



How to Share Custom Reports in Report Manager With Other Organization Users

1. Create your [Custom Report using Report Builder](#)

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**.

Name	Grades	Replicating Scientific Investigations (Achieving)			Replicating Scientific Investigations (Developing)		
		First Score	Last Score	Best Score	First Score	Last Score	Best Score
Penda PD School (1)							
Marthaler - FL Comp. Science - Per. 4 - 4 (80)							
ABUDO, VALERIE	8	88%	88%	88%	100%	100%	100%
ABUDO, VALERIE	8	65%	86%	88%	92%	92%	92%
ALFONSO, NICHOLAS	8	88%	88%	88%	77%	77%	85%
ALFONSO, NICHOLAS	8	82%	82%	82%	89%	85%	85%
AI, OLIVER	8	82%	82%	82%	85%	85%	85%

SHARED WITH:

Pearson, Mindy
mpearson-teacher@pendalearning.com | Teacher

Read only

[COPY LINK](#) [CLOSE](#)

View reports in Report Manager. The  icon indicates a report is shared

REPORT MANAGER

PRE MADE REPORTS

MY REPORTS

Replicating Scientific Investigations

Last updated: Apr 09, 2024

SHARED WITH ME

No Data

