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.

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	Sort	Ву	~				Showing 1 of 1 Results

3. Select Status Reports and Next.

Pathful	Dashboard	Career	~ β	ostseconda	у ~	Work-bo	ased Learn	ing ~	Employabilit	y ~	My Tracker	r v	My Data	~ (9
← Back to My reports															
Create new custom report															
Select type of report															^
Usage reports View overall and detailed usage by user or career cluster	O Activity	r reports dent results, e	engagerr	ient, and respo	inses by	activity		O Bulk	wnload docun < download stud	nentati ent plan:	on s and other do	cuments			
C License reports View status of users account access and login activity	Status r View con forms	eports apletion statu	is of Flexi	.esson assignr	nents, re	quirements,	, 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.

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← Back to My reports			
Create new custom report			
Select type of report			
Build your report			
- Select report Assignment Details	~	Last 30 days	

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

Pathful	Dashboard	Career 🗸	Postsecondary 🗸	Work-based Learning 🗸	Employability 🗸	My Tracker 🗸 🗸	My Data 👻 🔘	ŀ
← Back to Reports Overview								
Filters								
Last 30 days								
Show Results								

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

