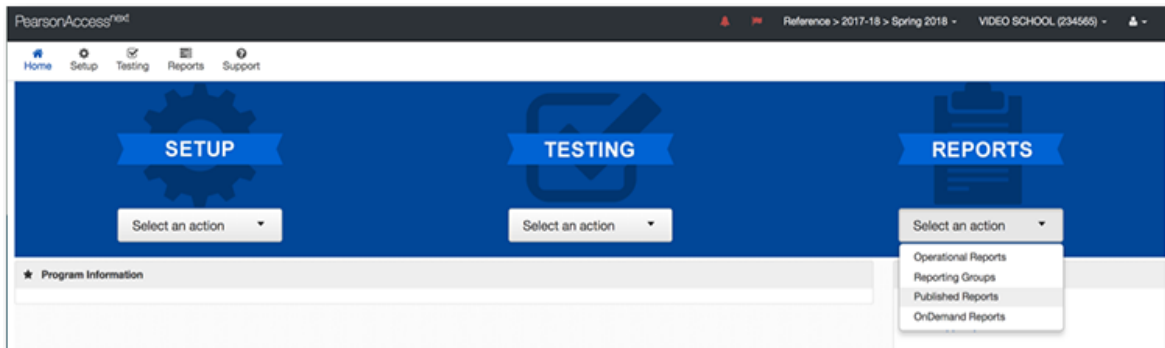


View Published Reports

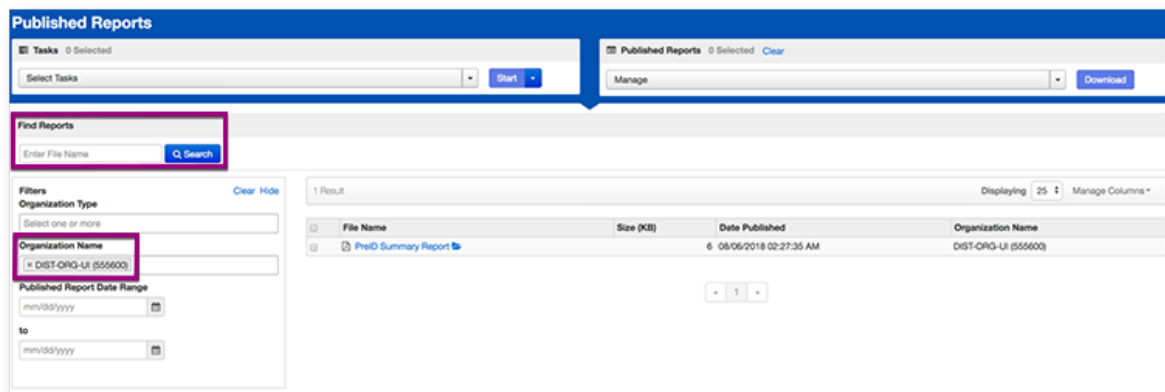
You can view published reports that detail student assessment results, as well as summary results for student groups within an organization.

Step-by-Step

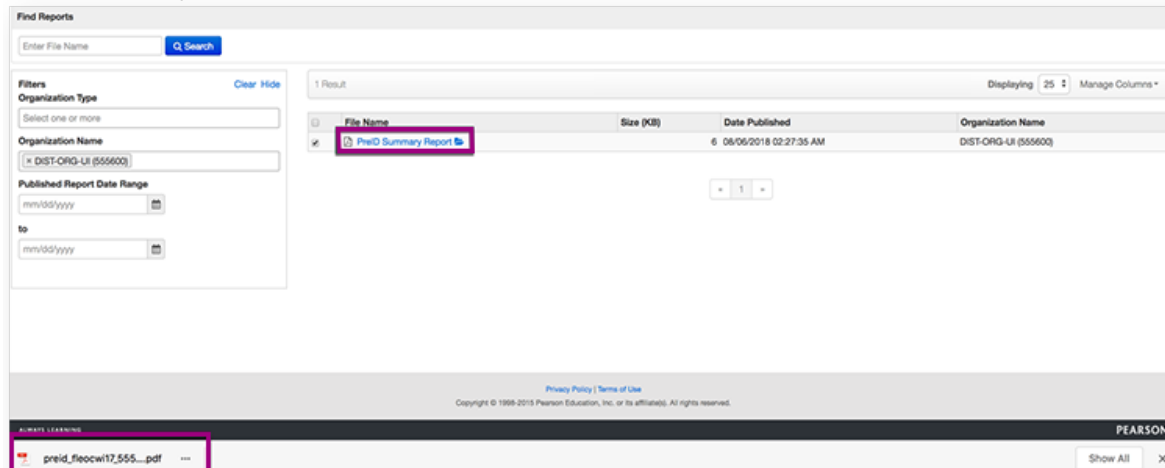
1. From **Reports**, select **Published Reports**.



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 it 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'. The search results show '8 Results'. A table lists reports with columns for 'File Name', 'Size (KB)', 'Date Published', 'Organization', and 'Organization Type'. The first report is 'Summary Report-035000' with a checked checkbox.

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

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 next to the dropdown.

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

The screenshot shows the 'PUBLISHED REPORTS (1)' table. The first row is 'Summary Report-035000' with a checked checkbox. Below the table is 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
<input checked="" type="checkbox"/> Summary Report-035000	132	09/18/2018 11:50:44 AM		

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

The screenshot shows the 'PUBLISHED REPORTS (1)' table. The first row is 'Summary Report-035000' with a checked checkbox. Below the table is a message: '* Required Reports will remain hidden until they are re-published.' and buttons for 'Hide/Show Report' and 'Reset'. The 'Hide/Show Report' button is highlighted in red.

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.