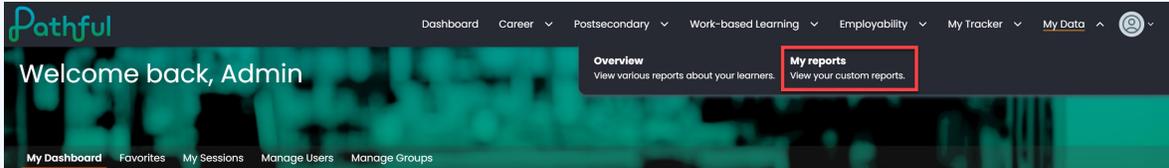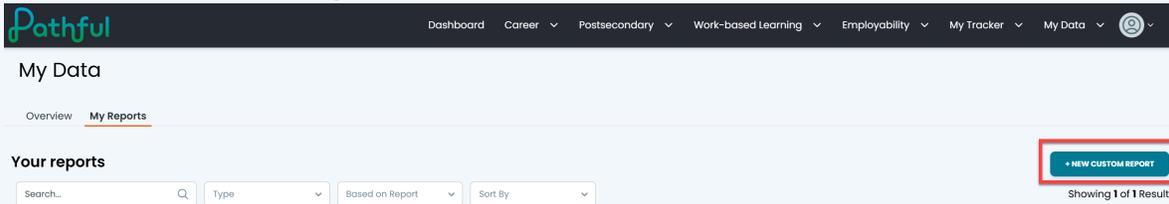# Assignment Details Report

Last Modified on 11/08/2024 11:09 am EST
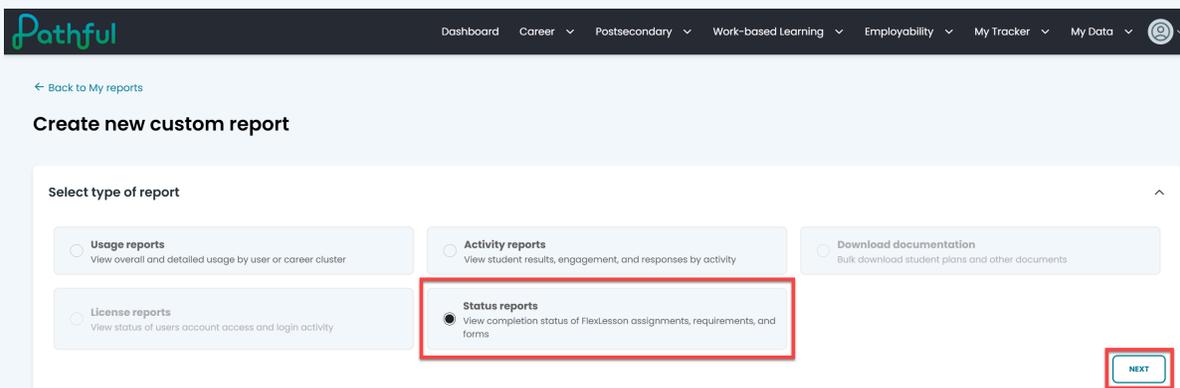
1. From **My Data**, select **My Reports**.

2. Select **+New Custom Report**.

3. Select **Status Reports** and **Next**.

4. In the **Build Your Report** drop-down, select **Assignment Details**.
5. Select a **Date Range**.
6. Select the **Assignment**. This is a required filter.
7. Add any additional **filters** as needed.
8. Enter a **Report Name**.
9. Select **Run Once** or **Run and Add to My Reports**.

Create new custom report

← Back to My reports

Select type of report

Build your report

Select report
Assignment Details | Last 30 days

Select filters | ADD FILTER

Name report

Report name
Assignments Fall Semester 2024

RUN ONCE | RUN AND ADD TO MY REPORTS

10. Add or Remove Filters if needed. Select **Show Results**.

← Back to Reports Overview

Assignment Details Report

Filters

Last 30 days

Show Results

11. If you selected **Run and Add to My Reports**, this report will be listed on **My Reports**.