

Profile Activity Report



1. A Profile Activity Report gives a high overview of portfolio activity for selected users. To run the report, click on 'Reports.' It is located on the 'General' tab of the Administrative Reports page. Under 'Profile Activity,' click 'Configure Report.'

Administrative Reports

General Security Records

Profile Activity

A high overview of portfolio activity for selected users

Configure Report

Expiring Credentials

Listing of users with expiring credentials

Configure Report

Expiring Credentials Download

Listing of users with expiring credentials

Configure and Download Report

Components

View all district components

View Report

2. Enter the name(s) for which you want a Profile Activity Report. As you select names, they will populate under 'Selected Users.' Once you have entered all names, click 'Run Report.'

Report Configuration

Search Users:

Selected Users

Run Report

This will run the report provided your configuration and security rights

3. A .pdf will generate with the report.

Event	Components	Status	Since	Points
12-13 Competency 5 -> 60502-1	1-013-010	Completed	2013-06-05	60
2019 Spring Fling - General Session -> Opening Session	6-511-002	Completed	2019-05-08	4
2019-2020 Transfer of Out of District Activities -> A. Teacher - Giblet University Reading Course	9-999-004	Completed	2019-10-16	60
4-SQUARE WRITING	1-001-001	Completed	2003-09-30	0