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



- 2. Select the desired Report.
 - a. Hover over the "i" icon to read a short explanation of the report.
 - b. New reports are labeled "New."

Pathful	Dashboard	Career v Postsecondary v Work-based Learning v Employability v My Tracker v My Data	• @ -
Reports			
Overview Reports My Reports			
Usage reports User Total Usage Report - New ① Site Total Usage Report ①		Flextessons & Assignment Reports • Flextesson Assignment Progress by Student (0) • Assignment Details (0) • Flextesson Progress By Student (0) • Flextessons (0)	
Activity reports WBL S • Exploration by Career ① • WBL S • Exploration by Cluster ① • Career • Career Chack ② • Career • Career Videos Watched ③ • Employ	Session Participation © er Favorites ① er Journals ① oyability Journals ①	Favorite Scholarships ① Employability Course Report ① Favorite Schools ① WBL Session Summary Report ① WBL Videos Report ①	
Student Artifacts Postsecondary Plans ① Cover Latters ② Gool Setting - New ② Resumes ③		Status reports Assessment Overview Assessment Results	

- 3. Complete all of the required and desired filters.
- 4. Select Show Results.
- 5. To **Save** the Report:
 - a. Select Save Report
 - b. Name the Report
 - c. Select Save
 - d. Note: when you save a report, you are saving the filters, not the data. If you need to save specific data, it is best practice to run the desired report and then Export the data



and save it locally. You can also revisit the saved report and adjust the date filters as needed.

- 6. To **Export** a Report:
 - a. Select Export
 - b. Save the downloaded file locally

← Back to My Reports				
Assessment Overview				
Select filters for the report				
Last 30 Days	∨ Uicenses	Select All	t grade(s)	
Groups	Select user type(s)	V Use	name	
First Name	Last Name	SIS	>	
Unique ID				
Show Results Save Report Expo	rt Resulta			