

Active Users and Timeline Reports

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This article is for **school leadership** and **wellbeing staff**.

The Timeline allows you to generate reports detailing all traffic to and from a student's devices. It shows a student's last 10,000 connections over any 24 hours, and whether each connection was allowed or blocked. You can access a user's Timeline from the User's Dashboard. As needed, you can also export the Timeline report as a comma separated text file.

Accessing the Timeline from the User's Dashboard

The most common way to access the User's Dashboard is from the **Active Users** report. Other reports, like **Red Flags**, can link you to a User's Dashboard.

From the **Statistics > Active Users** menu:

1. Verify the **Date Range** you want to use.
2. On the **Active Users** page, type any part of the **Username** or **Name** in the **Search** and press the enter/return key.
3. Select **Username** to open the **User's Dashboard**.
4. Select **User Timeline**.

Active Users

Search: ma

Username	Name	Upload	Download	Transfer	Operations
eoh2028@k-12.demo.school.edu	Emma Haines	18.31 GB	21.05 GB	39.36 GB	Realtime Trace
mmj2028@k-12.demo.school.edu	Mason Jenkins	23.64 GB	24.53 GB	48.16 GB	Realtime Trace

Custom ranges are limited to a continuous period of no more than 24 hours. If you need more than 10,000 rows of data, you will need to set a shorter date range and repeat the search for the next segment of dates.

Timeline Report

A User's **Timeline** report will display the most recent website events for the past hour. We recommend reviewing six hours at a time for faster report results. You can select up to 24 hours of timeline activity at a time.

User Timeline

User: mmj2028@k-12.demo.school.edu

Filter: Yesterday 03:03 PM to Today 03:59 PM

Search: []

A. Date/Time	B. Machine Name	C. Verdict	D. Website	E. Type	F. Upload	G. Download	H. Arrow
2023/01/10 15:03:01		Allowed	35.227.252.72		61B	53B	→
2023/01/10 15:03:05		Allowed	www.barefootbooks.com	Social Sciences	237B	373B	→
2023/01/10 15:03:10		Allowed	104.18.10.207		2KB	2KB	→
2023/01/10 15:03:10		Allowed	modeldiplomacy.cfr.org	Social Sciences	298B	0B	→
2023/01/10 15:03:10		Allowed	34.149.11.220		5KB	5KB	→
2023/01/10 15:03:10		Blocked	search.yahoo.com	Yahoo Search	1B	0B	→
2023/01/10 15:03:10		Allowed	storage.googleapis.com	Google CDN	298B	0B	→

Column	Type of Data
A. Date/Time	The year, month, day and hour, minute, second the connection was started.

Column	Type of Data
B. Machine Name (optional column)	The name your IT support set for Windows and macOS computers. Only available when your IT support has opted to sync the additional identity information with School Manager.
C. Verdict	The label Allowed or Blocked for each website the user's device attempted to connect to.
D. Website	Web address or network address of the connection. Connections to IT infrastructure, like printers or your school's servers, may be identified by numbers or codes.
E. Type	Website categories to help you identify. Type is blank for connections to IT infrastructure, like printers. Use the Type to identify patterns of activity.
F. Upload	The amount of data sent from the user's computer to the website or device (for example, an assignment uploaded to a website).
G. Download	The amount of information the user's computer viewed or saved (for example, all of the text and images on a web page).
H. Connection Details (arrow)	Your IT support may use these details to identify the device and what was running when the activity was recorded.

Tip

When data is sent (**Upload**) or saved/viewed (**Download**), Gigabyte (**GB**) is the largest, followed by a megabyte (**MB**), then a kilobyte (**KB**), and byte (**B**) is the smallest.

Use a search engine to investigate web addresses you do not recognize. Type "whois" followed by a space and the web address. For example, search for "whois Linewize".

Investigating Timeline Data

A. Time period

Select up to 24 hours. Choose from presets of the Last 1 Hour to 24 Hours or Custom Range from a calendar.

The screenshot shows the 'User Timeline' page for user 'mmj2028@k-12.demo.school.edu'. The time range is set to 'Yesterday 03:03 PM to Today 03:59 PM'. A dropdown menu is open, showing options: Last 1 Hour, Last 2 Hours, Last 6 Hours, Last 12 Hours, Last 24 Hours, and Custom Range. The table below shows activity logs with columns: Machine Name, Verdict, Website, Type, Upload, and Download.

Date/Time	Machine Name	Verdict	Website	Type	Upload	Download
2023/01/10 15:03:10		Allowed	35.227.252.72		61B	53B
2023/01/10 15:03:10		Allowed	www.barefootbooks.com	Social Sciences	237B	373B
2023/01/10 15:03:10		Allowed	104.18.10.207		2KB	2KB
2023/01/10 15:03:10		Allowed	modeldiplomacy.cfr.org	Social Sciences	298B	0B
2023/01/10 15:03:10		Allowed	34.149.11.220		5KB	5KB
2023/01/10 15:03:10		Blocked	search.yahoo.com	Yahoo Search	1B	0B
2023/01/10 15:03:10		Allowed	storage.googleapis.com	Google CDN	298B	0B

B. Filter by

Select to filter the results by

- **Verdict: All** - Both Blocked and Allowed activity
- **Verdict: Blocked** - Websites the user was prevented from accessing
- **Verdict: Allowed** - Websites the user was able to access

The screenshot shows the 'User Timeline' page with the 'Filter by' dropdown set to 'Blocked'. The time range is 'Yesterday 03:02 PM to Today 03:03 PM'. The table below shows only blocked activity logs.

Date/Time	Machine Name	Verdict	Website	Type	Upload	Download
2023/01/10 15:02:18		Blocked	www.youtube.com	Youtube	1B	0B
2023/01/10 15:02:18		Blocked	www.redditstatic.com	Reddit	1B	0B
2023/01/10 15:02:18		Blocked	snap.licdn.com	LinkedIn	1B	0B
2023/01/10 15:02:18		Blocked	connect.facebook.net	Facebook	1B	0B
2023/01/10 15:02:25		Blocked	search.yahoo.com	Yahoo Search	1B	0B
2023/01/10 15:02:34		Blocked	search.yahoo.com	Yahoo Search	1B	0B
2023/01/10 15:03:10		Blocked	search.yahoo.com	Yahoo Search	1B	0B

C. Search

Type any part of the **Time** (24-hour format), **Machine Name** (if macOS and Windows names are available), **Website** or **Type** (category name).

Search Bar: search | X

Date/Time	Machine Name	Verdict	Website	Type	Upload	Download	
2023/01/10 15:02:19		Allowed	www.google.com	Google Search	298B	497B	→
2023/01/10 15:02:19		Allowed	www.google.com	Google Search	298B	497B	→
2023/01/10 15:02:19		Allowed	www.google.com	Google Search	298B	497B	→
2023/01/10 15:02:19		Allowed	www.google.com	Google Search	298B	438B	→
2023/01/10 15:02:25		Blocked	search.yahoo.com	Yahoo Search	1B	0B	→
2023/01/10 15:02:34		Blocked	search.yahoo.com	Yahoo Search	1B	0B	→
2023/01/10 15:03:10		Blocked	search.yahoo.com	Yahoo Search	1B	0B	→

D. Export Report

Download the current activity in a CSV text file. Open the file in a spreadsheet program.

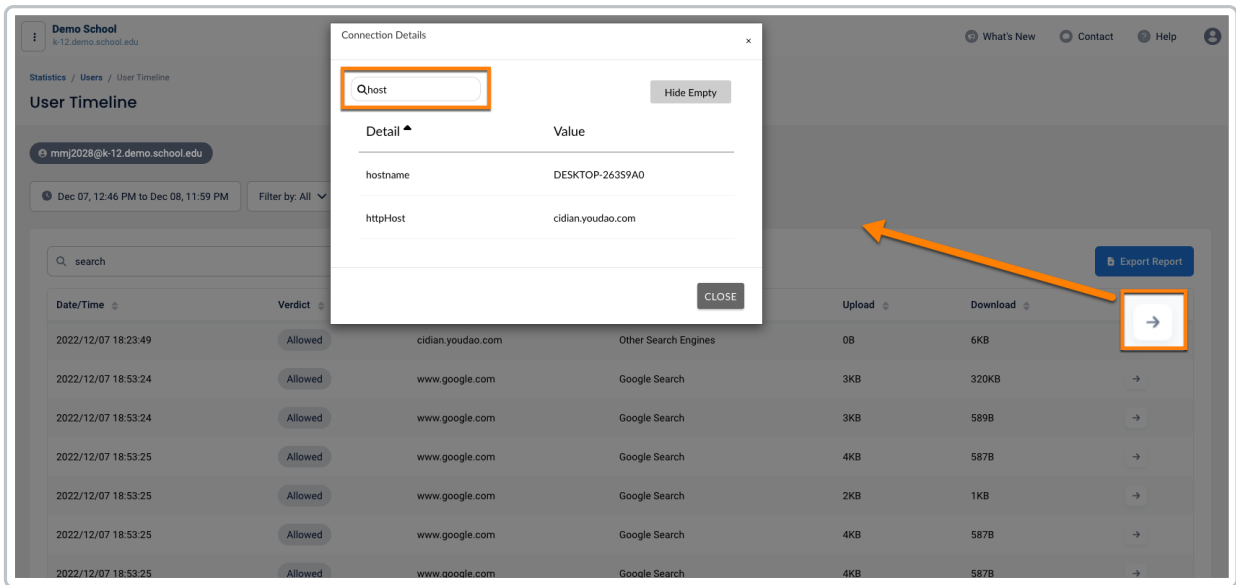
Export Report Button: Export Report

Date/Time	Machine Name	Verdict	Website	Type	Upload	Download	
2023/01/10 15:03:19		Allowed	www.google-analytics.com	Google Analytics	289B	381B	→
2023/01/10 15:03:19		Blocked	connect.facebook.net	Facebook	1B	0B	→
2023/01/10 15:03:19		Allowed	stats.g.doubleclick.net	Advertising and Trackers	289B	450B	→
2023/01/10 15:03:19		Blocked	platform.linkedin.com	LinkedIn	1B	0B	→
2023/01/10 15:03:19		Allowed	pixel.wp.com	Wordpress	298B	180B	→
2023/01/10 15:03:19		Allowed	www.googletagmanager.com	Google Analytics	237B	45KB	→
2023/01/10 15:03:19		Allowed	analytics.nonle.com	Google Analytics	265B	310B	→

Connection Details

The **Connection Details** are close to the raw information to help your IT support identify what was running when the activity was recorded.

You may find a few of the following **Details** can be used to identify activity.



You may find the following Details to be of use to you. Type the Detail label into the Search box or scroll down the Connection details list to find information.

Label	Usage
agent	Discover if Connect is running in the browser, as a “chrome-extension”, running on “windows” or macOS “darwin”
hostname	The optional Machine Name your IT support sets on Windows or macOS computers.
httpHost	The website address
http_request_uris	Additional “web path” after the web address. Popular websites often include keywords in the web address (like “watch”, “download” or “live”) that may give you a hint to the purpose of the website.
tag	Subcategory or topic associated with this website, if available.