

## Saving and scheduling a report

Rather than running a report on the spot, you can define the report you want and set it to run later. After the report is completed, it appears in your Reports Locker. In addition to running your own reports, you can run a report for other groups and share them.

### To schedule and share a report:

- 1 Define the report you want to schedule and share. After you've selected students, click **Schedule Report**.
- 2 In the Schedule a Report page, give the report a name and description if you wish.

#### Schedule a report

- 3 Select when you want the report to run.
  - To run a report immediately, click **As Soon as Possible**.
  - To run a report on a specific day, click **On this Date** and either enter a date or click the calendar and select a date.

You can run the report as soon as possible or select a specific date. If you select 7/23, for example, the report should be available no later than the morning of 7/24.

- 4 Click check boxes to select the group that you want to run the report for. If you are a district administrator, all reports are automatically run for the entire district.

If you are a school group or school administrator, reports are automatically run for each school.

- 5 Click check boxes to select the individuals you want to share the report with. If you run the report for each school, you can share the report with school administrators and with administrators for the school group it falls in, but you can't share it with teachers unless you also run it for each period.
- 6 Click **Continue**.
- 7 Choose a folder for the location of this report and click Finish.

#### Schedule a report

Edusoft confirms that the report has been scheduled and tells you where it will be located.

#### Schedule a report

- 8 Click **View Report Details**.



## Viewing and Working with Scheduled Reports

### Viewing a scheduled report

When a report arrives in your Reports Locker, Edusoft notifies you that a new report is available with a message on each page.

#### To view a scheduled report:

- 1 Click the **New Report** link to go to the Reports Locker.

The number beside each folder indicates how many reports it contains. A report name in green and bold indicates an unread report.

- 2 Locate the new unopened report, open its Report Details page, and click the **View** or the **Download** link.

- If you choose to view the report, the Scheduled Report page shows the report in the form of a PDF file you can view using the Adobe Reader.



Be sure to use the **Print** icon in the Adobe Reader toolbar, and not your browser's menu commands, to print PDF files. Do not use the Print command from your browser's File menu or the Control-P shortcut.



You can save the PDF file to your computer before printing. To save this PDF file, click the **Save** icon.

- If you choose to download the report, select a location and click **Save**.
- 3 From the Schedule Report page, click the **Back** link to return to the Report Details page. Click **Back** again to return to the Reports Locker.