Create a Custom Report

Last Modified on 10/25/2024 11:16 am EDT

1. From the My Data menu, select My Reports.



2. Select +New Custom Report.

Pathful	Dashboard	Career		Postsecondary 🗸	Work-based Learning 🗸 🗸	Employability 🗸	My Tracker 🗸 🗸	My Data 🗸 🔘 ~
My Data								
Overview My Reports								
Your reports								+ NEW CUSTOM REPORT
Search Q Type - Based on Report	✓ Sort B	у	~					Showing 0 of 0 Results

- 3. Select the type of report you want to generate. (i.e., Usage Reports)
- 4. Select Next.

Pathful	Dashboard	Career 🗸	Postsecondar	y ~ '	Work-based Lea	rning ~	Employability	/ ~ N	y Tracker 🥆	∽ Му⊡	ata 🗸	®·
← Back to My reports												
Create new custom report												
Select type of report												^
Usage reports View overall and detailed usage by user or career cluster	C Activity	r eports ent results, engage	ement, and respons	ses by acti	lvity	O Bulk	vnload docume download studen	entation It plans and	other docume	ients		
Ucense reports View status of users account access and login activity	Status re View com forms	ports pletion status of Fl	lexLesson assignme	nts, requir	rements, and							
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- 5. From the **Build Your Report** drop-down menu, select the type of report.
- 6. Select a **Date Range**.
- 7. Select **Add Filter** to add filters (license, grade, group) to your report.

You can add as many filters as you need. You can also **Remove** filters as needed.

- 8. Enter a **Report Name**.
- 9. Select **Run Once** to run the report now and not save it.
- 10. Select **Run and Add to my Reports** to generate the report immediately and save it for future use.

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~	Last 30 days	<pre></pre>
✓ QC License 1 - Full ×		
✓ Select group(s)		
✓ Select user type(s)		
	RUN	RUN AND ADD TO MY REPORTS
	 QC License 1 - Full × Select group(s) Select user type(s) 	V CC License 1 - Full X V Select group(s) V Select user type(s)