

View Published Reports

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Search

You can view published reports that detail student assessment results, as well as summary results for student groups within an organization.

Step-by-Step



(Click  to view image)

1. From **Reports**, select **Published Reports**. 
2. Type the file name into the search field, and click **Search** (or apply filters). 
3. Double-click on a report to download. 





You can also select multiple reports:

1. Click **Select Tasks**, click **Published Report**, and click **Start**.
2. Re-select the reports.
3. Click **Download**.

Effects

▼ You can hide published reports from unauthorized users...

To review them prior to releasing them to other users in the system:

1. Click the checkbox next to the report. 
2. Click **Select Tasks**, select **Hide Published Reports**, and click **Start**. 
3. Select the checkbox next to the report to confirm. 
4. Click **Hide/Show Report**. 

What's Next?

You must download a report in order to view it.

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