

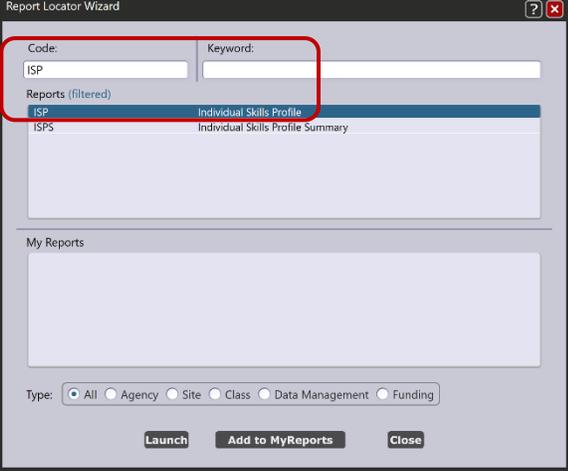
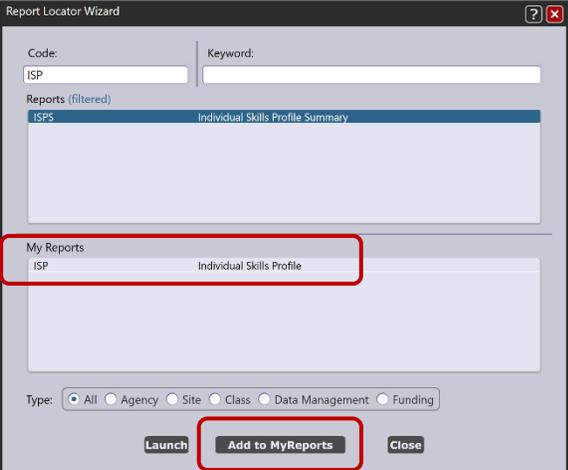
## Steps to Set Up and Access My Reports

**My Reports** is a unique feature that allows users to set up and access the most often-used reports. Teachers can quickly access the reports that guide and support their classroom instruction. Database Managers have vital reports at their fingertips to routinely monitor and troubleshoot any problems with their database. Agency Administrators can instantly access reports to monitor agency-wide data collection and program outcomes.

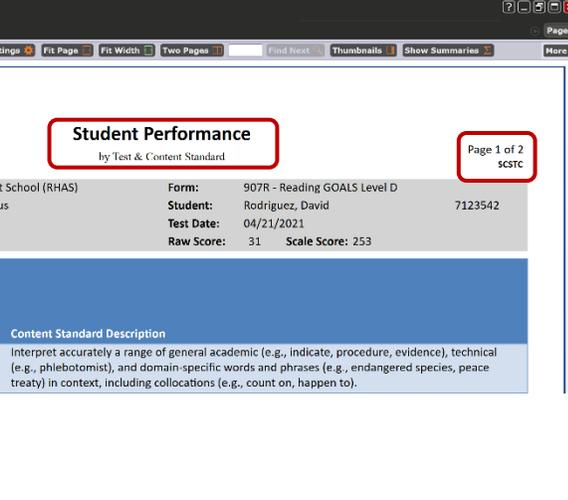
Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Reports</b> menu,                             <ul style="list-style-type: none"> <li>Select the <b>Report Locator Wizard</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>The <b>Report Locator Wizard</b> opens to select reports by:                             <ul style="list-style-type: none"> <li><b>Code</b></li> <li><b>Keyword</b></li> <li><b>Type</b></li> </ul> </li> </ul>

### Select Reports by Code

3.		<ul style="list-style-type: none"> <li>All reports have a report <b>Code</b> located at the top right of the report.</li> <li>The <b>Code</b> represents a system for identifying reports.</li> </ul>
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Step	Screen	Description
4.		<ul style="list-style-type: none"> <li>From the top window of the <b>Report Locator Wizard</b>, <ul style="list-style-type: none"> <li>Enter a <b>Code</b> to locate a report.</li> </ul> </li> <li>The <b>Wizard</b> will auto-search as you type and display possible matches in the top window.</li> <li>From the list of possible matches, <ul style="list-style-type: none"> <li>Click on the <b>Report</b> to highlight the report you want.</li> </ul> </li> </ul>
5.		<ul style="list-style-type: none"> <li>At the bottom of the <b>Wizard</b>, <ul style="list-style-type: none"> <li>Click <b>Add to MyReports</b>.</li> </ul> </li> <li>This moves your selection from the list of filtered reports in the top window to the <b>My Reports</b> window at the bottom of the <b>Wizard</b>.</li> </ul>

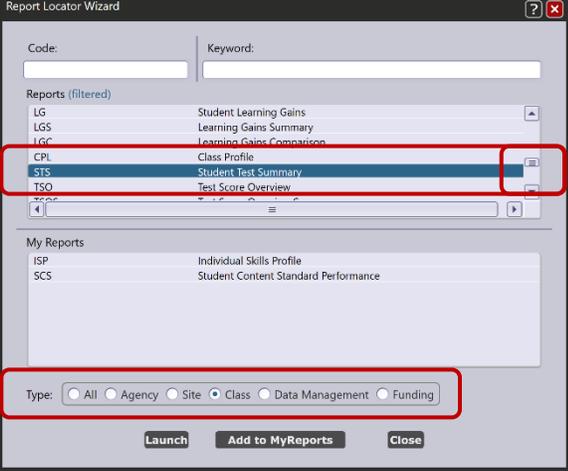
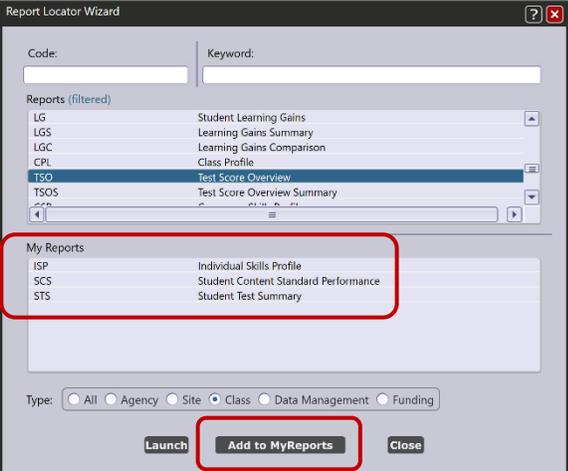
## Select Reports by Keyword

6.		<ul style="list-style-type: none"> <li>Most student and class reports use a common title... <ul style="list-style-type: none"> <li>e.g., <b>Student Performance</b></li> </ul> </li> <li>followed by a subtitle. <ul style="list-style-type: none"> <li>e.g., by <b>Test &amp; Content Standard</b></li> </ul> </li> <li>A combination of the report title and subtitle is represented in the <b>Code</b>. <ul style="list-style-type: none"> <li>e.g., <b>Student Content Standard Performance by Test &amp; Content Standard = SCSTC</b></li> </ul> </li> </ul>
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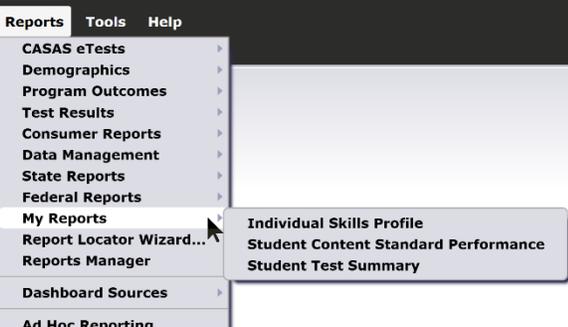
Step	Screen	Description
7.		<ul style="list-style-type: none"> <li>From the top window of the <b>Report Locator Wizard</b>,                             <ul style="list-style-type: none"> <li>Enter a <b>Keyword</b> to locate a report.</li> </ul> </li> <li>The <b>Wizard</b> will auto-search as you type and display possible matches in the top window.</li> <li>From the list of possible matches,                             <ul style="list-style-type: none"> <li>Click on the <b>Report</b> to highlight the report you want.</li> </ul> </li> </ul>
8.		<ul style="list-style-type: none"> <li>At the bottom of the <b>Wizard</b>,                             <ul style="list-style-type: none"> <li>Click <b>Add to MyReports</b>.</li> </ul> </li> <li>This moves your selection from the list of filtered reports in the top window to the <b>My Reports</b> window at the bottom of the <b>Wizard</b>.</li> </ul>

## Select Reports by Type

9.		<ul style="list-style-type: none"> <li>The <b>Report Locator Wizard</b> groups reports by <b>Type</b>.                             <ul style="list-style-type: none"> <li>Agency</li> <li>Site</li> <li><b>Class</b> (example)</li> <li>Data Management</li> <li>Funding</li> </ul> </li> </ul>
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Step	Screen	Description
10.		<ul style="list-style-type: none"> <li>From the bottom window of the <b>Report Locator Wizard</b>, <ul style="list-style-type: none"> <li>Click on a report <b>Type</b>.</li> </ul> </li> <li>The <b>Wizard</b> will display a group of reports in the top window according to the report <b>Type</b>.</li> <li>You can <b>Scroll</b> through the list of possible matches. <ul style="list-style-type: none"> <li>Click on the <b>Report</b> to highlight the report you want.</li> </ul> </li> </ul>
11.		<ul style="list-style-type: none"> <li>At the bottom of the <b>Wizard</b>, <ul style="list-style-type: none"> <li>Click <b>Add to MyReports</b>.</li> </ul> </li> <li>This moves your selection from the list of filtered reports in the top window to the <b>My Reports</b> window at the bottom of the <b>Wizard</b>.</li> </ul>
12.		<ul style="list-style-type: none"> <li>After selecting your reports, <ul style="list-style-type: none"> <li>Click <b>Close</b> at the bottom of the <b>Wizard</b>.</li> </ul> </li> </ul>

## Select Your Reports

13.		<ul style="list-style-type: none"> <li>Your <b>My Reports</b> menu is now available!</li> <li>From the menu bar, <ul style="list-style-type: none"> <li>Click <b>Reports</b>.</li> </ul> </li> <li>From the drop-down menu, <ul style="list-style-type: none"> <li>Click <b>My Reports</b> to display the sub-menu of <b>Your</b> selected reports.</li> </ul> </li> </ul>
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