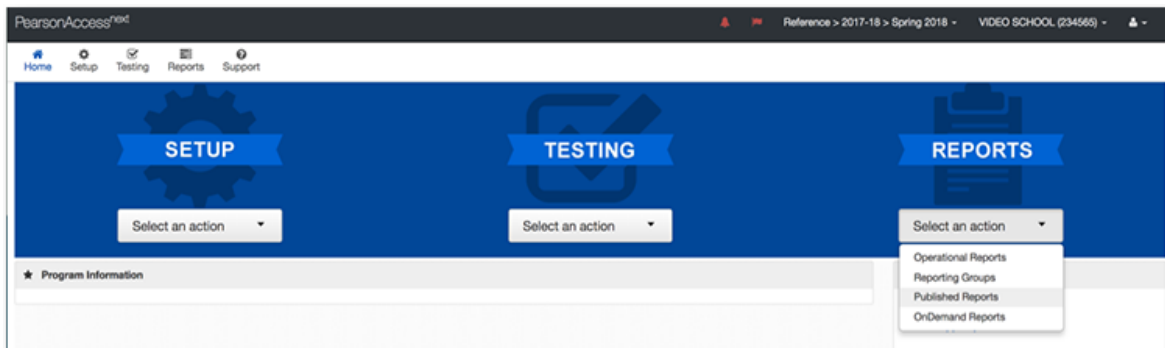


View Published Reports

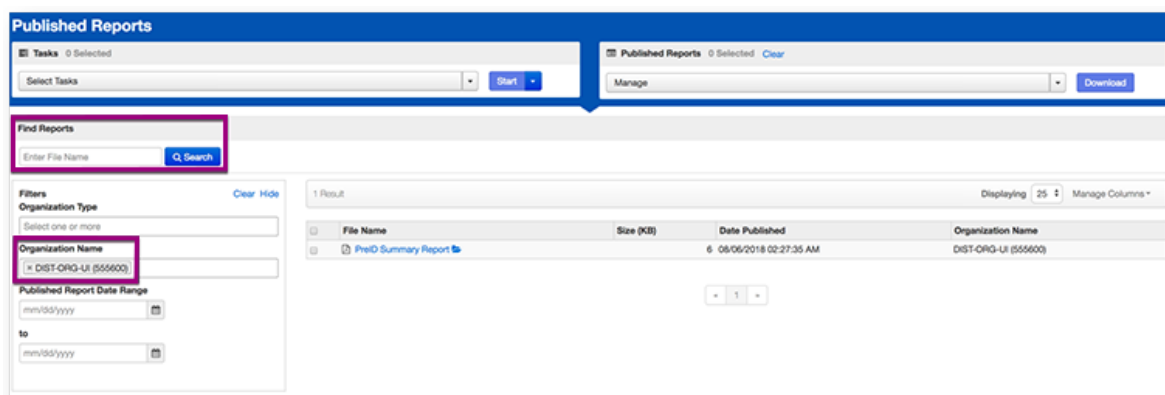
You can view published reports that detail student assessment results, as well as summary results for student groups within an organization.

Step-by-Step

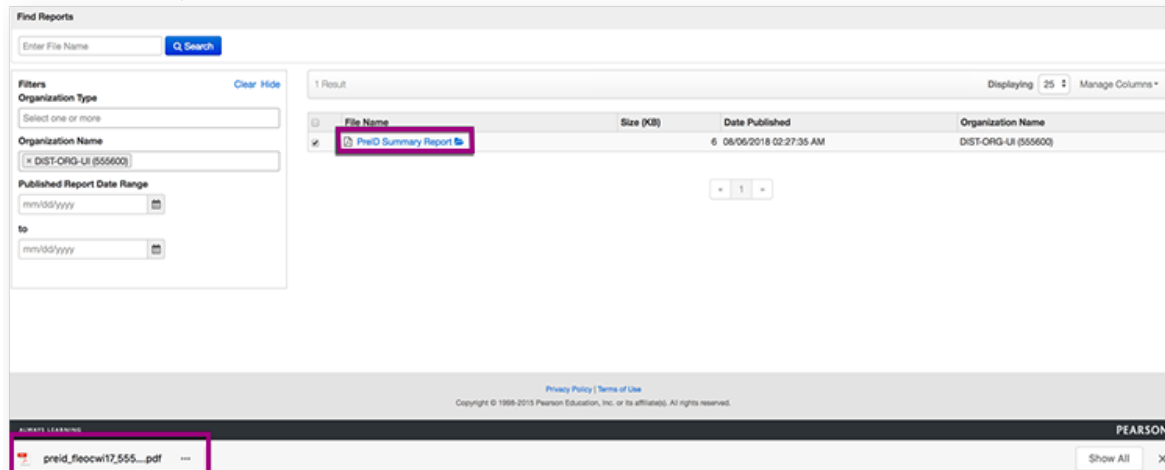
1. From **Reports**, select **Published Reports**.



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 blue header with the title 'Published Reports'. Below it, a grey bar contains 'Tasks 0 Selected' and a 'Start' button. A search bar with 'Enter File Name' and a 'Q Search' button is present. On the left, a 'Filters' section includes 'Organization Type' and 'Organization Name' dropdowns. On the right, a 'Published Reports' section has a 'Manage' button. Below the search bar, it says '8 Results'. A table lists reports, with the first row 'Summary Report-035000' having a checked checkbox.

File Name
☒ Summary Report-035000

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

This screenshot shows the 'Published Reports' interface with the 'Select Tasks' dropdown menu open. The menu lists 'Hide Published Reports' as an option. 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)'. It has columns for 'File Name', 'Size (KB)', 'Date Published', 'Organization', and 'Organization Type'. The first row is 'Summary Report-035000' with a checked checkbox. Below the table, there's a message: '* Required Reports will remain hidden until they are re-published.' and buttons for 'Hide/Show Report' and 'Reset'.

File Name	Size (KB)	Date Published	Organization	Organization Type
☒ Summary Report-035000	132	09/18/2018 11:50:44 AM		

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

This screenshot is identical to the previous one, showing the 'PUBLISHED REPORTS (1)' table with the 'Summary Report-035000' row selected. The 'Hide/Show Report' button is highlighted with a red border.

File Name	Size (KB)	Date Published	Organization	Organization Type
☒ Summary Report-035000	132	09/18/2018 11:50:44 AM		

What's Next?

You must download a report in order to view it.