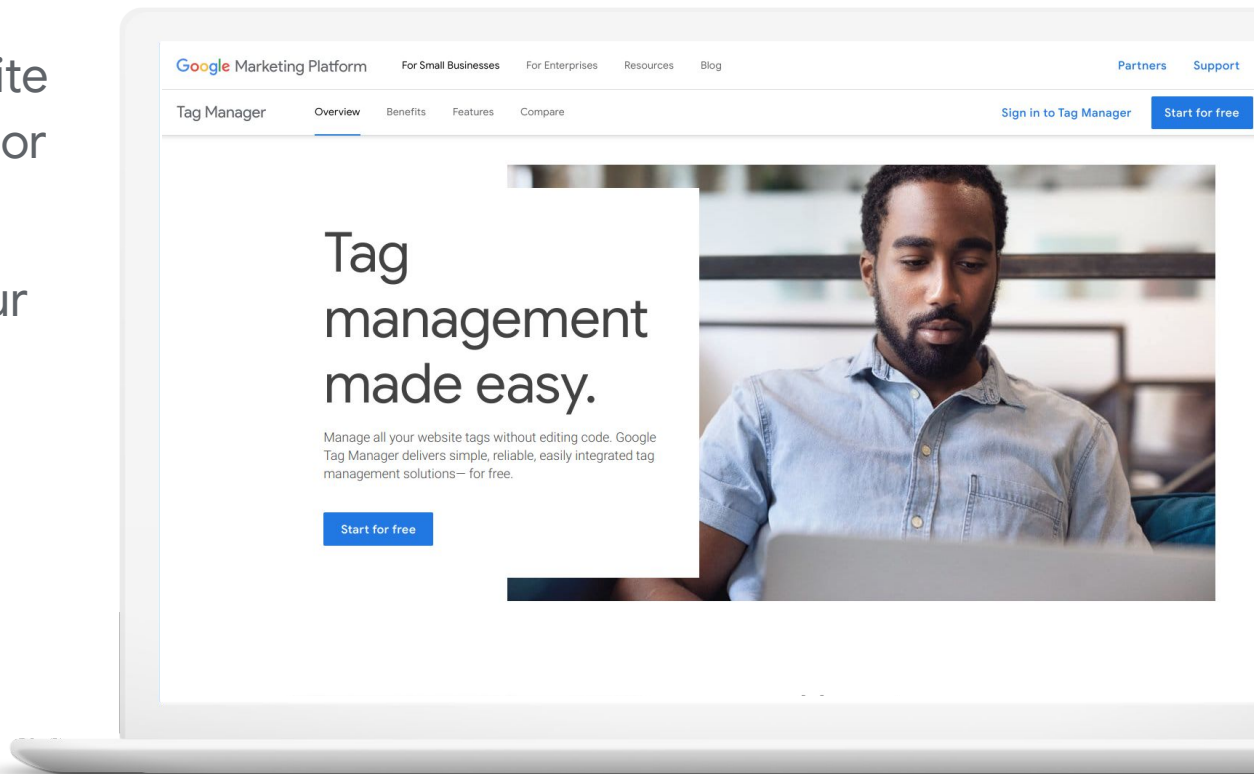
# USING EVENTS

- Product previews
- Tracking engagement with embedded maps
- Video interactions
- Tracking form errors



## ABOUT TAG MANAGER

- Manage all your website tags without creating or editing code.
- Better understand your conversions, site analytics and more.

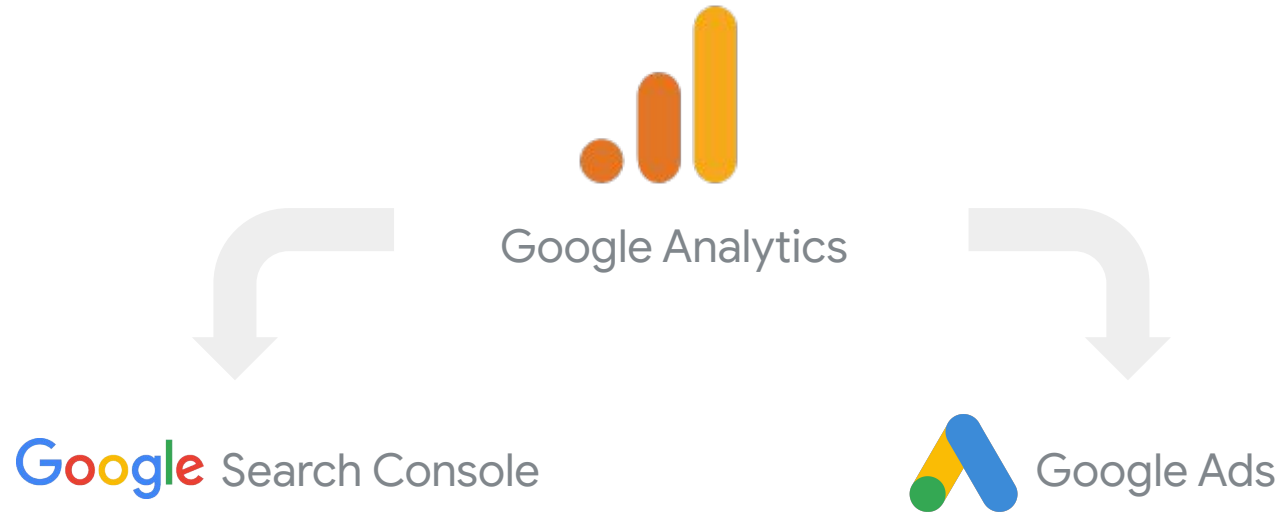




# Using Analytics With Other Google Tools



# CONNECT ACROSS YOUR GOOGLE PRODUCTS



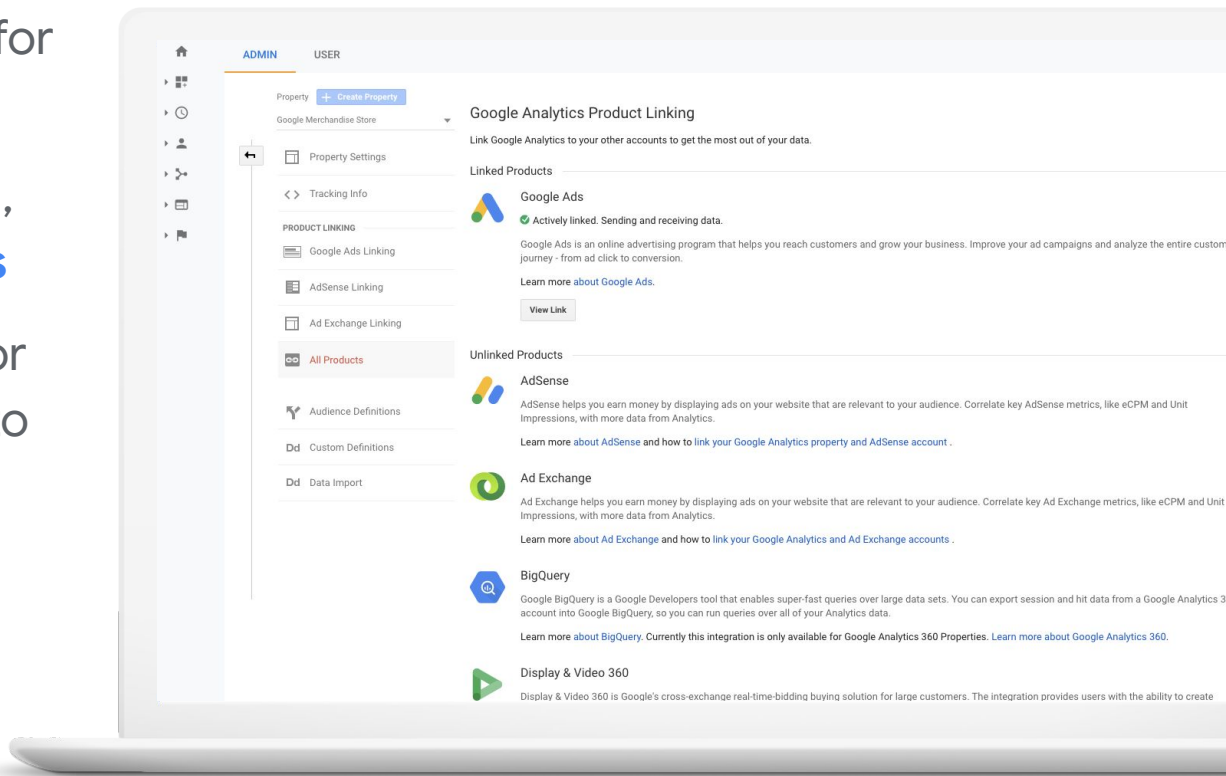
## WHY LINK TO GOOGLE ANALYTICS?

- Learn what happens after users click on your ad
- Target specific users based on their previous behavior
- Use advanced machine learning
- Understand organic traffic and if keywords convert (or not)



# GOOGLE ANALYTICS PRODUCT LINKING

- First: create an account for each product
- In Analytics, click **Admin**, then select **All Products**
- Select the **Link** button for each product you want to link to Google Analytics



# Recap & Resources



# GOOGLE ANALYTICS: NEXT STEPS

## Potential Actions:

1

Review creative to represent the audience demographic.

2

Consider product changes to tailor merchandise to all demographics.

3

Review search queries and adjust bids and creative accordingly.

4

Consider offering promotions or a loyalty program to encourage repeat customers

## WHERE TO GO FROM HERE?



Outline goals



Choose tools



Ask questions



Measure results,  
take action

## BUSINESS AND MARKETING LESSONS AT G.CO/PRIMER

- Quick, easy lessons on your phone
- Learn whenever you have a few minutes free
- Practical, personalized next steps

### Quick Tip:

Download the Primer app

[g.co/primer](https://g.co/primer)



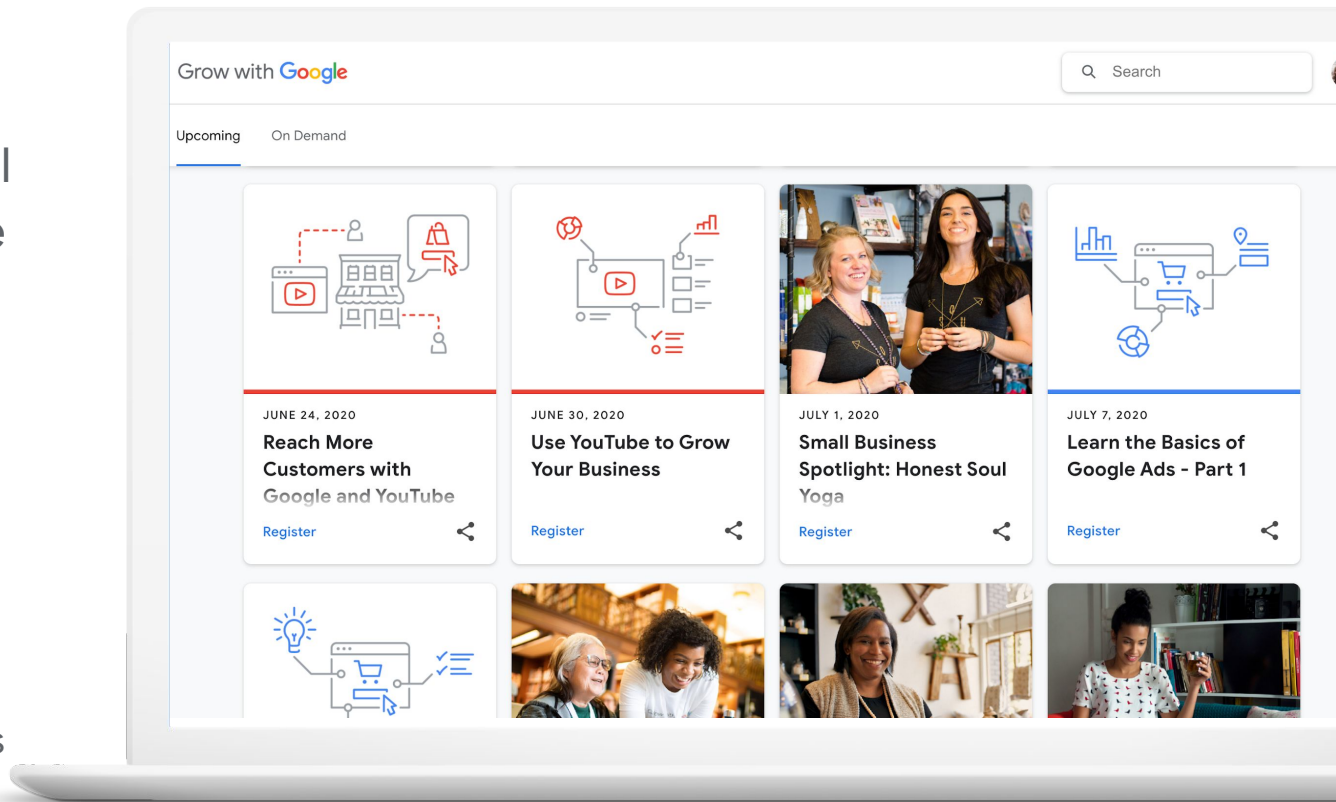


# CONTINUE YOUR EDUCATION WITH GROW WITH GOOGLE ONAIR

Register for free virtual workshops to enhance your digital skills and grow your business.

## Quick Tip:

Register for virtual workshops  
[g.co/GrowOnAir](https://g.co/GrowOnAir)



The screenshot displays the 'Grow with Google' website interface. At the top, there is a search bar and navigation tabs for 'Upcoming' and 'On Demand'. The main content area features a grid of workshop cards. Each card includes an icon, a date, a title, and a 'Register' button with a share icon.

Workshop Title	Date	Thumbnail Description
Reach More Customers with Google and YouTube	JUNE 24, 2020	Icon representing a YouTube video, a storefront, and a shopping cart.
Use YouTube to Grow Your Business	JUNE 30, 2020	Icon representing a YouTube video, a bar chart, and a list.
Small Business Spotlight: Honest Soul Yoga	JULY 1, 2020	Photo of two women, one holding a yoga mat.
Learn the Basics of Google Ads - Part 1	JULY 7, 2020	Icon representing a bar chart, a computer monitor, and a location pin.

# FREE ONLINE TRAINING AND TOOLS AT GOOGLE.COM/GROW

## For teachers and students

Bring digital tools into your classroom

## For local businesses

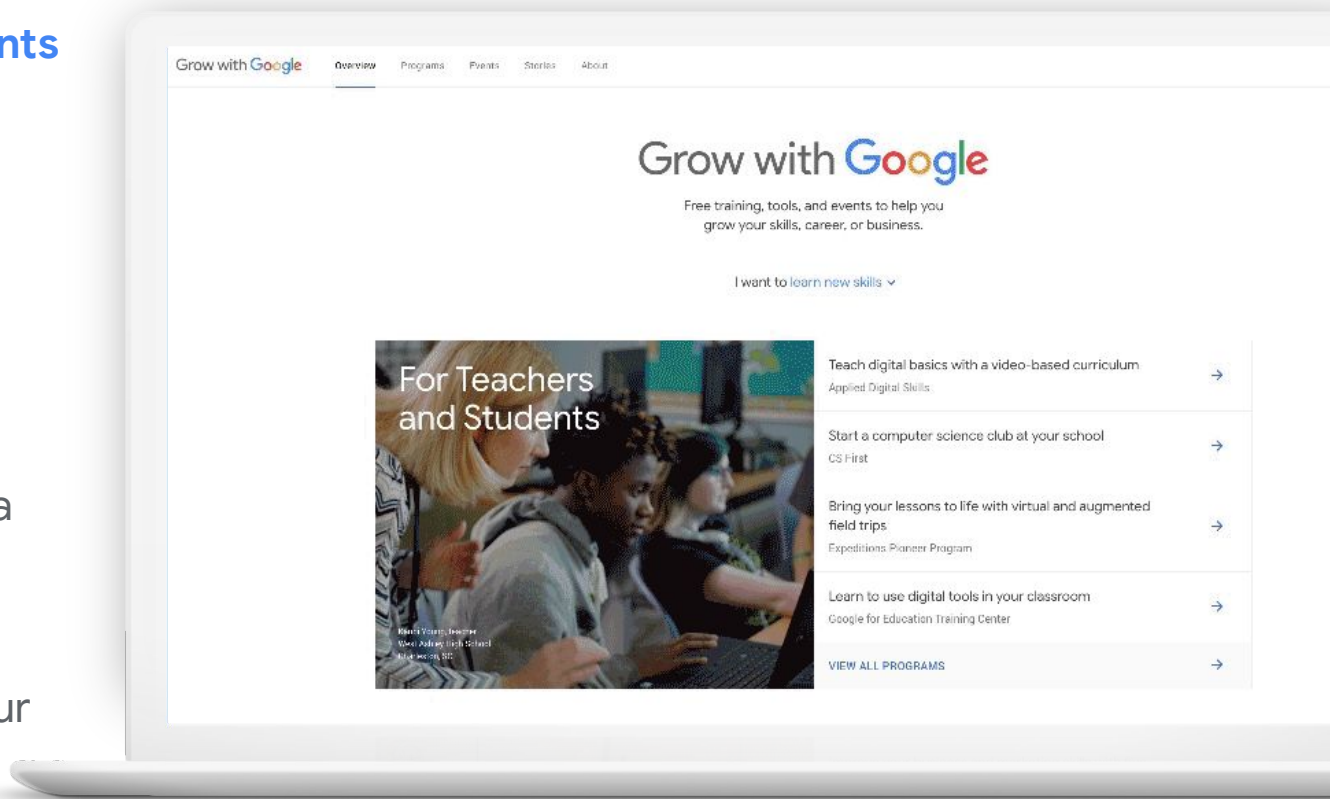
Help new customers find you online

## For job seekers

Boost your resume with a new certification

## For developers

Learn to code or take your skills to the next level



Grow with Google

# Thank You



Grow with 

# Appendix

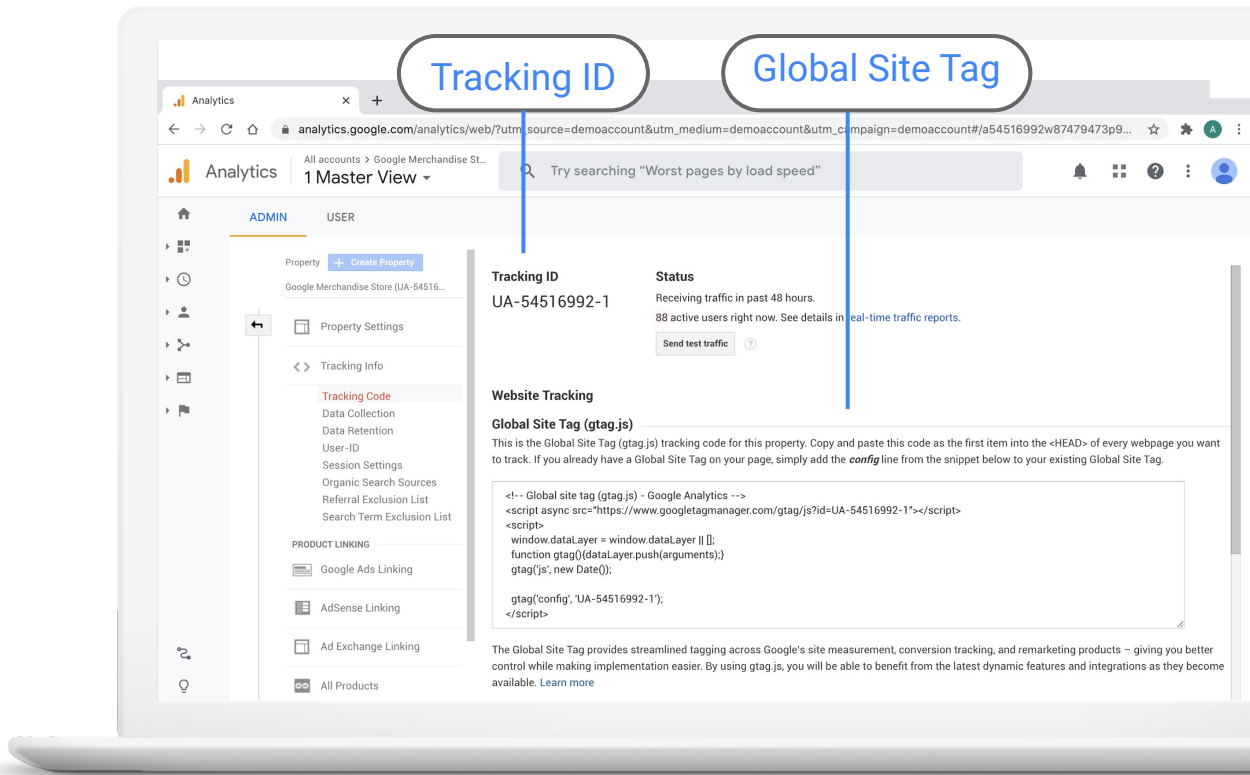


# Universal Analytics



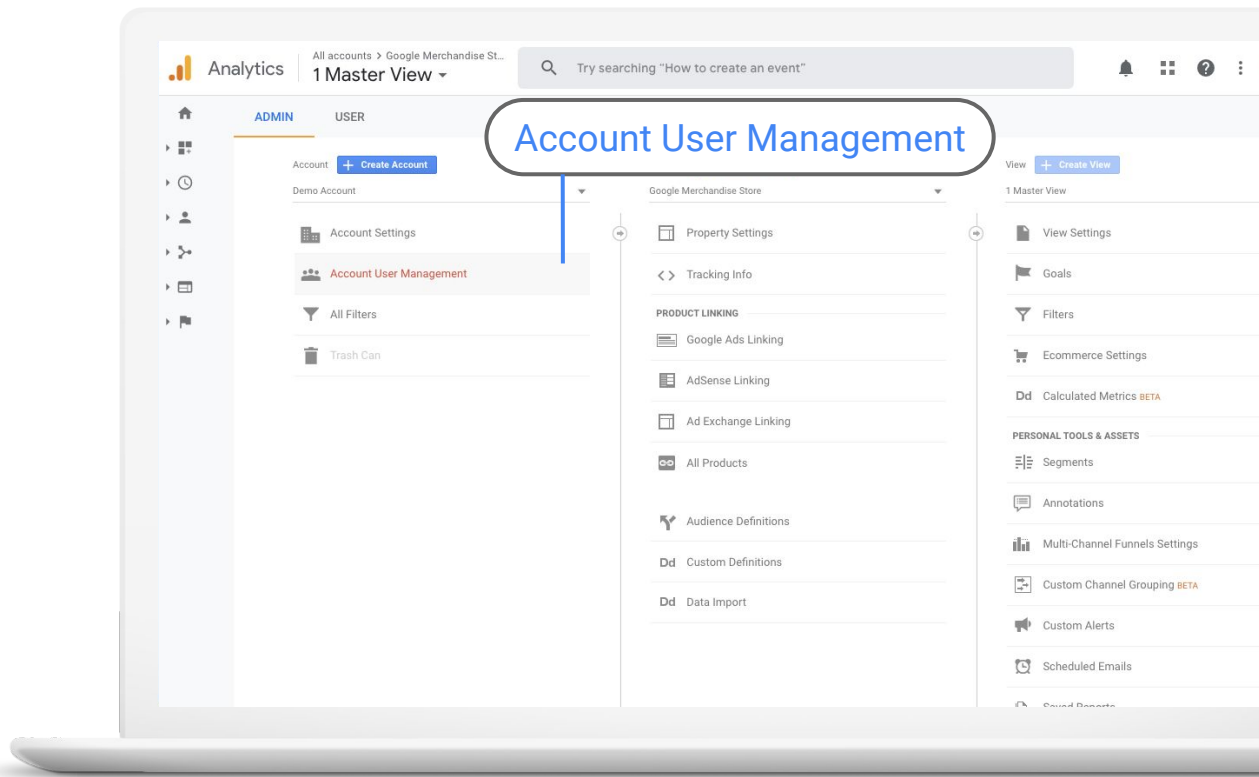
# TRACKING ID AND CODE

- From your new account, click **Admin**
- Select a property from the menu in the **Property** column
- Click **Tracking Info** > **Tracking Code**



## ADD ADDITIONAL USERS

- Invite collaborators to access your reports
- Click **Admin** > **Account User Management**; you can also add users for properties





# Google Analytics 4 Properties

