

## Saving report options

Rather than creating the same reports over and over, you can save your favorite report options to your Reports Locker and use them as a shortcut to create new reports.

### To save report options:

- 1 Define the report you want to schedule and share. After you've selected students, click **Save Report Options**.
- 2 In the Save Report Options page, enter a name for the set of options and a description.

#### Save report options

Enter general report options info: Type a name for the report.

Name:  (required)

Description:

Share these report options with:

All district administrators

All school group administrators

All school administrators

All teachers

Choose who to share the options with.

- 3 Choose the groups of users you want to share these options with. Click **Continue**.
- 4 Choose a folder where you want to store the report options. Click **Finish**.
- 5 Click **Continue** to see the details you've just saved.
- 6 To edit the report options, click **Edit**. To return to the Reports Locker, click **Back**.

## Changing report options

When you run a Performance Band, Class List, Item Response, or Item Analysis report Edusoft displays the report in Web (HTML) or Print-friendly (PDF) format. From the report window, you can easily change the report so show other tests, students, or other report options. You can even use the same options and switch to a different type of report.

### To change report options:

- 1 Create your report and run it now.  
The report page displays buttons at the top that let you change report options.
- 2 Choose the options you want to change.

#### To see

#### Do this

This report for a different test


- 1 Click **Report on Another Test**.



- 2 Choose the test and click **Continue**.

This report for a different set of students


- 1 Click **Report on Other Students**.



- 2 Choose a different set of students and click **Run Report Now**.

This report with different report options

- 1 Click **Change Report Options**.



The report options page for the report you're working with appears.

- 2 Choose different general options and click **Continue**.

These tests and students in a different type of report

- 1 Select the report type in the Change Report list.

Change Report:

- 2 Choose the general report options for the new report type.
- 3 Click **Continue**.