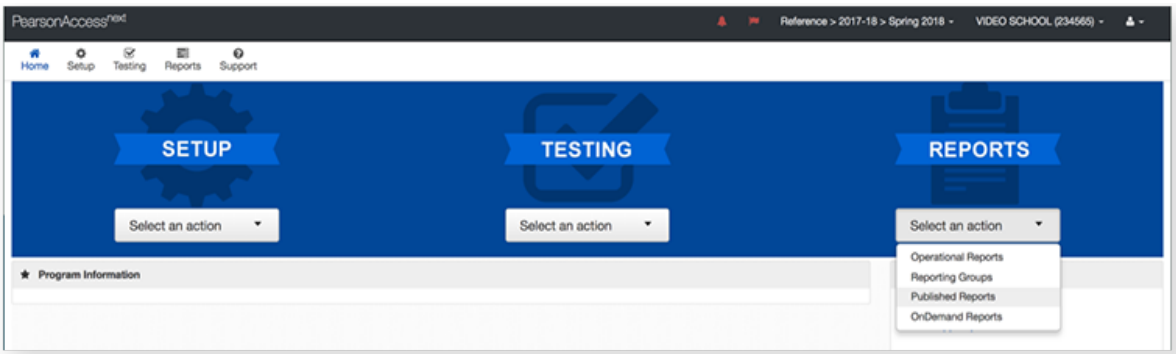
View Published Reports

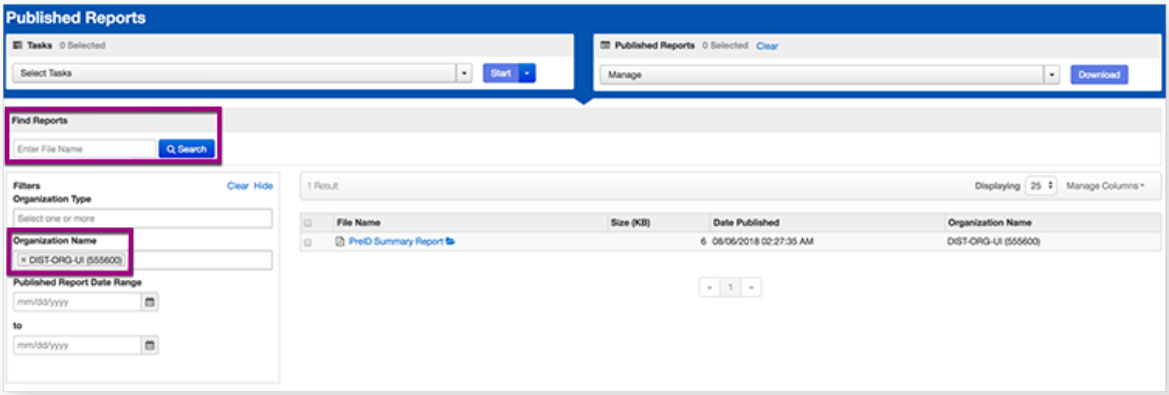
You can view published reports that detail student assessment results, as well as summary results for student groups within an organization.

Step-by-Step

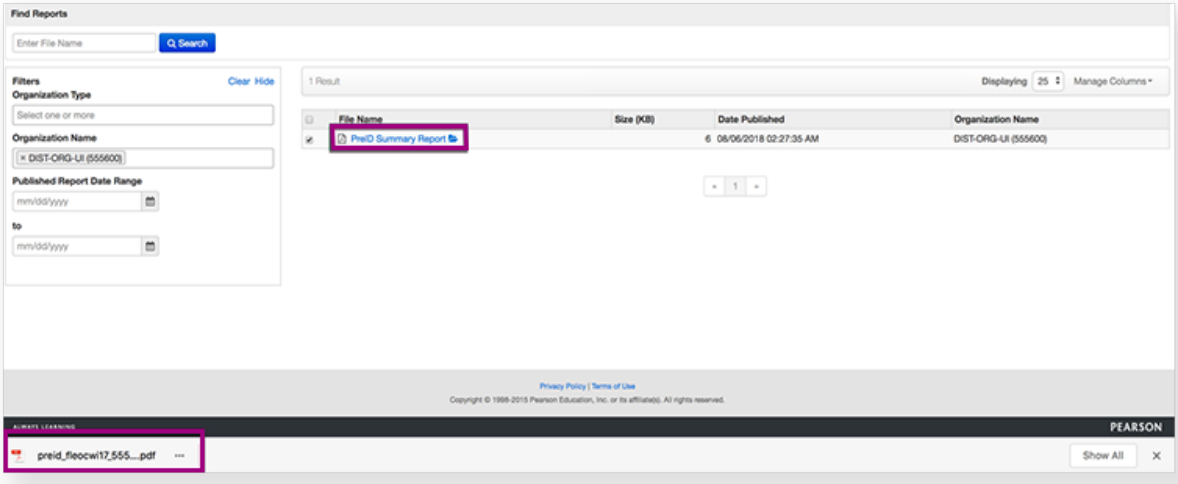
1. From **Reports**, select **Published Reports**.



2. Type the file name into the search field, and click **Search** (or apply filters).



3. Double-click on a report to download.

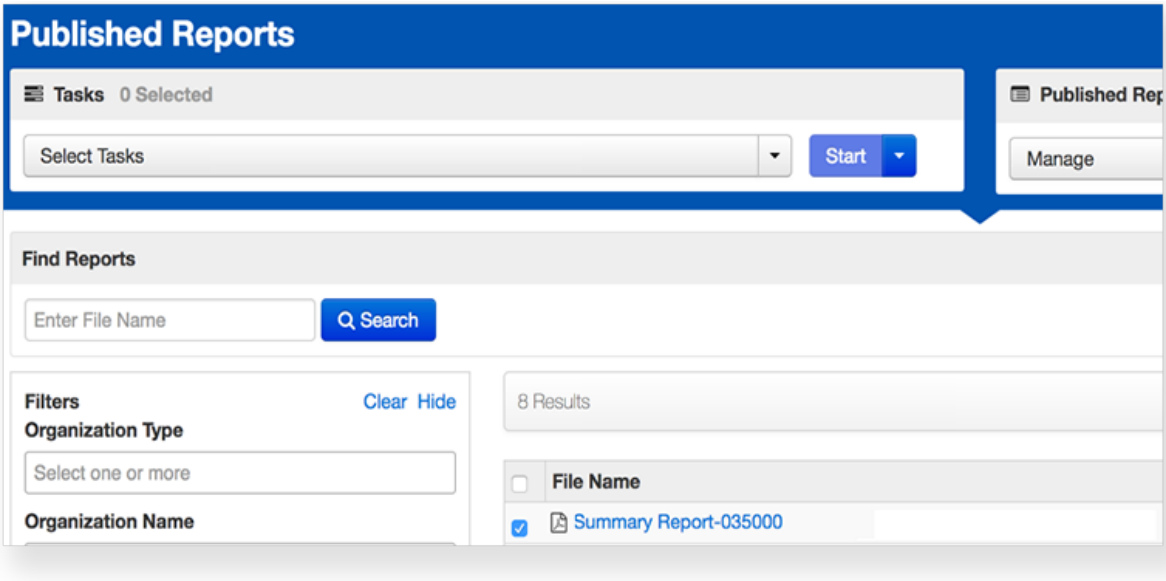


You can also select multiple reports:

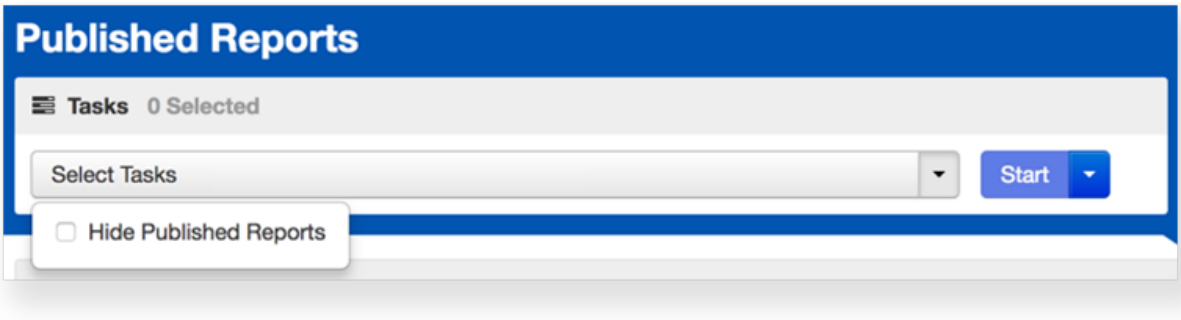
a. Click **Select Tasks**, click **Published Report**, and click **Start**.
b. Re-select the reports.
c. Click **Download**.

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

1. Click the checkbox next to the report.



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.