



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**.

4. Click the  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**.
6. Depending on the data column selected, you may be prompted to make additional choices and click **Apply**. Note, you may add additional data columns.
7. Once finished creating your custom report, click **Save**.
8. Once saved, your report is available for future access to run and/or further edit in the Report Manager section of your account.

Step 4

Name	Grades	Teacher
Penda Learning Middle School (3)		
Period 3 Comp Science 1 - Mathstar - 3		Mathstar Laurie
Section 2023-012 - Comp Science 2 - 1		Peliquin Corey
Section 2023-013 - Comp Science 2 - 2		Peliquin Corey

Step 5

Name	Grades	Teacher
Penda Learning Middle School 2		
Section 2023-012 - Comp Science 2 - 1		Peliquin Corey
Section 2023-013 - Comp Science 2 - 2		Peliquin Corey

