



How to Run Reports

1. Navigating to Reports:

- Log in to the District Admin Portal and click on 'Reports' from the main menu.

2. Generating Reports:

- Select the type of report you'd like to generate by clicking the drop-down menu on the left-hand side of the screen. **Please note that all times displayed and downloaded are listed in Eastern Time.**
- The “All Dates” bubble is selected automatically. If preferred, select the “Range” bubble and enter your desired date range.
- Based on the type of report you selected, an additional drop-down menu displaying available filters will appear.
- Select any additional filters you'd like to use to refine your data. These filters are only available in Platform View and will not be carried over to the Download Hub.

Reporting All times are displayed and downloaded in Eastern Time. [Download Hub →](#)

Individual Session Detail Report by Student ☐ All Dates ☒ Range To [Send to Download](#)

Individual Session Detail Report by Student Student Email [Generate Report](#) [Export Current View](#)

- To view the report in the platform, click the yellow “Generate Report” button, and results will generate below.

Reporting All times are displayed and downloaded in Eastern Time. [Download Hub →](#)

Individual Session Detail Report by Student ☒ All Dates ☐ Range To [Send to Download](#)

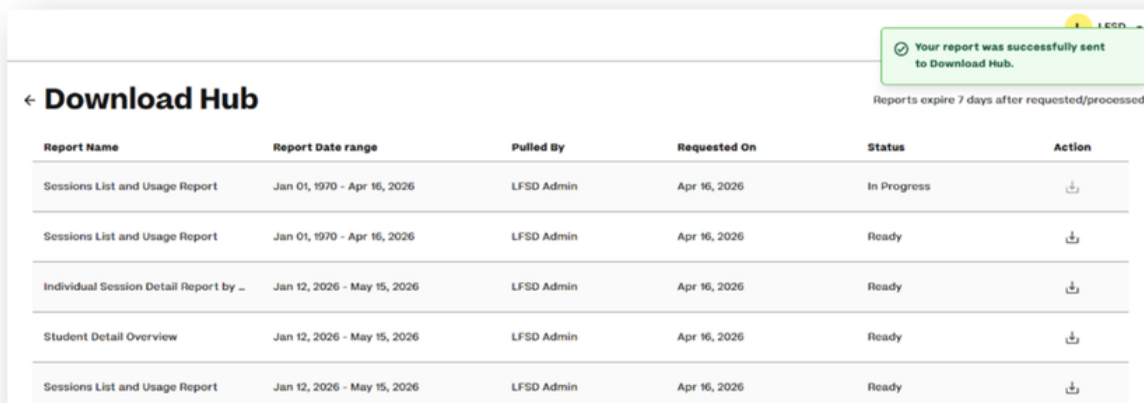
Individual Session Detail Report by Student Student Email [Generate Report](#) [Export Current View](#)

Session id	Series ID	Group Name	Initiative Name	Student District Code	School Name	Student Name	District Student ID	K12 Student Identity ID	Gr
24634ad6		RCW TEST GROUP NAME UPDATE 2A	NA	LSOA	LSOA	Test Student			Gr
91c38101		TEST GROUP CAPITAL LETTERS		LSOA	LSOA	Test Student			Gr



3. Downloading Reports:

- Use the “Send to Download Hub” button to send the report to your download hub, which allows you to export the file as a CSV.
- You will see a green pop-up in the top right corner of the screen which reads “Your report was successfully sent to Download Hub.”
- Click the Download Hub button.
- You will see all previously generated reports listed. Any reports still generating will show “In Progress” in the status column.
- Once a report is in “Ready” status, you can click the download button in the Action column.
- Please note that Reports will expire 7 days after being generated. Save any reports to your OneDrive or internal/external storage if needed.



Download Hub

Your report was successfully sent to Download Hub.

Reports expire 7 days after requested/processed.

Report Name	Report Date range	Pulled By	Requested On	Status	Action
Sessions List and Usage Report	Jan 01, 1970 - Apr 16, 2026	LFSD Admin	Apr 16, 2026	In Progress	
Sessions List and Usage Report	Jan 01, 1970 - Apr 16, 2026	LFSD Admin	Apr 16, 2026	Ready	
Individual Session Detail Report by ...	Jan 12, 2026 - May 15, 2026	LFSD Admin	Apr 16, 2026	Ready	
Student Detail Overview	Jan 12, 2026 - May 15, 2026	LFSD Admin	Apr 16, 2026	Ready	
Sessions List and Usage Report	Jan 12, 2026 - May 15, 2026	LFSD Admin	Apr 16, 2026	Ready	