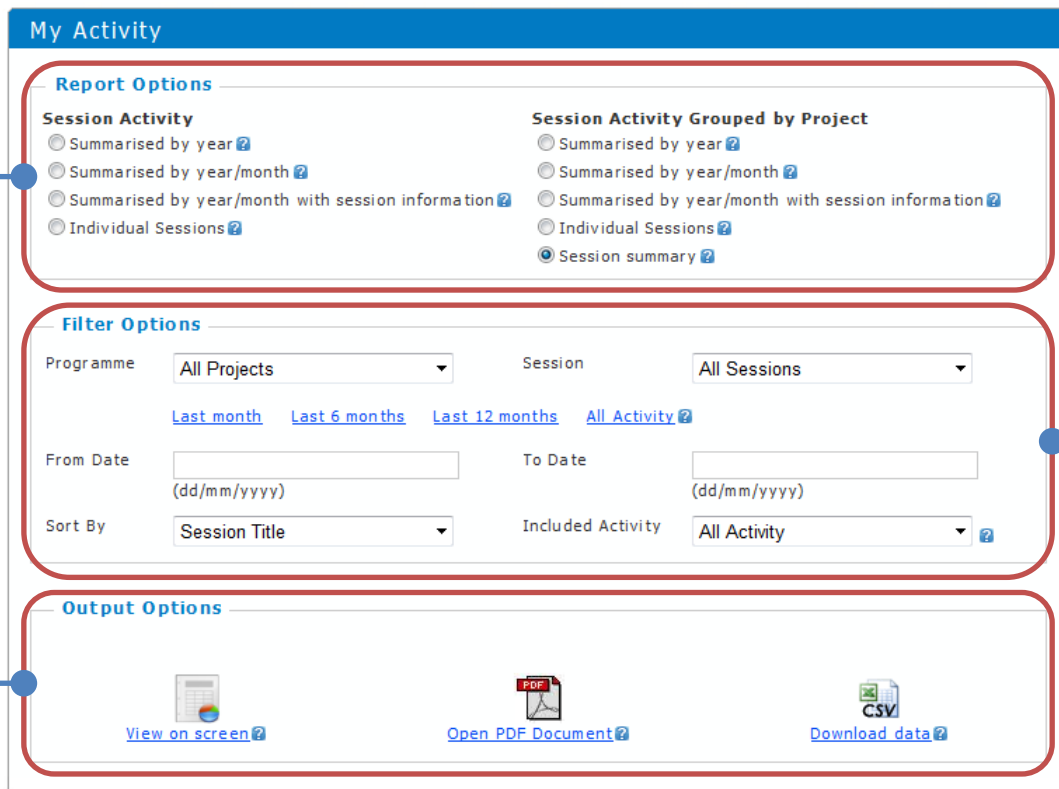


My Activity – Quick Start Guide

1. Choose which report you wish to run in the Report Options panel

2. You can limit what is included in the report using the Filter Options panel

- Limit the content using the Programme, Session and Included Activity drop down controls.
- Define a date range by using the date pickers, entering dates or using the quick links.



My Activity

Report Options

Session Activity

- Summarised by year ?
- Summarised by year/month ?
- Summarised by year/month with session information ?
- Individual Sessions ?

Session Activity Grouped by Project

- Summarised by year ?
- Summarised by year/month ?
- Summarised by year/month with session information ?
- Individual Sessions ?
- Session summary ?

Filter Options

Programme:

Session:

[Last month](#) [Last 6 months](#) [Last 12 months](#) [All Activity ?](#)

From Date:

To Date:

Sort By:

Included Activity:

Output Options

[View on screen ?](#) [Open PDF Document ?](#) [Download data ?](#)

3. Choose how you want to view the report in the Output Options panel

- Choose 'View on screen' to see the report in your browser window.
- Choose 'Open PDF document' to save your results in a fixed format that is good for printing, emailing or adding to an online portfolio.
- Choose 'Download data' to save your data in a csv file that you can open in any spreadsheet application.

Other Things You Should Know

- Any learning you have done today will not be included in the report. This is because the My Activity page receives data in an overnight feed from the e-LfH LMS.
- Hover your mouse over the tooltip icons to find out more information about the different controls on the screen.