

# CUES Activity Summary

For All Members

## CUES Activity Summary | Individual Activity

The Process below is to view your own individual activity within the CUES platform.

### **PROCESS**

This Process is for all members.

1. Once you are logged into cues.org, you'll be in the myCUES Dashboard. From here, click "CUES Activity Summary".

Hi, Dennis.			Manage My Account	>
Dennis Clark Member Engagement Specialist <i>CUES Staff</i>	Membership Level Unlimited+	Member ID 1139444	CUES Activity Summary	_

### 2. From here, click on "Individual CUES

#### Activity"



This dashboard allows you to see all courses you've completed, any events attended, and content consumed on CUManagenment.

### CUES Activity Summary | Organizational Activity

The Process below is to view your organization's activity within the CUES platform.

### **PROCESS**

This Process is for company admins.

1. Once you are logged into cues.org, you'll be in the myCUES Dashboard. From here, click "CUES Activity Summary".

		Manage My Account >
Membership Level Unlimited+	Member ID 1139444	CUES Activity Summary
	Membership Level Unlimited+	Membership Level Member ID Unlimited+ 1139444

### 2. From here, click on "Organizational CUES Activity"

CUES   QuickSight			
Find analyses & more Q	Dashboards		
★ Favorites	<b>■</b> Dashboard	Dashboard	Dashboard
() Recent		i din d	
C Shared folders	Group Member Logins	Organizational CUES Activity	Individual CUES Activity
<b>I</b> Dashboards	Updated 2 months ago	Updated 3 months ago	Updated 3 months ago

### CUES Activity Summary | Organizational Activity

#### **PROCESS** Cont.

This Process is for company admins.

**3.** You will now be redirected to the organizational dashboard. From here you can Select a date range and use the tabs at the top to filter different options. You can view data from all years your CU has been a member.

Organization Summary	Members Completed Course	Enrolled Not Completed Cours	ses Registrations Cl	J Management Content Consumed
Controls				
tart Date		Ind Date		7
T1/01/2020	世 4	13/21/2025		
MM/DD/VVVV		MM/DD/YYYY		

4. To Export to Excel/CSV you can click the 3 dots at the top right of any report and choose the proper export option. To export the report as a whole, click the blue arrow at the top right of the page.

