

# THE COLLEGE OF HUMAN ECOLOGY

## ACTIVITY INSIGHT INSTRUCTIONS

### SIX BASIC STEPS TO RUN REPORTS

1.

Click on the LOGIN HERE button from the College of Human Ecology Faculty & Staff Activity Insight home page.

2.

Enter your KSU eID and PASSWORD on the KSU single sign on page.

Confirm you are on your page by looking for your name at the top-left of the page.

3.

Click on REVIEW A GUIDE at the top of your screen.

"Review a Guide" is a brief introduction to Activity Insight and information entry.

Confirm you are on your page by looking for your name at the top-left of the page.

When finished, return to original home screen.

4.

Click on RAPID REPORTS\* under Manage Activities.

\*You may also produce reports using the "Run Reports" feature.

5.

Click on REPORT and select a template from the drop down menu.

Select start and end dates and a file format.

6.

Click on RUN REPORT to review, then save your report. Log out.