CLICK SHEET How to Create Custom Reports Using Report Builder

- 1. On the left navigation bar, under Reports, click on + Create New Report
- 2. From the Settings screen completed the fields and click Apply
 - a. Title Give your report a name
 - b. Academic Session Select the current school or use the calendar for a specific start and end date
- 3. From the **Students** screen, based on your role, you can select a school, class, group or individual students. Make a selection and click **Apply**.
- Click the ¹ at the top of the screen or "Add Data Column +." found on right side of the screen.
- 5. Select a Data Column from the left side of the screen and click **Apply**.
- Depending on the data column selected, you may be prompted to make additional choices and click **Apply**. Note, you may add additional data columns.
- Once finished creating your custom report, click Save.
- Once saved, your report is available for future access to run and/or further edit in the Report Manager section of your account.

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