SAVING REPORT SETTINGS

1. To save the report, click on the icon below.

Asses	Assessment Sections - Bar Chart ×						
Filters	Options Run Report	a a a 🧹					
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s: Algebra Concepts - Grade 9 - Qtr 2 (1/19/2007)							
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- 2. The Save Report screen appears that allow you to enter the report name and description.
- 3. Click on the **Save** button to save the report.
- 4. After the report has been saved, the option to *Share Report* is enabled.

Report Info			
ReportNam	e:		
Assessmer	t Sections - Bar Chart		
Reportbes	~	*	
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Filters			
Assessme	nts: Algebra Concepts - 0	Grade 9 - Qtr 2 (1/19/2007)	
ReportSave CreatedBy:	dID: 18 Valentine-Williams, Then	ese	
CreatedDat	e: 07/19/2012		

Quick Note

- Click on the Excel Icon located in the upper right corner to export report detail into a spreadsheet.
- Click on the PDF icon located in the upper right corner to export report detail into a PDF format.
- Click on the Printer icon located in the upper right corner to print the report.