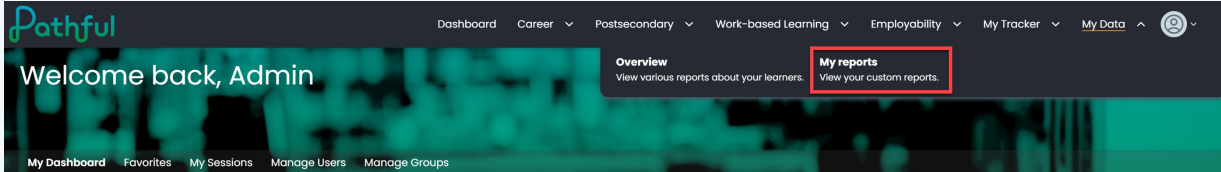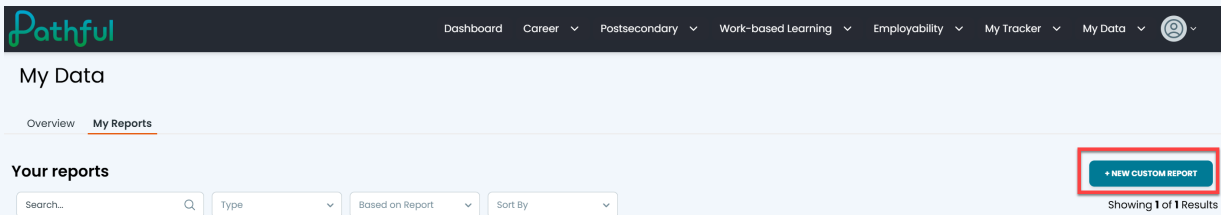# Create an Activity Report

Last Modified on 01/10/2025 2:31 pm EST

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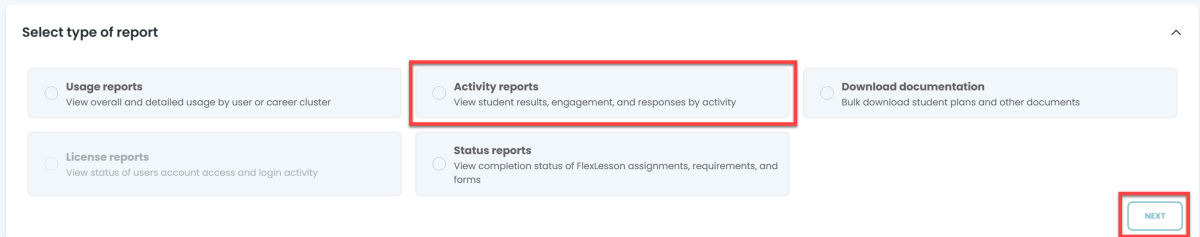

2. Select **+New Custom Report**.
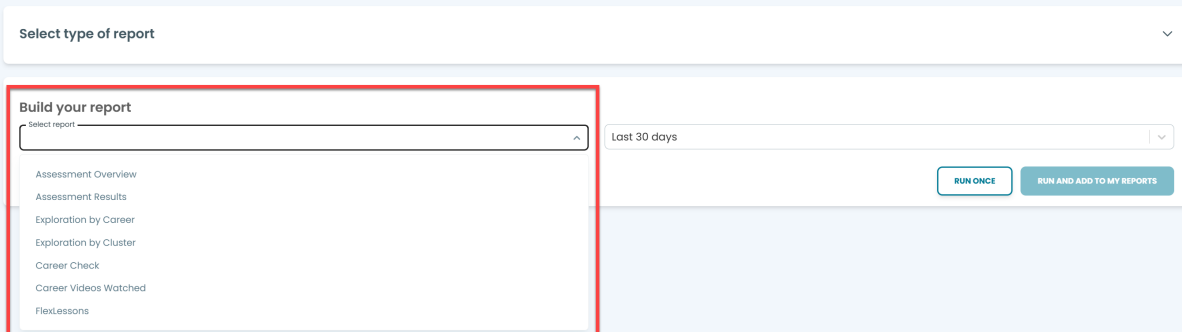

3. Select **Activity Reports** and **Next**.

4. Select the desired Report from the **Select Report** dropdown.

5. Complete the required and desired filters. Select **Add Filter** to add the filters you need.
6. Select **Run Once** or **Run and Add to My Reports**.
   Note: When you save a report, you save the filters, not the data. If you need to save the data, you should export the report.

← Back to My reports

Create new custom report

Select type of report	⌄

Build your report

Select report
Assessment Overview	⌄		Last 30 days	⌄

Select filters **ADD FILTER**

Name report

Report name

RUN ONCE   **RUN AND ADD TO MY REPORTS**

7. Select **Show Results**. It is best practice to select this button even if you see initial results. This will ensure that all of your filters have been applied.
8. Add or remove columns as needed.
9. Select **Export** to download this report.

← Back to Reports Overview

Assessment Overview Report

Filters

Last 30 days	⌄

Show Results   **Export Results**

| Search... 🔍 | | | | | | | | | Showing **1** to **28** of **28** Results |

⫴ COLUMNS

User	SusanStudent14	Dominique	Daylen	Grade 11	QC License 1 - Full	Personality	O*NET Interest Profiler &#8482 (O*NET IP)	2025-01-03 15:16:55.277	Artistic	Conventional	Realisti
User	SusanStudent14	Dominique	Daylen	Grade 11	QC License 1 - Full	Values	O*NET Work Importance Locator &#8482 (O*NET WIL)	2025-01-03 15:18:39.990	Independence	Recognition	Suppor