

Quick Guide – Generating Reports

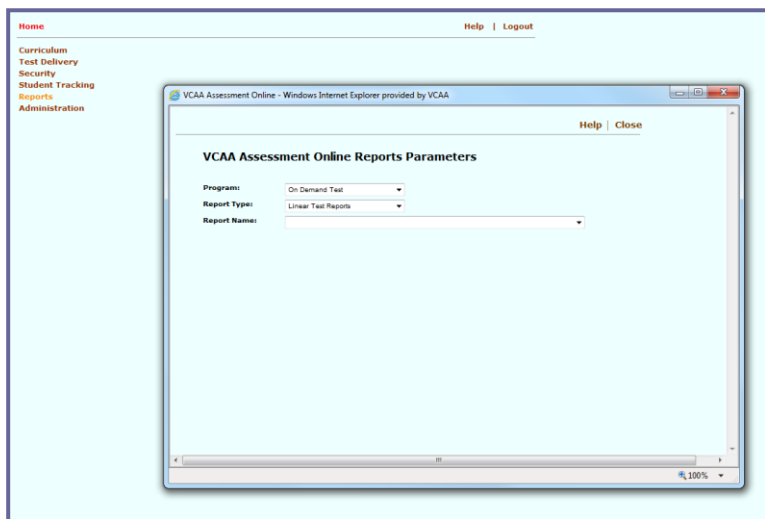
1. Log into the **School Server** homepage

Note: Access to the Administration section requires Internet Explorer 9 or above. IE10 and IE11 will need to be run in compatibility mode.

2. From the main menu select the **Reports**, which will open a Reports Parameter screen in a new window.

Special Note:

If the report parameters window does not open when selected, you may need to check that **pop-up blockers** have been disabled for this site.



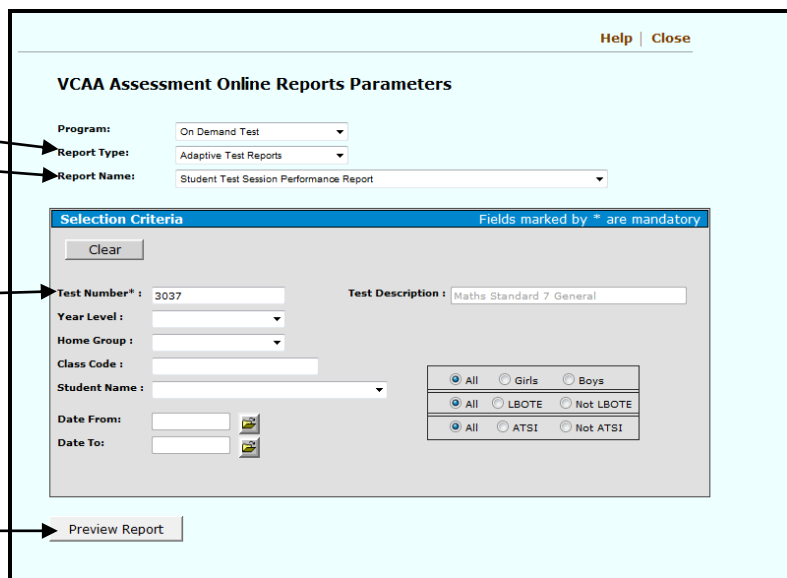
3. Select the **Report Type** depending on the type of test you wish to view results for (Linear or Adaptive)

4. Select a **Report Name** from the list.

5. **Enter the Test Number** then either hit the [Enter] key on your keyboard or do a left mouse click to enable the other options for selection.

6. Make further selections from the **Selection Criteria** options to narrow down to the data and results you wish to view (e.g. Home Group).

7. Click on the **[Preview Report]** button. The Report page will open in a new window.



Special Note:

If the report preview window does not open when selected, you may need to check that **pop-up blockers** have been disabled for this site.

8. You can **Print** or **Export** Reports. (The export link will export the report into a Word document). When you have finished, **Close** this window before you select another report to preview.

