

# Search User Activity

Last Modified on 06/05/2019 8:44 pm EDT

1. Point to **Tools** and click **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:

- Select From / Through dates **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:

User ID	DateTime	Event	Description	Pg Key1	Pg Key2	Family	Student	Class
helpcenter	3/14/2016 8:00:03 PM	JT_DropStudent	Student dropped from: Intermediate Jazz	7453373		4344118	4641344	1771084

**Details**

- Family Name: Bunny
- Family Status: Active
- Student Name: Lisa Bunny
- Class Name (Session): Intermediate Jazz (No Session Assigned)
- Trans Type:

OK