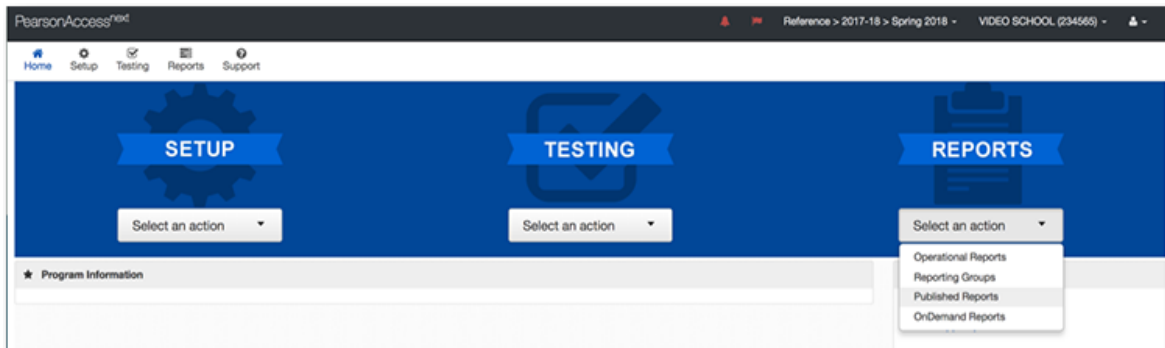


View Published Reports

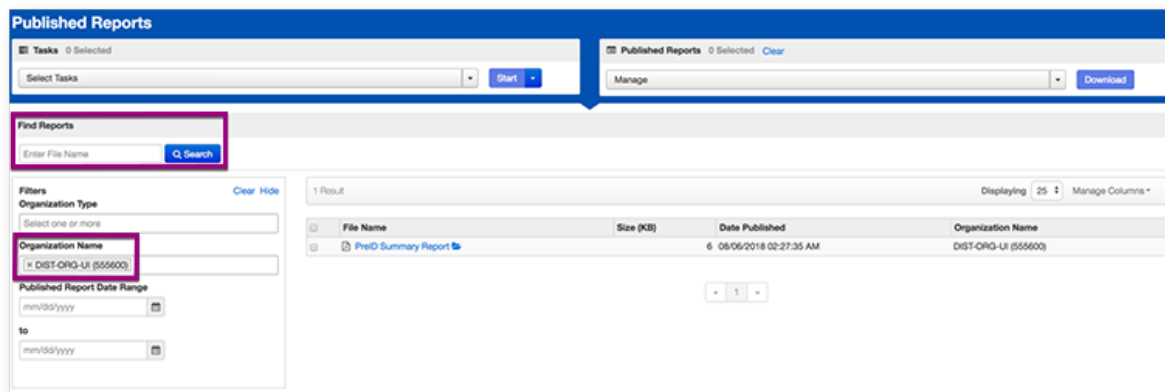
You can view published reports that detail student assessment results, as well as summary results for student groups within an organization.

Step-by-Step

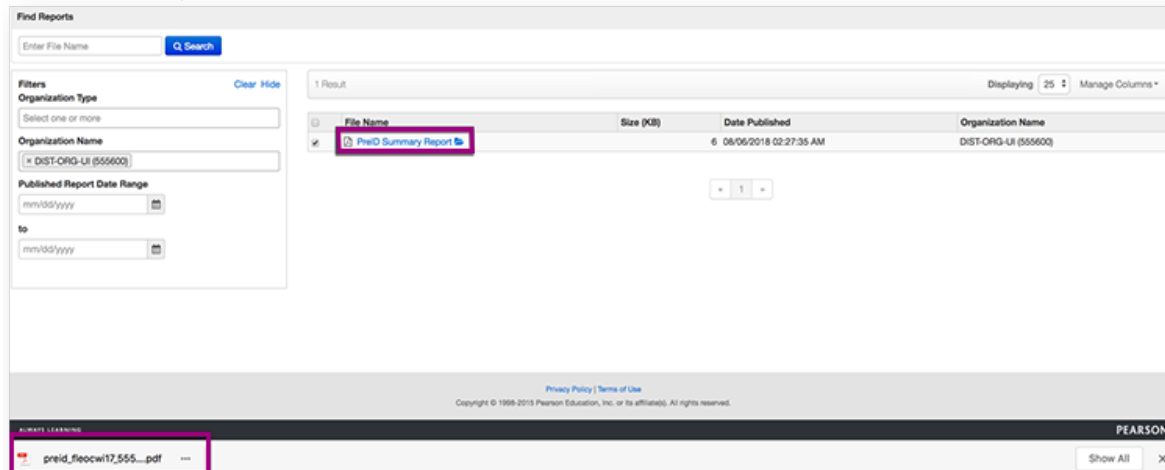
1. From **Reports**, select **Published Reports**.



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 a 'Tasks' section with '0 Selected' and a 'Published Reports' section with a 'Manage' button. A 'Select Tasks' dropdown and a 'Start' button are also visible. 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' (a dropdown menu) and 'Organization Name' (a text input). The search results show '8 Results'. The first result is 'Summary Report-035000' with a checkbox that is checked.

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

This screenshot shows the 'Published Reports' interface after the 'Hide Published Reports' option has been selected. The 'Select Tasks' dropdown is now open, and the 'Hide Published Reports' option is selected. The 'Start' button is still visible.

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 is 'Summary Report-035000' with a size of 132 KB, published on 09/18/2018 at 11:50:44 AM. 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**.

This screenshot is identical to the previous one, but the 'Hide/Show Report' button is highlighted with a red border, indicating it should be clicked.

What's Next?

You must download a report in order to view it.