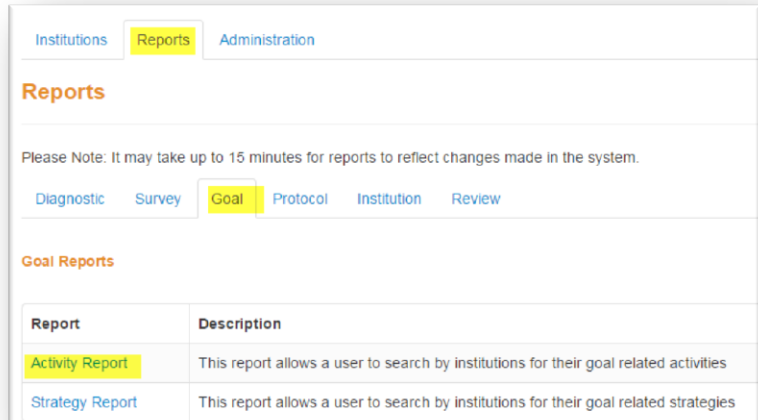


Technology Activity Report Guide

After logging into ASSIST™, select the **Reports** tab. On the **Reports** tab, select the **Goal** tab and then select **Activity Report**.



Institutions **Reports** Administration

Reports

Please Note: It may take up to 15 minutes for reports to reflect changes made in the system.

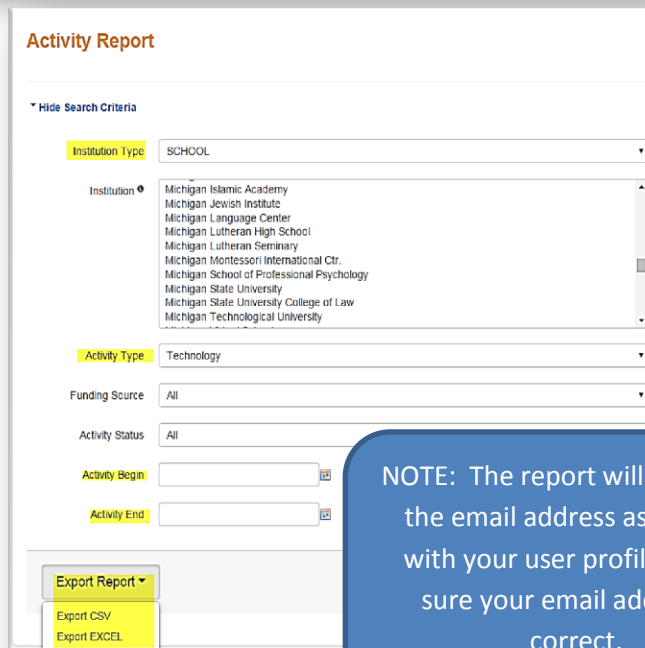
Diagnostic Survey **Goal** Protocol Institution Review

Goal Reports

Report	Description
Activity Report	This report allows a user to search by institutions for their goal related activities
Strategy Report	This report allows a user to search by institutions for their goal related strategies

On the **Activity Report** screen:

1. Select the **Institution Type** (district or school).
2. Highlight the institutions to be included (Use Ctrl + Click to highlight multiple institutions if using a desktop computer.).
3. Select **Technology** as the **Activity Type**.
4. Set the **Activity Begin** and **Activity End** dates.
5. Select how you want the report exported.



Activity Report

Hide Search Criteria

Institution Type: SCHOOL

Institution: Michigan Islamic Academy, Michigan Jewish Institute, Michigan Language Center, Michigan Lutheran High School, Michigan Lutheran Seminary, Michigan Montessori International Ctr., Michigan School of Professional Psychology, Michigan State University, Michigan State University College of Law, Michigan Technological University

Activity Type: Technology

Funding Source: All

Activity Status: All

Activity Begin: [Date Picker]

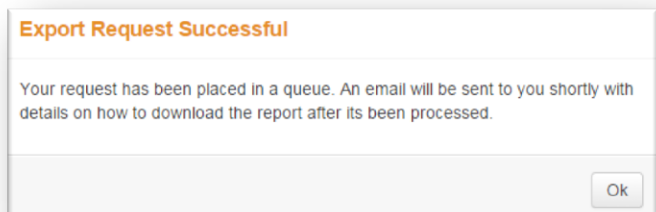
Activity End: [Date Picker]

Export Report

- Export CSV
- Export EXCEL

NOTE: The report will be sent to the email address associated with your user profile. Make sure your email address is correct.

You will receive confirmation on the screen after you submit your request. Please allow up to 60 minutes for your email to be processed. Check your junk/spam folder if the follow-up email hasn't shown up in your Inbox. Contact MDE at 517.373.4213 or AdvancED Michigan at 866.773.1128 for further assistance.



Export Request Successful

Your request has been placed in a queue. An email will be sent to you shortly with details on how to download the report after its been processed.

Ok