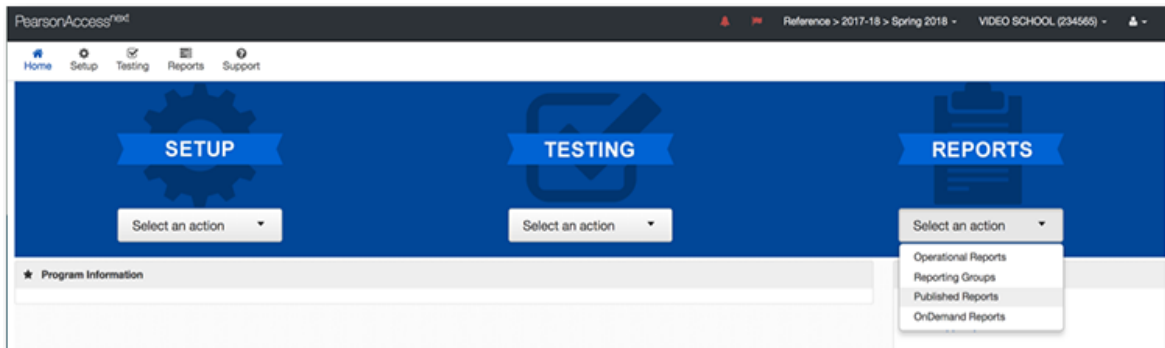


# View Published Reports

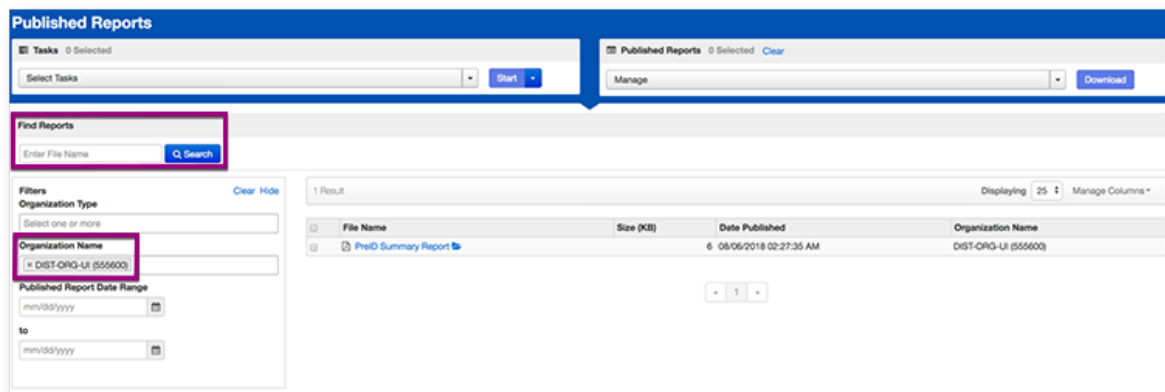
You can view published reports that detail student assessment results, as well as summary results for student groups within an organization.

## Step-by-Step

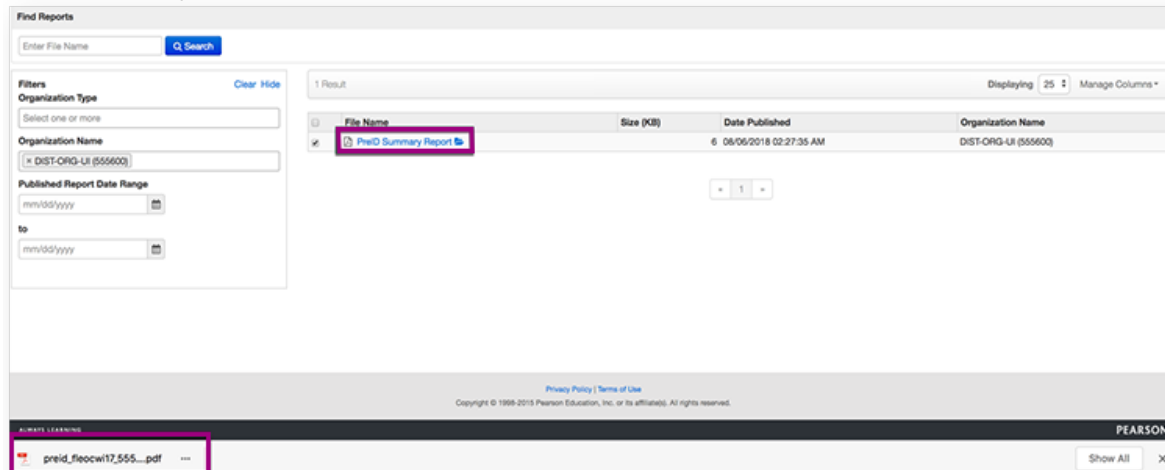
1. From **Reports**, select **Published Reports**.



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:

- a. Click **Select Tasks**, click **Published Report**, and click **Start**.
- b. Re-select the reports.
- c. Click **Download**.

## Effects

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

1. Click the checkbox next to the report.

The screenshot shows the 'Published Reports' interface. At the top, there's a 'Tasks' section with '0 Selected' and a 'Start' button. Below this is a 'Find Reports' section with a search bar labeled 'Enter File Name' and a 'Q Search' button. To the left of the search results is a 'Filters' section with 'Clear' and 'Hide' links. The filters include 'Organization Type' (with a dropdown 'Select one or more') and 'Organization Name'. On the right, it says '8 Results'. Below this is a table with two columns: 'File Name' and a checkbox. The first row shows a checked checkbox and the file name 'Summary Report-035000'.

File Name
<input checked="" type="checkbox"/> Summary Report-035000

2. Click **Select Tasks**, select **Hide Published Reports**, and click **Start**.

The screenshot shows the 'Published Reports' interface with the 'Select Tasks' dropdown menu open. The option 'Hide Published Reports' is selected. The 'Start' button is visible to the right of the dropdown.

3. Select the checkbox next to the report to confirm.

The screenshot shows a table titled 'PUBLISHED REPORTS (1)'. The table has five columns: 'File Name', 'Size (KB)', 'Date Published', 'Organization', and 'Organization Type'. The first row shows a checked checkbox, the file name 'Summary Report-035000', a size of '132', and a date of '09/18/2018 11:50:44 AM'. Below the table, there's a message: '\* Required Reports will remain hidden until they are re-published.' and two buttons: 'Hide/Show Report' and 'Reset'.

File Name	Size (KB)	Date Published	Organization	Organization Type
<input checked="" type="checkbox"/> Summary Report-035000	132	09/18/2018 11:50:44 AM		

4. Click **Hide/Show Report**.

The screenshot shows the same table as the previous one, but the 'Hide/Show Report' button is now highlighted in red. The message '\* Required Reports will remain hidden until they are re-published.' is still present.

File Name	Size (KB)	Date Published	Organization	Organization Type
<input checked="" type="checkbox"/> Summary Report-035000	132	09/18/2018 11:50:44 AM		

## What's Next?

You must download a report in order to view it.