Generate Individual Report

Overview

We've added a language selector to the individual report screen. This allows users to generate and view reports in English, Spanish, or English and Spanish. This ensures that users can access the information in a language they understand best.

Note that when you create an individual report for a student, the most recent scores for any or all of the three test types (Verbal, Nonverbal, and Quantitative, depending on which of the three tests the student has taken), will be included in the report automatically.

How to generate a new report

1. Click the **Manage Reports** icon in the left navigation menu.
2. Click **+ New Report**.
3. Select the **Individual Reports** option. Then, click **Next**.
4. Enter a unique Report Name into the applicable field. You can refer to this name if you need to search your report list.
5. Select the language of the report from the dropdown menu. The options are **English**, **Spanish**, and **English & Spanish**. Note that if you select **English & Spanish**, the English and Spanish content will both be included in the single PDF that is generated. It will not generate two separate PDFs.
6. Select the **Completed Date Range** you want the report to include.
7. For the start and end date, click **OK** to confirm the selected date.
8. Select the **Grade**. This will filter your student roster to include only the students who are in that selected grade. **Please note**, individual reports are only available up to grade 6.
9. Optionally, you can filter the Students selector list by school by clicking on the **Filter by School** dropdown menu and selecting a school.
10. You can search for students by clicking the students search box. You can search students by student's name, ID, or class.
11. Optionally you can also select all students in the dropdown list by checking the **Select All Students** checkbox.
12. When Student(s) are selected, click **Add Student(s) To List** to add them to the list.
13. The student will appear in the list below for review. To remove a student, click the **X** at the end of their name and ID.

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14. When you have finished selecting all the students you wish to generate a report for, click **Next.**

15. You will see the Report Summary screen, with a list detailing the selections you made on the previous screen. Review the selections you have made. To make changes, click **Back**. If everything is okay, click **Generate**.

16. You will be taken back to the Manage Reports page. The generated report will appear at the top of the table. To open the report, click the **PDF** link.

Figure 1 – Individual report page. Numbers on figure indicates related step.

All test(s) in this report should be completed before generating a report.
* Indicates required fields

* **Report Name**

④ Sample Report

Maximum 25 characters.

* **Report Language(s)**

⑤ English ▼

* **Completed Date Range**

⑥ 1/1/2025 🗓 to 5/13/2025 🗓

* **Grade**

⑧ 1 ▼

Filter by School

⑨ All Schools ▼

* **Students**

⑩ Sara North ▼ ⑪ ☐ Select All Students

⑫ **Add Student(s) To List**

Student Count: 0/100

Cancel ⑭ Next

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How to open a generated report

1. Click the **Manage Reports** icon in the left navigation menu.
2. In the report table, select the report by clicking on the PDF link. The report will open in a new browser window.
3. Save the report to your device.

How to search for a generated report

1. Click the **Manage Reports** icon in the left navigation menu.
2. Enter the report name into the search box.
3. Click the **search** icon.

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