

- 1. Create your <u>Custom Report using Report Builder</u>
- 2. From within the report, click

, found in the upper right corner of the page.

3. In the **Share** Report pop-up window, start typing in the name of the Penda user you want to share the report with and click Share. Note, you can add multiple users. Users will be able to view the report you share but will not be able to make any changes.

4. Click Close.										
Replicating Scientific Investigations My Center Report										
Settings Students Filters Fields	Gradebo	ak 🔁						e Download Save	SHARE	
Settings									9 2024, 06:55 am	
Title Replicating Scientific Investigations		STUDENTS 60 Students		GRADEBOOK Type Athibites						
Academic session				Replicating Scientific I	nvestigations (Achieving)	Replicating Scientific I	plicating Scientific Investigations (Developing)			
2023 - 2024 v		Name 🔼	Grades	First Score	Last Score	Best Score	First Score	Last Score	Best Score	
Start date		Penda PD School (1))		
2022-07-31						Martha	Iler - FL Comp. Science - F	Per. 4 - 4 (60)		
		ABUDO, VALERIE	8	88%	88%	88%	100%	100%	• 100%	
End date		ABUDO, VALERIE	8	65%	88%	. 88%	92%	92%	92%	
2024-07-30		ALFONSO, NICHOLAS	8	88%	88%	88%	0 77%	0 77%	0 85%	
		ALFONSO, NICHOLAS	8	82%	82%	82%	69%	85%	85%	
		AI, OLIVIER	8	 82% 82% 	 82% 82% 	 82% 82% 	 85% 66% 	85%	 85% 85% 	



View reports in Report Manager. The $\begin{subarray}{c} \end{subarray}$ icon indicates a report is shared

👹 PENDA →	Home Support	۹ 🖪
CONTENT	Banda DD School	
GRADE 8	ether U duiwi	
ASSIGNMENTS	L. REPORT MANAGER	NEW REPORT
REPORTS ^		
al. Report Manager	PRE MADE REPORTS	
+ Create New Report	V MY REPORTS	
ORGANIZATION Peorle PD School	Replicating Scientific Investigations	
A Summary		
Se Classes	Icon indicates report is shared	
Groups		
🕄 Reports 🗸 🗸		
🔆 Staff	8	
Events	Last updated: Apr 69, 2024	
	✓ SHARED WITH ME	
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	No Data	

