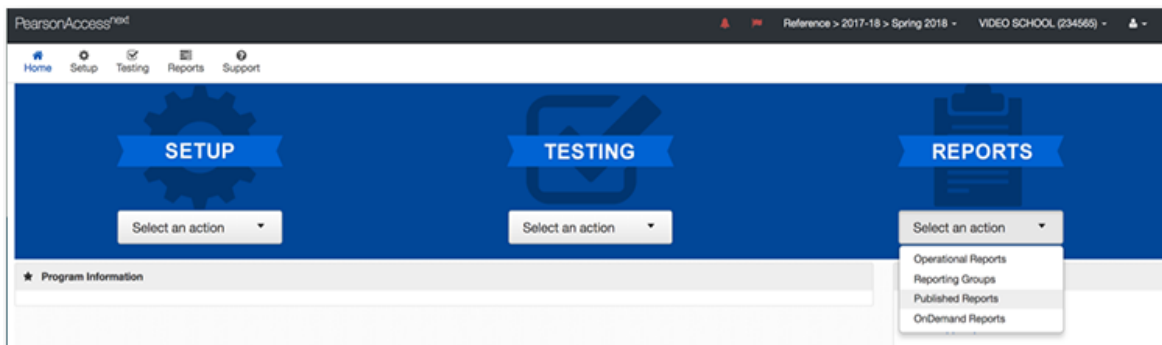


View Published Reports

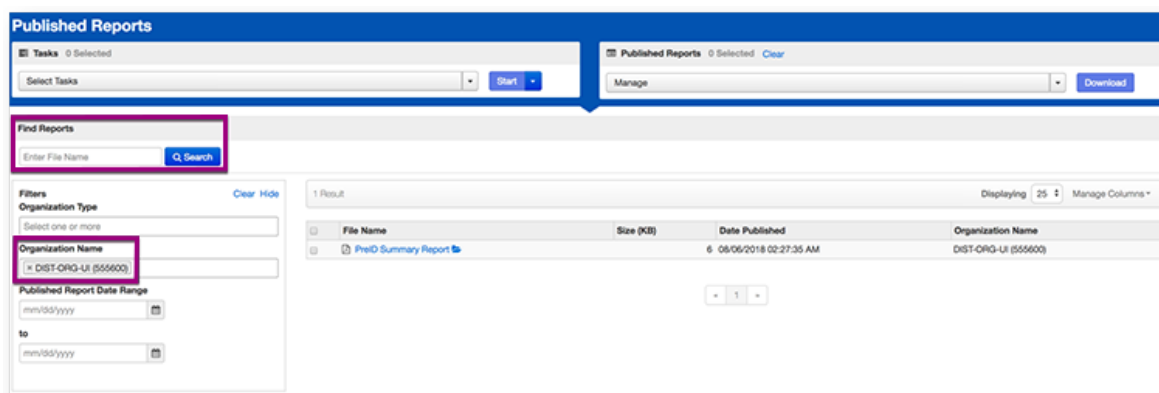
You can view published reports that detail student assessment results, as well as summary results for student groups within an organization.

Step-by-Step

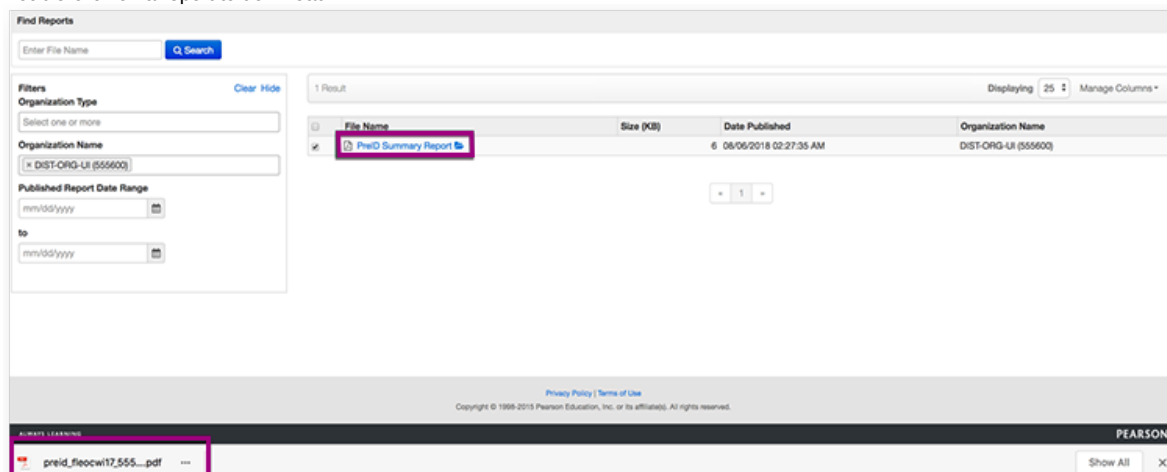
1. From **Reports**, select **Published Reports**.



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 'Search' button. To the left, there's a 'Filters' section with 'Organization Type' and 'Organization Name' dropdowns, and a 'Clear Hide' link. On the right, 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**.

The screenshot shows the 'Published Reports' interface. The 'Select Tasks' dropdown is open, and the option 'Hide Published Reports' is selected. The 'Start' button is visible to the right.

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

The screenshot shows a table titled 'PUBLISHED REPORTS (1)'. The table has columns: 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**.

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

What's Next?

You must download a report in order to view it.