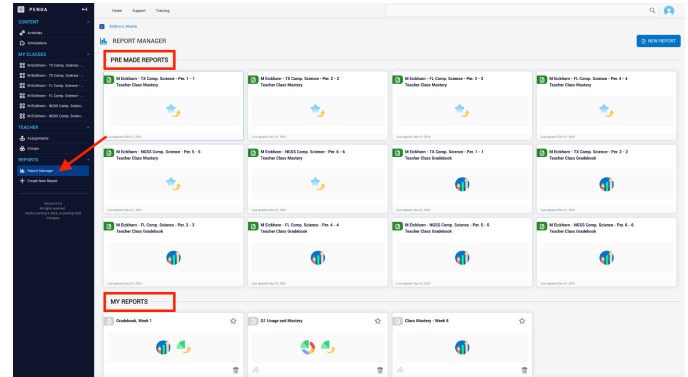# CLICK SHEET
## How to Access Pre Made Reports in Report Manager



1. From the home screen, click the left navigation bar.
   Under **Reports**, select **Report Manager**.

2. Explore Report Manager Sections
   **Premade Reports:** Access ready-to-use reports designed to save time.
   **My Reports:** Find and manage custom reports you've created.



3. Premade Reports
   **Class Mastery Report -** View each student's average score for the last 10 standards assessed in Penda activities.
   **Class Gradebook Report -** Monitor each student's first, last, and best scores for the most recent 10 activities.
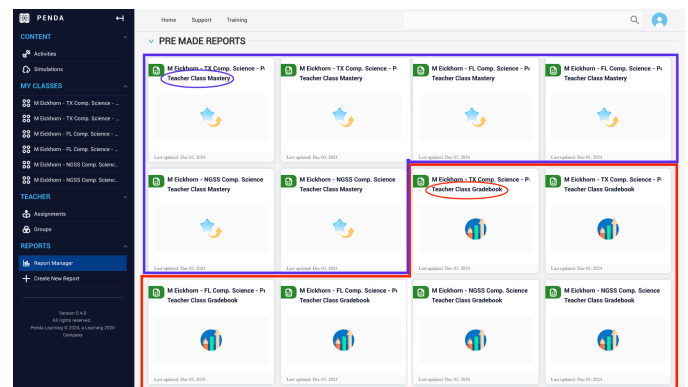
   Note: Premade reports only include activities assigned to the entire class. Group or individual assignments are excluded.



4. Use **header sorting** to quickly identify top performers or students needing additional support.
   Click '**Download**' to save reports as Excel files for further analysis or archiving.

5. To **save a report**, rename it, and it will appear in the 'My Reports' section.
   To share, open the report in 'My Reports' and share it with administrators as needed.

   Note: Only reports saved in 'My Reports' can be shared.

6. Visit our 24/7 Help Center for how-to videos, tips, and digital resources.