

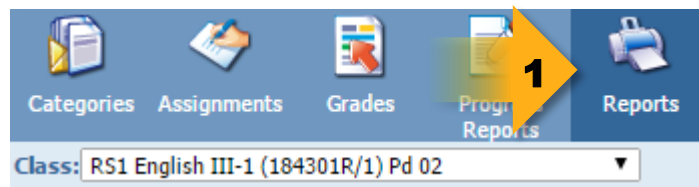
# GRADEBOOK: VIEWING USEFUL REPORTS

## Quick Start Guide

This Quick Start Guide will take you through the process of viewing useful reports in Gradebook.

### Open the Reports Screen

1. In the menu bar, click “Reports.”



2. Select the desired class in the “Class” dropdown.

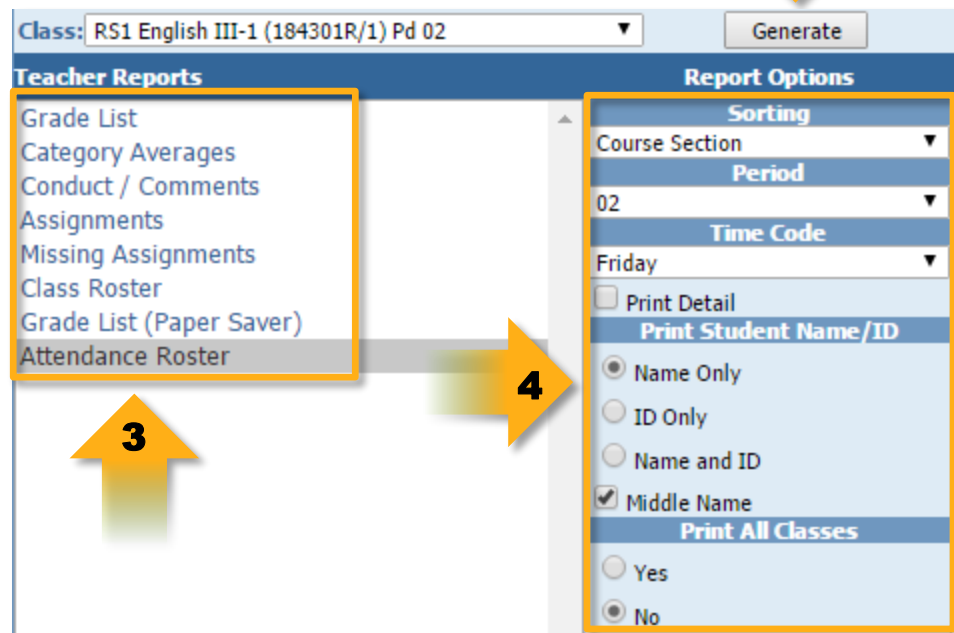


### Report your Parameters

3. Select the Teacher Report you would like to view.




4. Choose your report options.



5. Click **Generate**.

### Close the Report

- After viewing and/or printing the report, click  to close it.



### View Administrative Reports

- Administrative Reports can also be accessed from the Reports landing page. Click the desired report to view the data.