## **Create a Status Report**

Last Modified on 01/10/2025 2:30 pm EST

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



2. Select +New Custom Report.

Pathful	Dashboard	Career 🚿	<ul> <li>Postsecondary</li> </ul>	<ul> <li>Work-based Learning</li> </ul>	∽ Employability ∽	My Tracker 🗸 🗆	My Data 👻 🙆 🗸
My Data							
Overview My Reports							
Your reports						[	+ NEW CUSTOM REPORT
Search Q Type v Based on Report	<ul><li>✓ Sor</li></ul>	t By	~				Showing 1 of 1 Results

3. Select Status Reports and Next.

← Back to My reports			
Create new custom report			
Select type of report			^
View overall and detailed usage by user or career cluster	Activity reports     View student results, engagement, and responses by activity	Download documentation Bulk download student plans and other documents	
License reports View status of users account access and login activity	Status reports View completion status of FlexLesson assignments, requirements, and forms		
		1	NEXT

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

## ← Back to My reports Create new custom report Select type of report Build your report Last 30 days FlexLesson Assignment Progress by Student RUN ONCE Assignment Details son Progress By Student

- 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	<b>v</b>
Select filters ADD FILTER		
Name report		
Report name		
		ROW ONCE

- 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.

Last 30 d	lays		~								
Show Res	sults Export Results										
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