

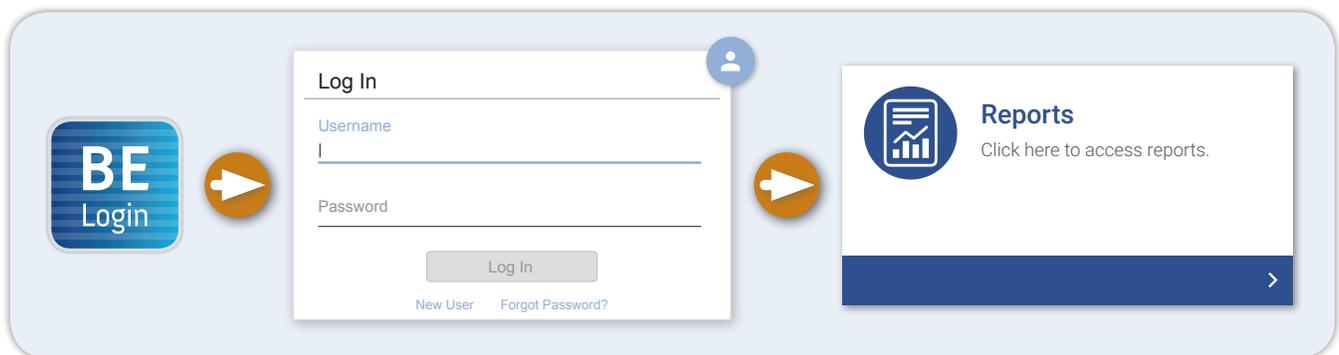


# Proxy Report

Proxy Reports displays the time students have been active in **BurlingtonEnglish**. This report can be generated for any 30-day period. The proxy time is displayed both as a 30-day total, and as a daily breakdown within the 30-day period.

## Accessing the Proxy Report

- 1 Go to [www.BurlingtonEnglish.com](http://www.BurlingtonEnglish.com).
- 2 Click *BE Login* and log in to Burlington.
- 3 Click the *Reports* tile.



- 4 Choose *Proxy Report*.
- 5 Choose *From* and *To* dates.  
Note: This report can only be generated for a maximum of 1 month.
- 6 Click *Run* to view the report online or click *Export* to download the report to your computer as an Excel file.

Choose: Proxy Report

Institution:

From Date:

To Date: