Accessing the supervisor activity report
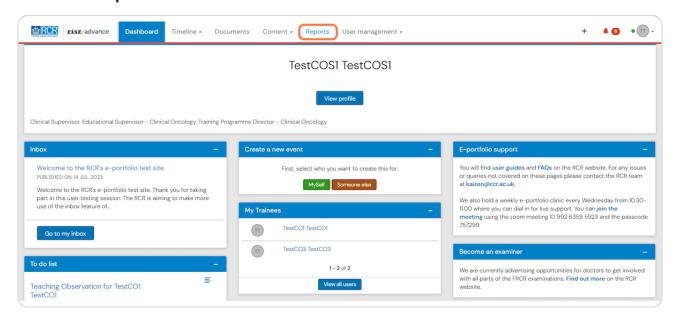
5 Steps

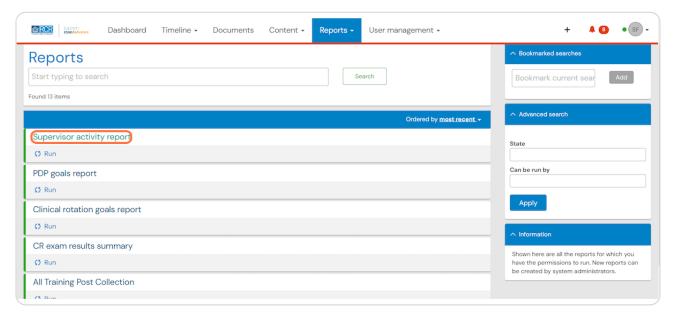| Created by	Creation Date	Last Updated
WDAT	June 15, 2023	July 17, 2023

STEP 1

Click on Reports

STEP 2

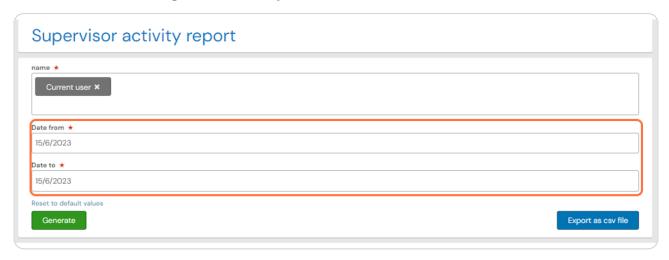## Click on Supervisor activity report

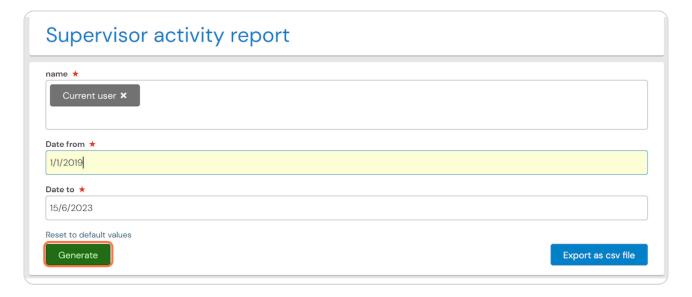You can use the search box at the top of the page to find the report

STEP 3

Enter the date range for the report

STEP 4

Click on Generate

You can view your report in the e-portfolio, or you can download the report by clicking Export as csv file or Download PDF

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