

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.

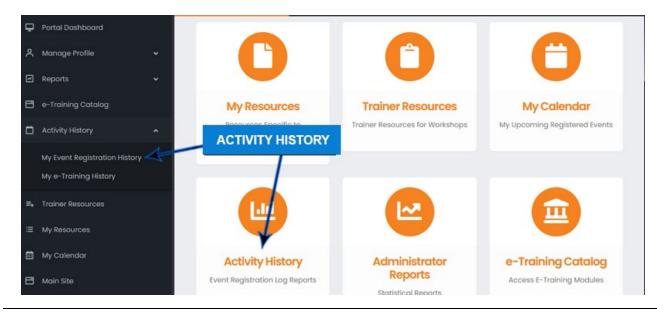
Step 1:

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 | | |

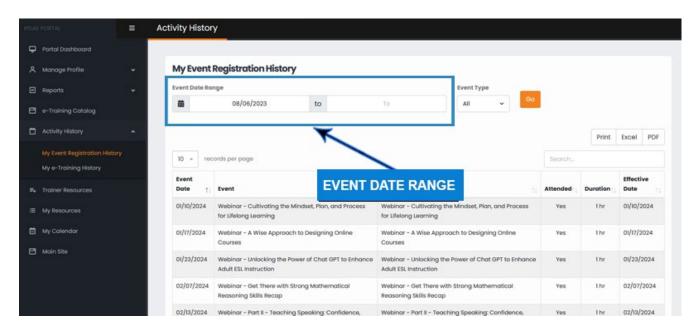
Step 2:

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 |



The IPDAE project is supported with funds provided through the Florida Department of Education and Division of Career Adult Education. Institute for the Professional Development of Adult Educators 3209 Virginia Avenue - Fort Pierce, FL 34981 E-mail info@floridaipdae.org