|  |  |
| --- | --- |
| 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.***   1. 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.*   1. Select the **Report Type** depending on the type of test you wish to view results for (Linear or Adaptive) 2. Select a **Report Name** from the list. 3. **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. 4. Make further selections from the **Selection Criteria** options to narrow down to the data and results you wish to view (e.g. Home Group). 5. 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.*   1. 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. |  |