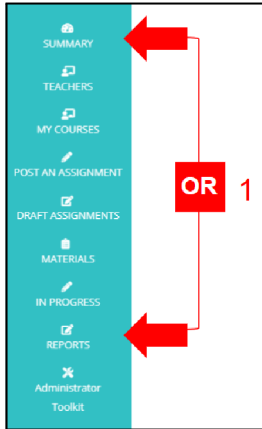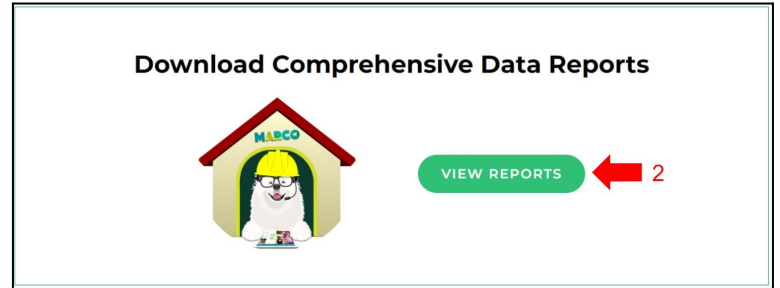## Comprehensive Data Reports

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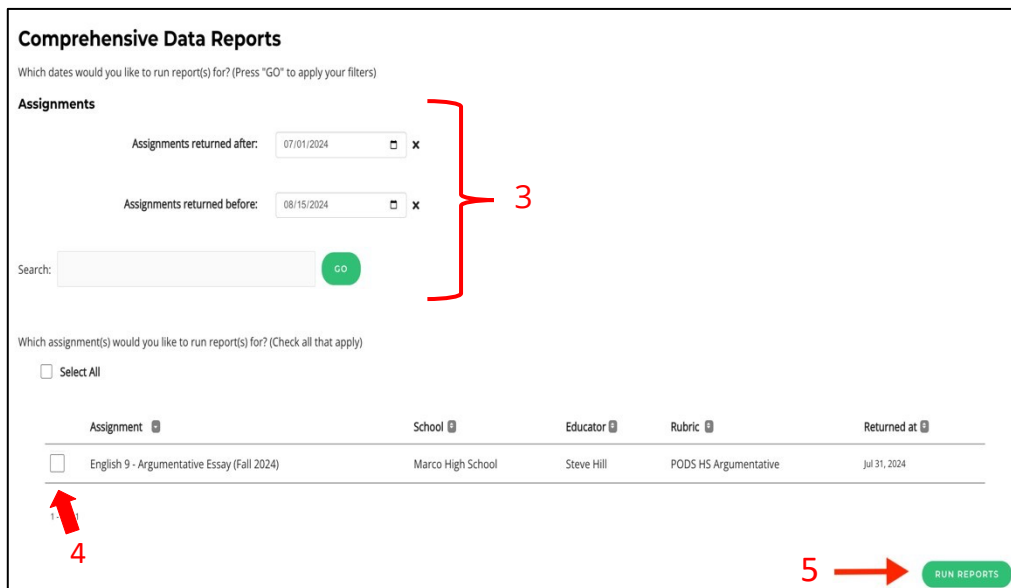
2. Click "View Reports"

3. You can add the dates you would like to run the report(s) for and search for the name of the assignment. Then click "Go"

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

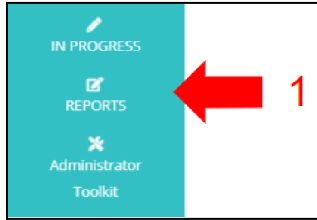   *Note: Select the box next to "Select all" to run a comprehensive data report for all of the assignments listed.*

5. Click "Run Reports"

Note: Once you click on "Run Reports", they will automatically download to your computer.
The files /folder will be found in your "Downloads" folder on your computer
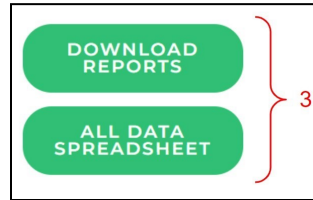
Individual Assignment Reports
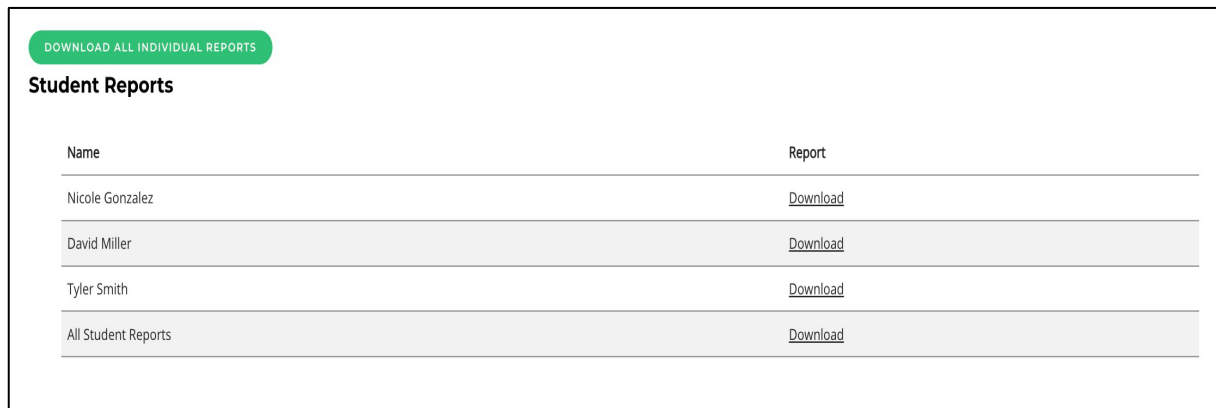
1. Click the "Reports" tab

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:

Note: You can click on "Download all Individual Reports" if you would like all individual reports download as a zip file. You can also click on the individual student report link or "All Student Reports" to download the report(s) as a PDF file

Download All Data Spreadsheets:
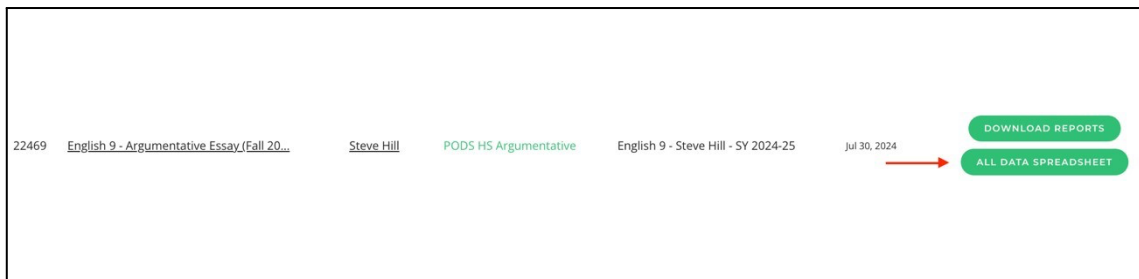
Note: Once you click on "All Data Spreadsheet", the files will automatically download to your computer. The files /folder will be found in your "Downloads" folder on your computer