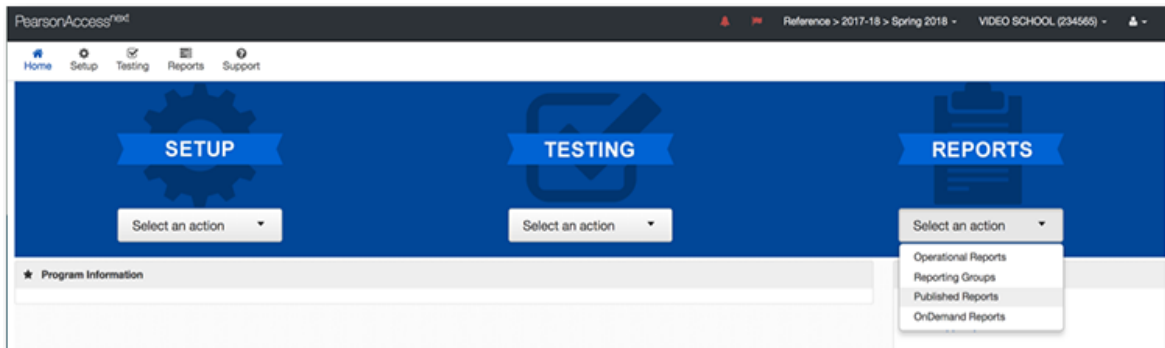


View Published Reports

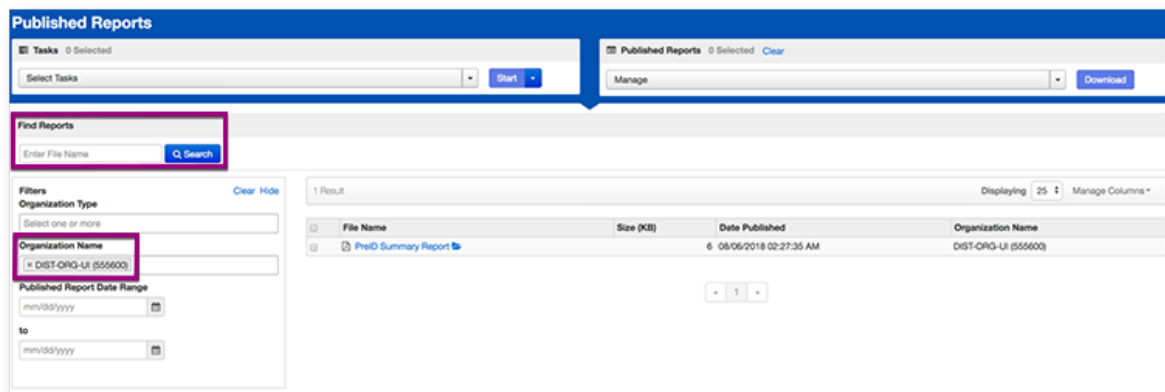
You can view published reports that detail student assessment results, as well as summary results for student groups within an organization.

Step-by-Step

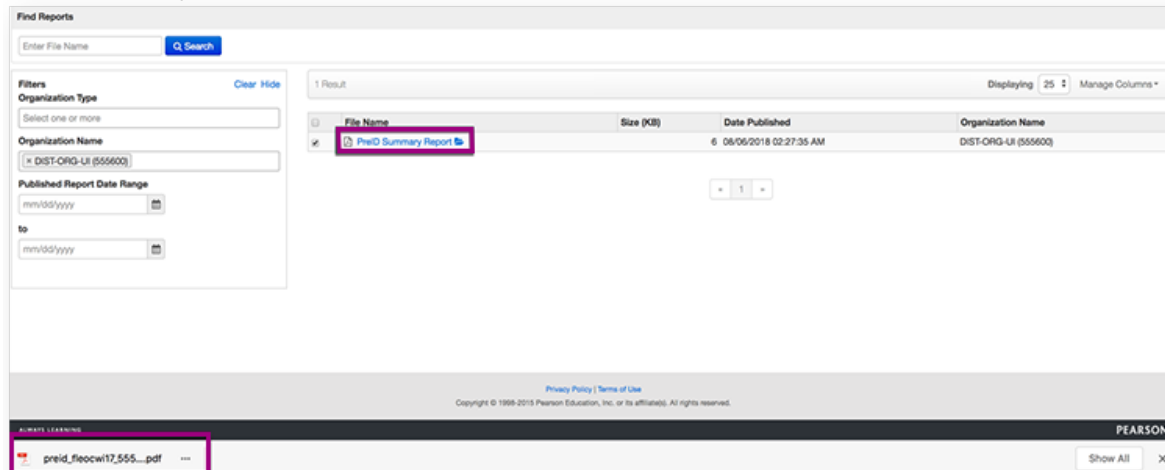
1. From **Reports**, select **Published Reports**.



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. Under 'Filters', there's an 'Organization Type' dropdown menu with the text 'Select one or more' and an 'Organization Name' field. 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'.

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

The screenshot shows the 'Published Reports' interface. The 'Tasks' section at the top has '0 Selected' and a 'Start' button. Below this is a 'Select Tasks' dropdown menu. A tooltip is visible over the dropdown, showing a checkbox and the text 'Hide Published Reports'.

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', a date of '09/18/2018 11:50:44 AM', and empty fields for 'Organization' and 'Organization Type'. Below the table, there's a message: '* Required Reports will remain hidden until they are re-published.' At the bottom, there are two buttons: 'Hide/Show Report' and 'Reset'.

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

The screenshot shows the same table as the previous one. The 'Hide/Show Report' button is now highlighted in blue, indicating it has been clicked.

What's Next?

You must download a report in order to view it.