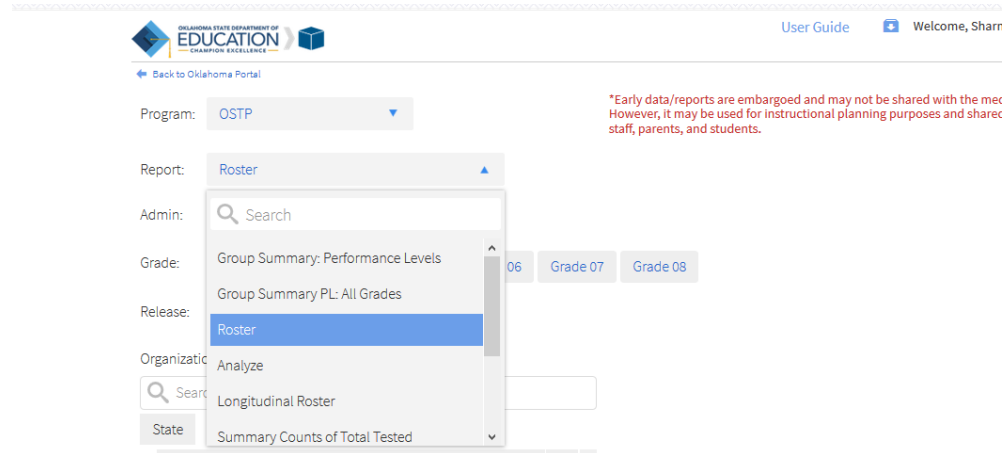


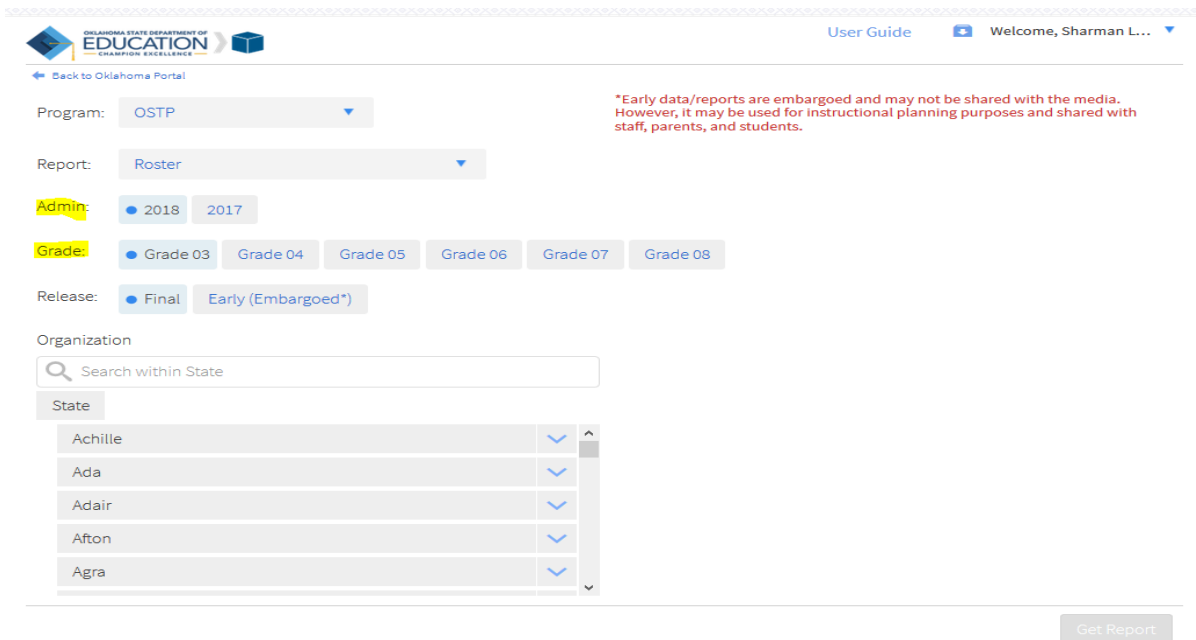
Memorandum

Printing Student Reports from the Portal

1. Log into the reporting portal
2. Select Roster from the report options.

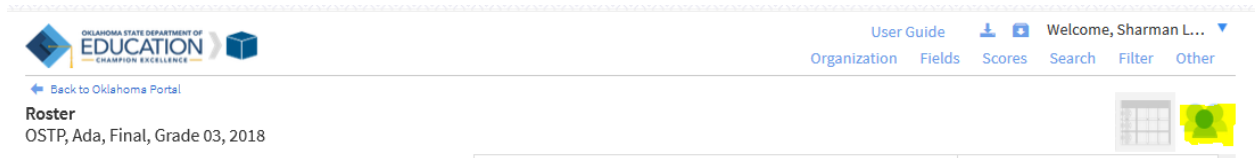


3. Select the administration year, grade and district you are running reports for. Then click "Get Report".



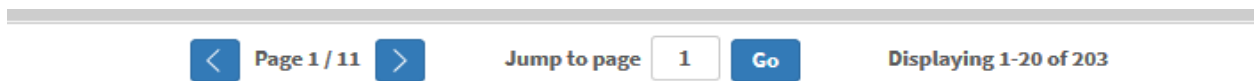
Memorandum

- When the roster report comes up use the icon in the top right hand corner of the screen to switch to "Individual Report" view.



- This view will give you the individual reports for all students at that grade. You will see the count at the bottom of the screen.

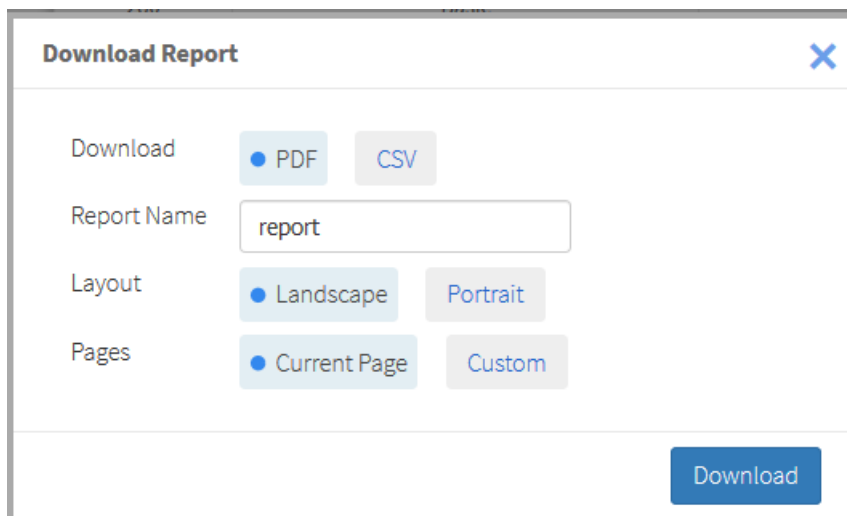
6.



- To download and print the reports click on the "Download Report" icon at the top of the screen.

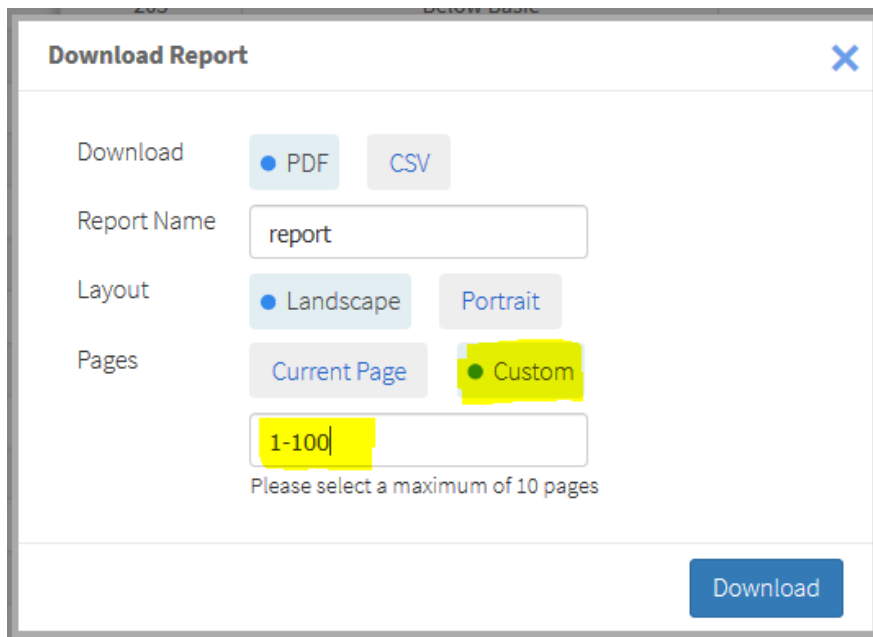


- To download just the current student you are looking at, leave the window as it is and click "Download".



Memorandum

- To download multiple reports at once, up to 100 at a time, select the “Custom” option and the page range. If you have more than 100 reports you will do this once for each 100 reports. The first time would be for 1-100, then 101-200, then 201-300, etc. (if you have less than 100 students, you can select “ALL” and download all reports at once).



Download Report ✕

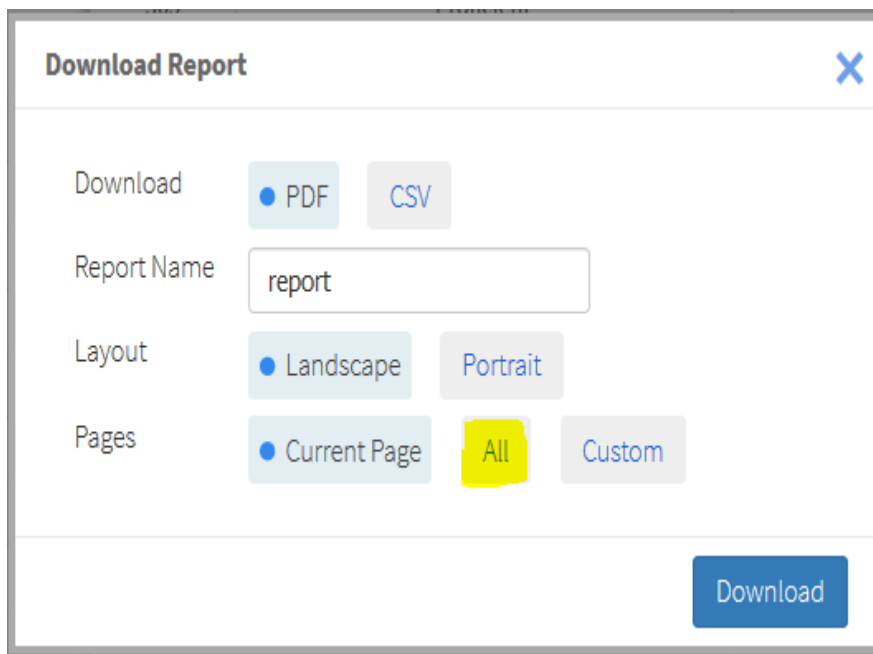
Download PDF CSV

Report Name

Layout Landscape Portrait

Pages Current Page Custom

Please select a maximum of 10 pages



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Report Name

Layout Landscape Portrait

Pages Current Page All Custom

- Once you click “Download” you can open and print the reports.