Editing and Deleting Published Reports
Quick Reference Card

Editing and Deleting Published Reports

As a Schoolnet report manager, you can edit or delete any published report in the report banks to which you have access.

Change the Details of a Published Report

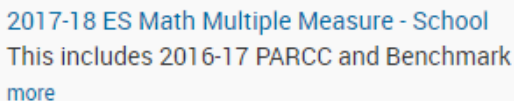*To modify the name, description or category of a published report*:

1. Click **Reporting** in the navigation sidebar
2. If you have access to multiple schools, use the Institution menu to navigate to the applicable bank

Center City School … > **COLVIN SCHOOL** ⌄ > Select a Teacher ⌄

3. Click **Published Reports**

📊 Test Results | 📁 Published Reports

4. Expand the appropriate category by clicking the **+** sign, or filter by 'View All'
5. Find the report to edit and click **More**

2017-18 ES Math Multiple Measure - School
This includes 2016-17 PARCC and Benchmark
more

6. Click **Edit Name and Description**
7. Make your changes

8. Click **Save Report**

If the report is published to more than one bank (contextualized), the changes will appear in all banks.

Modify the Report Parameters of a Published Report

When running a report from the report bank and then saving it, report managers have two options:

- **Save as a New Report** – acts like 'save as' in Microsoft Word, making a new private copy of the report for your My Reports
- **Update Existing Report** – saves your changes to the published reports in the report bank for all users

To modify a published report for all users:

1. Locate the report in the report bank
2. Click **Run Report**
3. Make the desired edits
4. Click **Save Report**
5. Click **Update Existing Report**
6. Click **Save Report**

If the report is published to more than one bank (contextualized), the changes will appear in all banks.

Remove Reports from the Report Bank

When you have a report that was published at one bank only, such as the district level, you can simply delete it. However, if the report was 'contextualized,' meaning published to multiple school banks at once, you must retract it if the goal is to remove from all banks at once.

To delete a single report:

1. Click **Reporting** in the navigation sidebar
2. If you have access to multiple schools, use the Institution menu to navigate to the applicable bank
3. Locate the report and click **Delete Report**

To retract a report from multiple report banks:

1. In the School & District Data menu, select **Report Bank**
2. Open the Institution menu and select one of the schools
3. Locate the report and click **More**
4. Click **View Publication Details**
5. Click **Retract Publication**