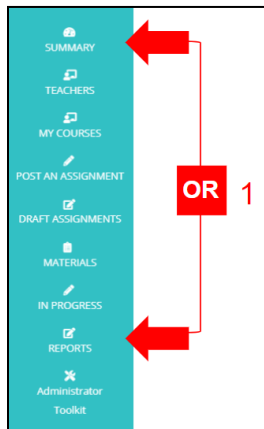


Instructions for Downloading Reports

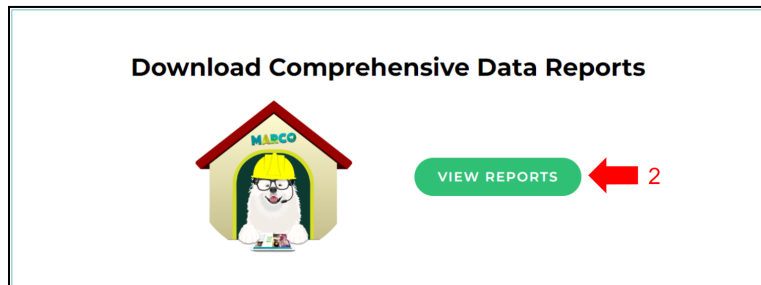
Account Admin

Comprehensive Data Reports

1. Click the "Summary" tab or the "Reports" tab



2. Click "View Reports"



3. Select the assignment(s) for which you want to run reports

**Note: Select the box next to "Check All Assignments" to run a comprehensive data report for all of the assignments listed.*

4. Click "Run Reports"

Make your selections below

Assignments

Which assignment(s) would you like to run reports for? (Check all that apply)

Check all Assignments ☐

☐ Synthesis Essay #1
☐ Rhetorical Analysis Essay #1
☐ Argument Essay #1
☐ Synthesis Essay #2
☐ Rhetorical Analysis Essay #2
☐ Argument Essay #2
☐ Synthesis Essay #3

3

4 **RUN REPORTS**

5. Download the data reports

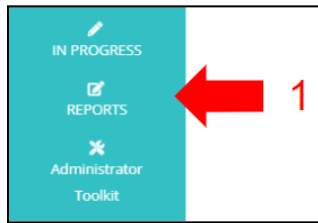
All Data Spreadsheets

Name	Report
All_Data_Report_for_Section_Assignments_(79)_4-1690824799726.csv	Download
All_Data_Report_for_Section_Assignments_(297-298)_73-1690824799800.csv	Download
All_Data_Report_for_Section_Assignments_(223)_2-1690824799803.csv	Download
Class_Summary_Report_for_Section_Assignments_(79,223,297-298)_1690824799804.csv	Download

5

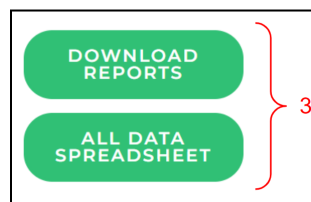
Individual Assignment Reports

1. Click the "Reports" tab



2. Locate the assignment for which you want to run reports

3. Click "Download Reports" and/or "All Data Spreadsheet"



4. Download the report(s):

Download Student Reports:

Student Reports	
Name	Report
All Student Reports	Class_Reports_297.pdf
Linda Barrett	Linda_Barrett_297.pdf
Cindy Carr	Cindy_Carr_297.pdf
Mike Damone	Mike_Damone_297.pdf
Brad Hamilton	Brad_Hamilton_297.pdf
Stacey Hamilton	Stacey_Hamilton_297.pdf
Charles Jefferson	Charles_Jefferson_297.pdf
Ron Johnson	Ron_Johnson_297.pdf
Mark Ratner	Mark_Ratner_297.pdf
Jeff Spicoli	Jeff_Spicoli_297.pdf
Lisa Taylor	Lisa_Taylor_297.pdf

**Note: Click on the class report or individual student report link to download the report as a PDF file.*

Download All Data Spreadsheets:

All Data Spreadsheets	
Name	Report
All_Data_Report_for_Section_Assignments_(297)_39-1690820774791.csv	Download
Class_Summary_Report_for_Section_Assignments_(297)_1690820774793.csv	Download