



• To navigate to the *Reports* section, go to *Reports* menu option on the left.



• Reports can be run for a *Class* or *Student*. Choose your report type and click *Next*.



• For *Class*, select your class from the drop-down list and click *Next*.



• For *Student*, select your student from the drop-down list, or type in the *Search* box to find your student, and click *Next*.



• On the Content type step, select either Courses or Assignments and click Save.



• Select from the list of available assignments/courses (you can select one or multiple entries). Then select *Show report*.

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• The report is generated. The top section displays overall statistical information. You can also *Export to CSV* or *Generate printable version*.



The bottom part of the report shows more detailed information.

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