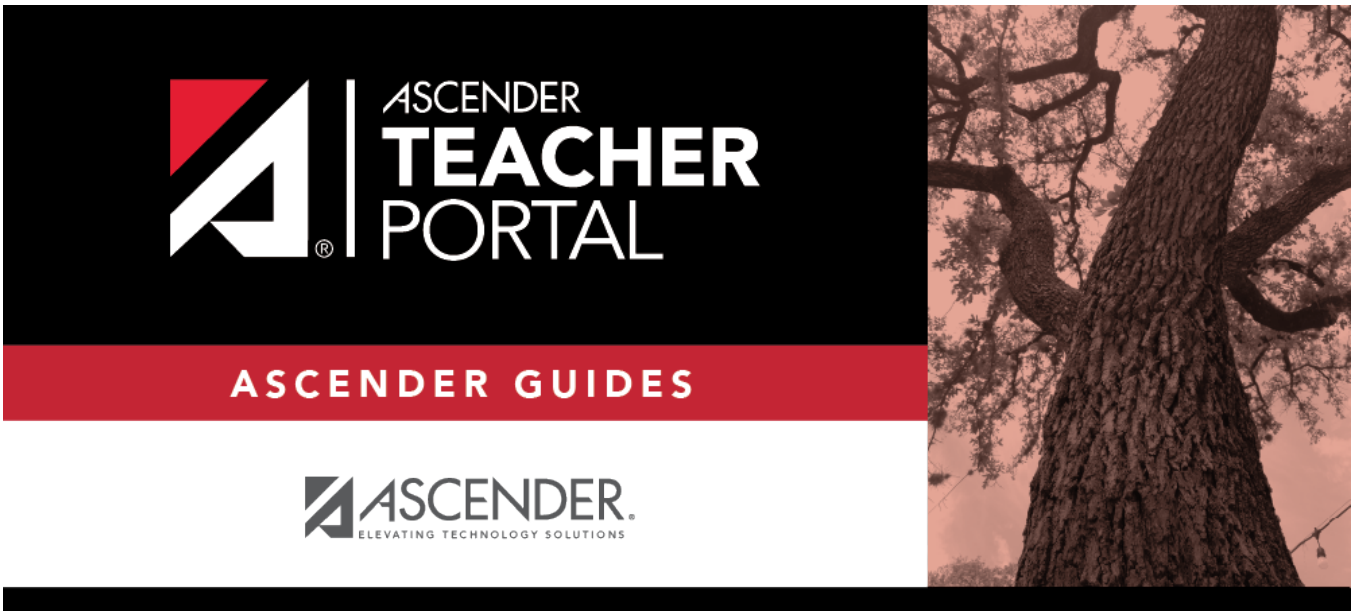

(Admin) User Log

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Reports > User Log Report

This page is only available to users who log on to TeacherPortal with a district-level security administrator user ID.

The User Log Report provides a district-level report of all TeacherPortal user actions according to your specified criteria.

User logging must be turned ON by unselecting the **Logging Off** option on *Admin > District Settings*.

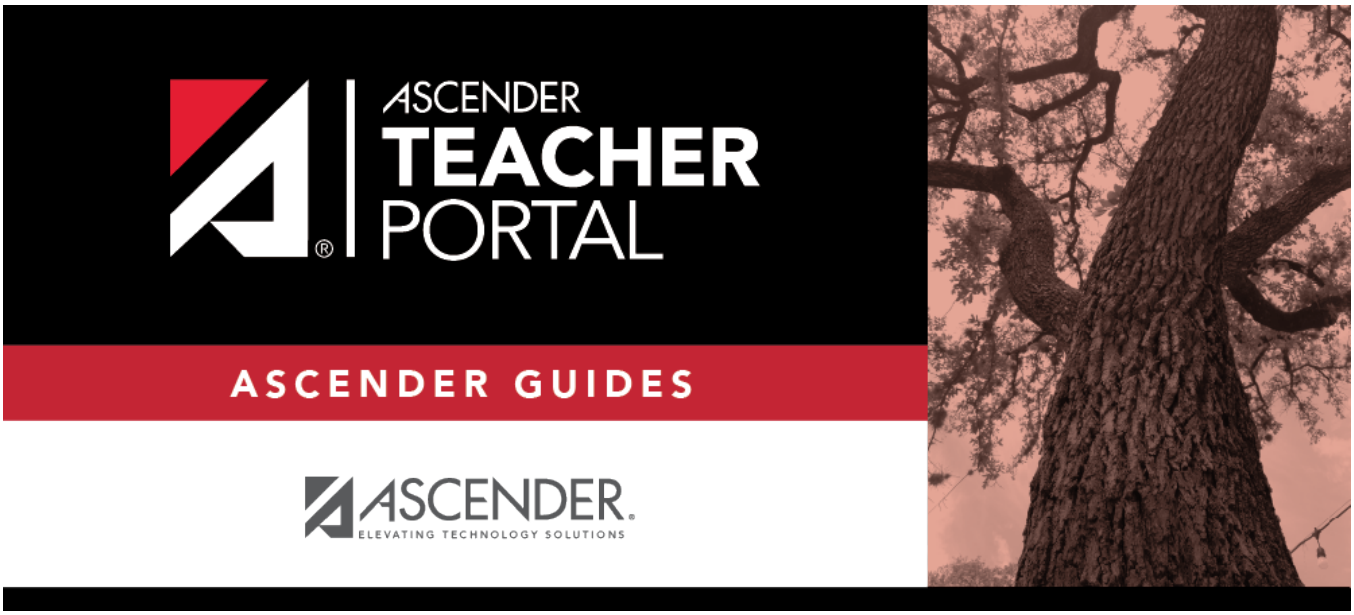
Generate the report:

❑ Specify report options:

Primary Data Selection Options	**Page**	Select the TeacherPortal page to view user activity for, or select *ALL* to view activity for all pages.
	User	Select the user to view user activity for, or select *ALL* to view activity for all users in the district.
	If you make a selection in both fields, the results will include user actions for the user for the selected page only. You cannot select *ALL* for both fields.	
Filtering Options	**From** **To**	To limit your search to a particular date range, type the beginning and ending dates.
	Limit data by a specific action - Action	To limit your search to a particular user action (e.g., save), select the action.
	Limit data by a keyword in the action detail - Action	(Optional) To further limit your search, type an action. This is a free-form search that will return any matches that occur in the **Action Detail** column in the TeacherPortal Log table, which is where all user actions are stored. For example, type a student ID to locate records referencing the student ID during a specified data range. Because of the wide range of data included in this column, it may be helpful to generate the report once without entering data in this field, and then review the data first. Upon reviewing the data contained in the **Action Detail** column of the report, you may identify search strings that will help you further limit the report data if needed, and then you can re-run the report with a value typed in the **Action** field.
Separate data by user session	Select to group the report data by session (i.e., user ID or page, and then date-time stamp). Otherwise, the report data will be sorted by date-time stamp. Note that a user session is created each time you open a browser and request data from a server. A user session ends when you close the browser or when a timeout occurs.	

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.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