

Search User Activity

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The **Search User Activity** report provides you insight into the activities of each User in your system.

1. Go to the **Reports** (menu) > **Find Reports** > enter *User Activity* in the Keyword Search > **Search User Activity**.
2. Use the Search Criteria page to select **dates**, specific **users**, an **event***, and/or a **description**.
3. Click **Submit**.

**An event is the label given to an activity performed by a user. For example, when a user drops a student from a class, Jackrabbit labels that action with an event name "JT_DropStudent".*

Search Tips: Enter Date from - through ONLY to search for all users for a range of dates; Use a keyword to search with the Event criteria, for example, "drop" or "delete"; Use the links in the activity to get information on the Family, Student, or Class involved in the action.
