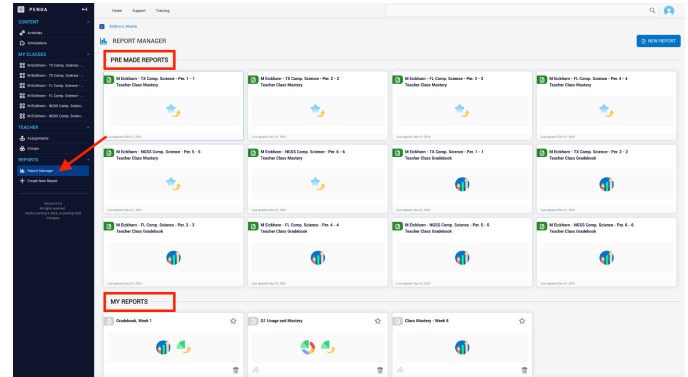




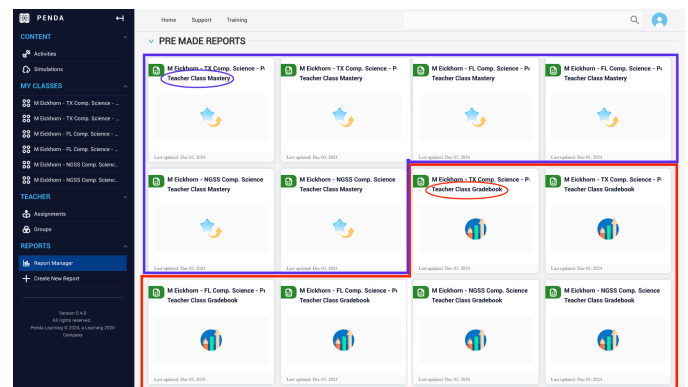
CLICK SHEET

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.

STUDENTS		STANDARD MASTERY						
Name	Grades	MS-L51-7	SEPP2	L51.C	PS3.D	CCCS	MS-L51-6	SEPP
Penda PD School (1)								
M Eichhorn - NSSS Comp. Science - Perc. 6 - 6 (30)								
Varela, Jason	8	N/A	54%	80%	80%	80%	80%	88%
Frutos-Muñoz, Daniel	8	N/A	54%	80%	80%	80%	80%	88%
Mora, Joshua	8	N/A	54%	80%	80%	80%	80%	71%
Pacheco, Jordan	8	N/A	54%	80%	80%	80%	80%	87%
Parsons, Maytal	8	N/A	56%	80%	80%	80%	80%	88%
Ramos, Bryan	8	N/A	56%	80%	80%	80%	80%	87%
Tomas, Daniel	8	N/A	56%	100%	100%	100%	100%	77%
Villaverde, Alexandra	8	N/A	56%	80%	80%	80%	80%	71%
Fernandez, Emily	8	N/A	56%	100%	100%	100%	100%	78%
Milnes, Joel	8	N/A	56%	80%	80%	80%	80%	88%
Perez, Santiago	8	N/A	56%	100%	100%	100%	100%	79%
Montgomery, Soler	8	N/A	64%	100%	100%	100%	100%	79%
Quinn, Caleb	8	N/A	64%	100%	100%	100%	100%	79%
Trujillo, Victoria	8	56%	54%	80%	80%	80%	80%	88%

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.

