

IPDAE ACTIVITY HISTORY

INSTRUCTIONS FOR ACCESSING EVENT ACTIVITY HISTORY

Institute for the Professional Development of Adult Educators Supported by the Florida Department of Education

Overview

This document provides simple "Do-It-Yourself" instructions for how to access a user's event registration **Activity History** for a log report of events that have been registered for and/or attended.

This document considers that a user has an active and valid IPDAE Portal User Account. Users are required to access their online portal account to gain access to the activity history information.

Step 1:

Log-In to your IPDAE Portal Account by selecting **LOGIN** and enter your account **E-MAIL** and **PASSWORD** and select "**Log-In**" as shown below.

ipdae 🍎	📌 Resources 🗸 E-Trainings Ever	at Calendar AE-Toolbox ~ Suppo	ort ~ Q Login
	PORTAL LOGIN Username		LOGIN
	Password		MAIL ADDRESS
	0		PASSWORD
	Don't have an account © Copyright 2024. A		

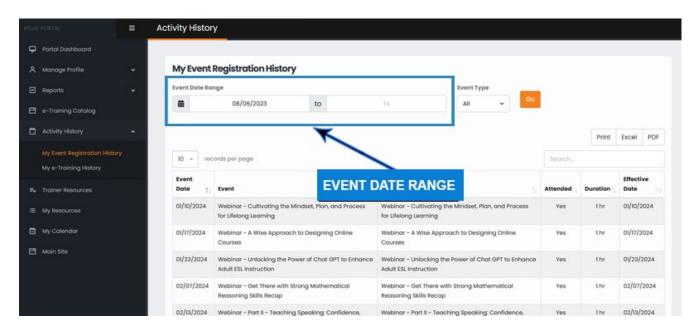
Step 2:

Now select **ACTIVITY HISTORY** from either location as shown below.



Step 3:

To view a log of events registered for and/or attended, enter an **EVENT DATE RANGE** as shown below. **NOTE: The event data is based on the LIVE event date. This means that the date when the event was held live must be within the START and END Date range.** After entering a date range, select "Go".



Step 4:

The results will appear as shown below and you can **SAVE** a PDF copy by selecting the "**Save as PDF**" button of the log report and email or print the file as needed.

DAE PORTAL		Activity Histo	ry						
Portal Dashboard									
옷 Manage Profile	÷.	My Event	Registration Histor	Ŷ					
Reports		Event Date Range				Event Type			
😑 e-Training Catalog			08/06/2023	to	Ŧo	All 🗸 Go			
Activity History	~						T	Print	Excel PDF
My Event Registration Hist My e-Training History	lony	10 + records per page					Search		
• Troiner Resources		Event Date	Event		SAV	E AS PDF	Attended	Duration	Effective Date
E My Resources		01/10/2024	Webinar - Cultivating the Mindset, Plan, and Process for Ufelong Learning		Webinar - Cultivating the Mindset, Plan, and Process for Lifelong Learning		Yes	1 hr	01/10/2024
My Calendar		01/17/2024 Webinar - A Wise Approach to Designing Online		Webinar - A Wise Approach to Designing Online		Yes	Thr	01/17/2024	
Main Site		01/23/2024	Courses Webinar - Unlocking the Power of Chat GPT to Enhance Adult ESL Instruction		Courses Webinar - Unlocking the Power of Chot GPT to Enhance Adult ESL Instruction		Yes	1 hr	01/23/2024
		02/07/2024	Webinar - Get There with Reasoning Skills Recop	Strong Mathematical		with Strong Mathematical	Yes	1 hr	02/07/2024
		02/13/2024	Webinar - Part II - Teachir	ng Speaking: Confidence,	Webinar - Part II - Tea	ching Speaking: Confidence,	Yes	1hr	02/13/2024



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