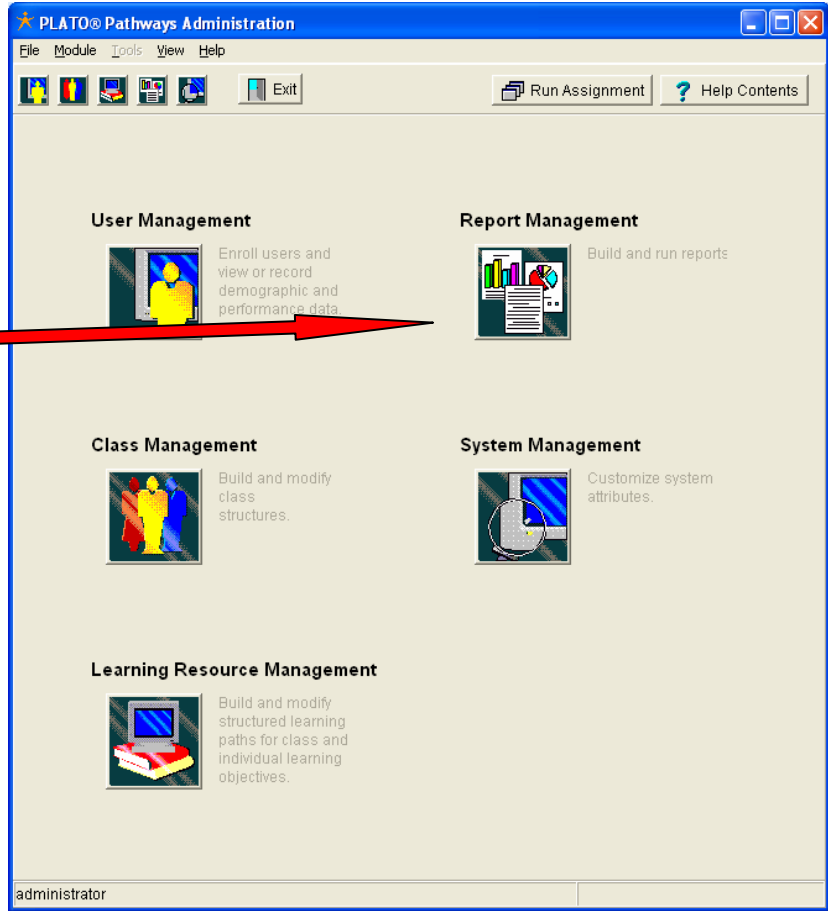


**Running a Pathways  
Current Assignment  
Comprehensive Report:**

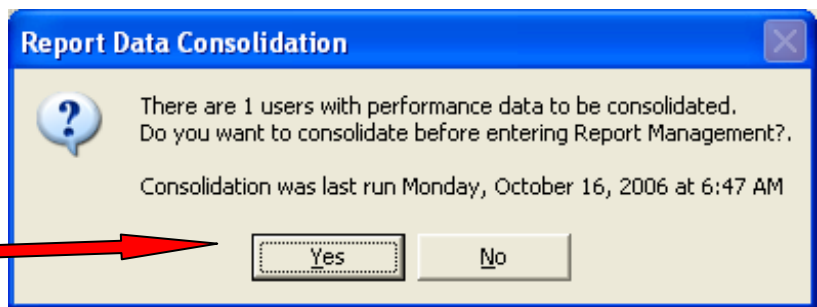
**Step #1:**

Go to Report Management.



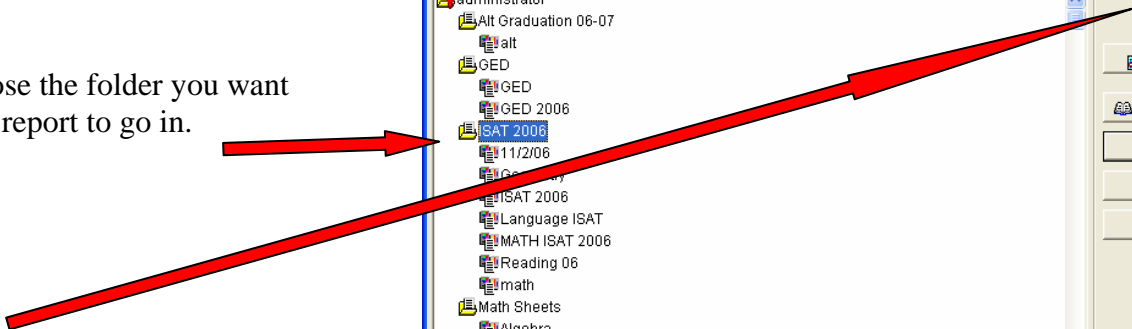
**Step #2:**

Click "Yes" to consolidate data.

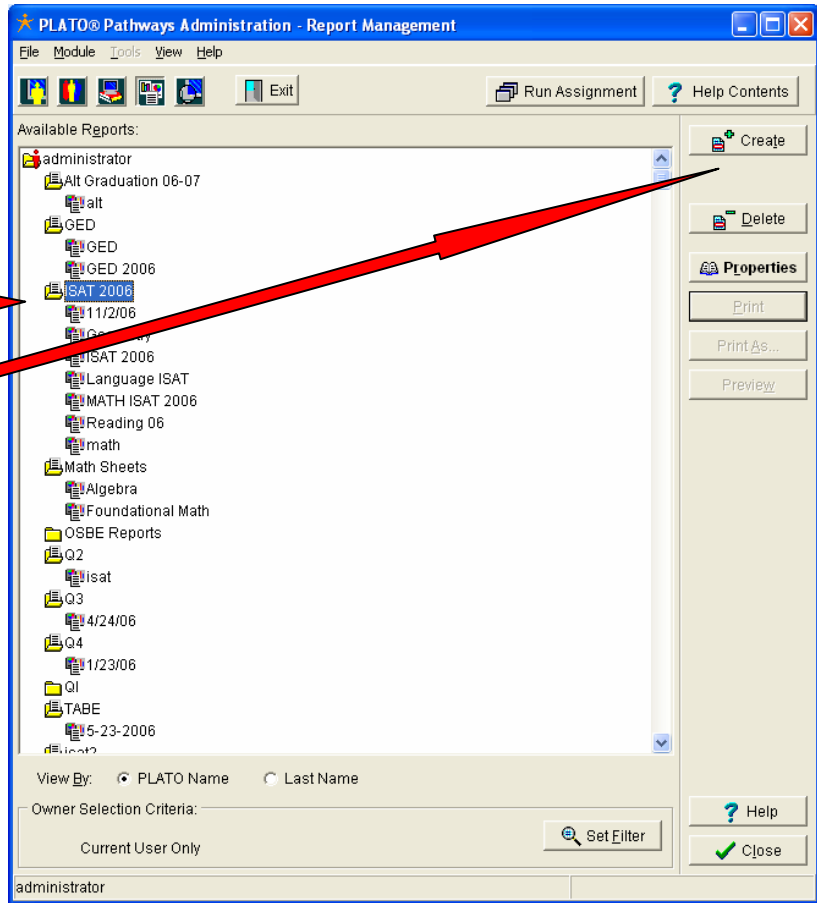


**Step #3:**

Choose the folder you want your report to go in.



Click Create.

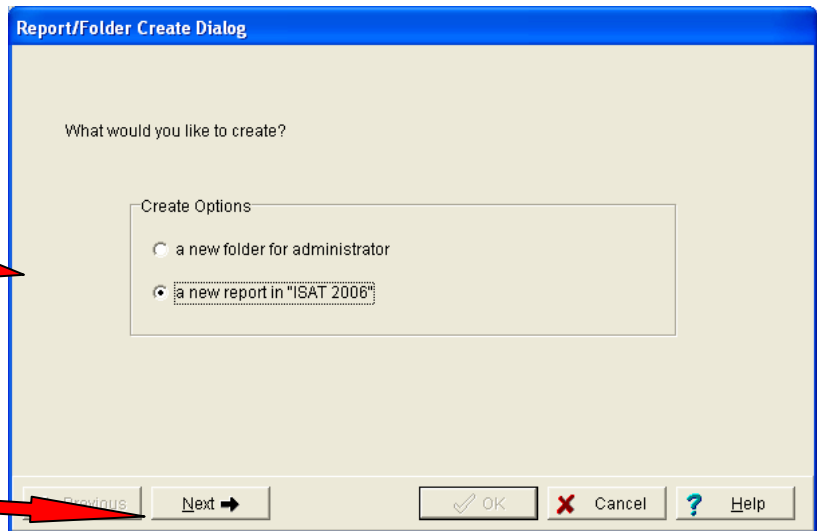


**Step #4:**

Choose a new report.

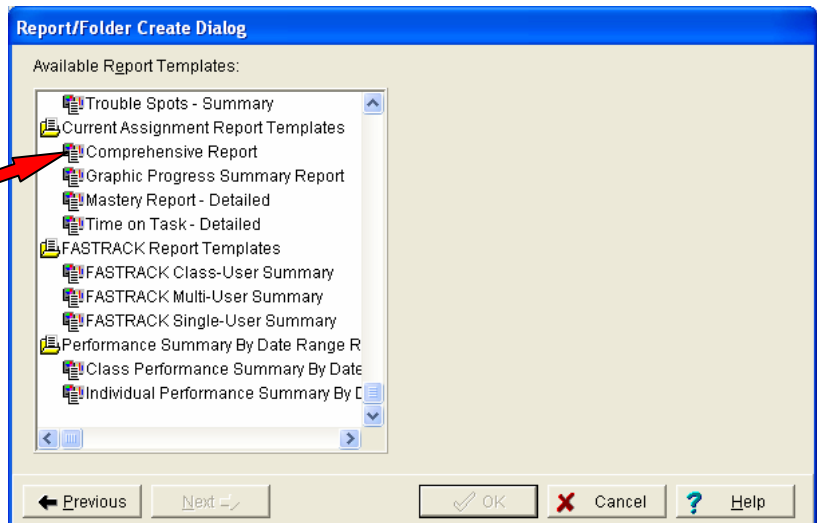


Click next.



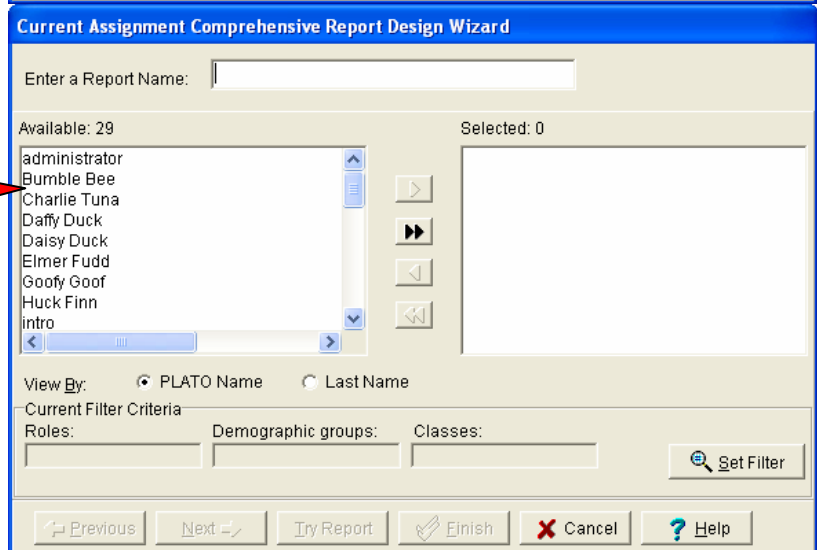
**Step #5:**

Choose Current Assignment Comprehensive Report.

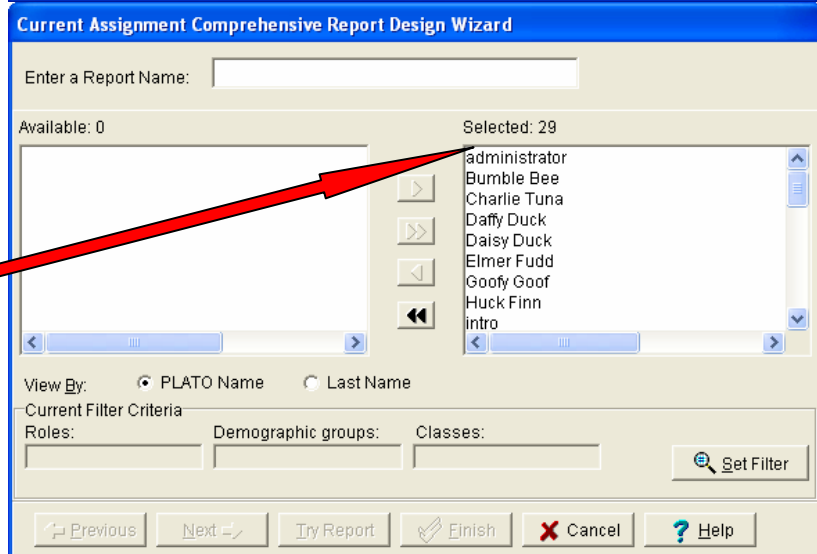


**Step #6:**

Choose your students.



Move them to the selected side.



**Step #7:**

Type a title that will appear on your report.

Click Next.

Current Assignment Comprehensive Report Design Wizard

Enter a Report Name: 11/02/06 Comp

Available: 0

Selected: 29

administrator  
Bumble Bee  
Charlie Tuna  
Daffy Duck  
Daisy Duck  
Elmer Fudd  
Goofy Goof  
Huck Finn  
intro

View By:  PLATO Name  Last Name

Current Filter Criteria

Roles: Demographic groups: Classes:

Set Filter

Previous Next Try Report Finish Cancel Help

**Step #8:**

Choose the fields you want on your report.

Narrow down the fields to just those you want.

Click next.

Current Assignment Comprehensive Report Design Wizard

Select the optional fields you would like included in your report:

Skill Level  Start Date

Score  Mastery Status

Time on Task  Mastery Date

Last Entry  Completion Status

Tries  Completion Date

Previous Next Try Report Finish Cancel Help

Current Assignment Comprehensive Report Design Wizard

Select the optional fields you would like included in your report:

Skill Level  Start Date

Score  Mastery Status

Time on Task  Mastery Date

Last Entry  Completion Status

Tries  Completion Date

Previous Next Try Report Finish Cancel Help

**Step #9:**

Choose the options you want on your report.



**Current Assignment Comprehensive Report Design Wizard**

Enter the text you would like to appear on the report title line:

Set the option(s) below:

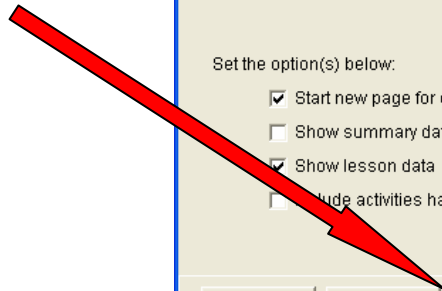
- Start new page for each student
- Show summary data
- Show lesson data
- Include activities having no performance data

Select student name presentation:

- Print PLATO Name
- Print Last Name, First Name
- Print Both

← Previous   Next →   Try Report   ✓ Finish   ✗ Cancel   ? Help

Always click on the Try Report button first.



**Current Assignment Comprehensive Report Design Wizard**

Enter the text you would like to appear on the report title line:

Set the option(s) below:

- Start new page for each student
- Show summary data
- Show lesson data
- Include activities having no performance data

Select student name presentation:

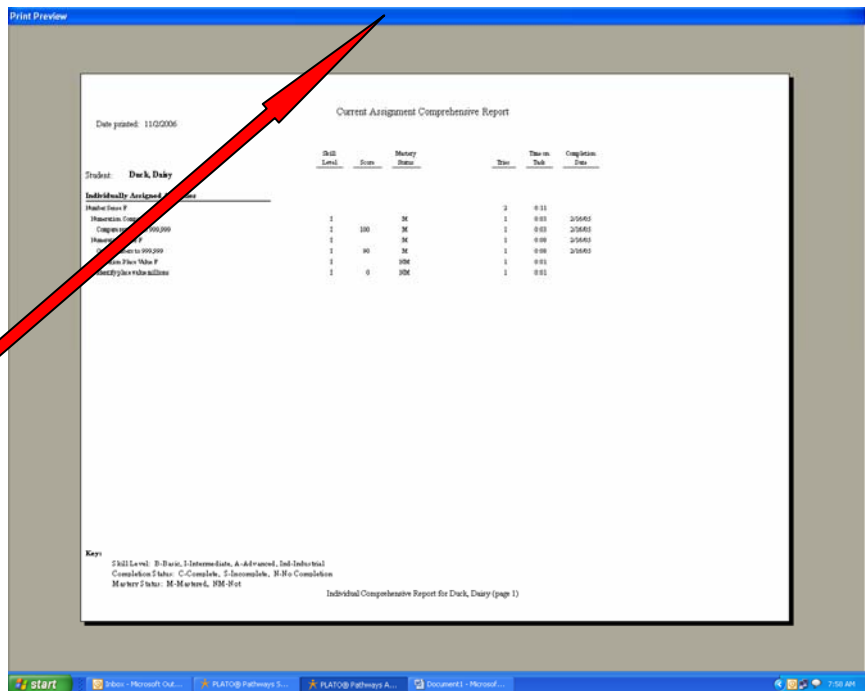
- Print PLATO Name
- Print Last Name, First Name
- Print Both

← Previous   Next →   Try Report   ✓ Finish   ✗ Cancel   ? Help

**Step #10:**

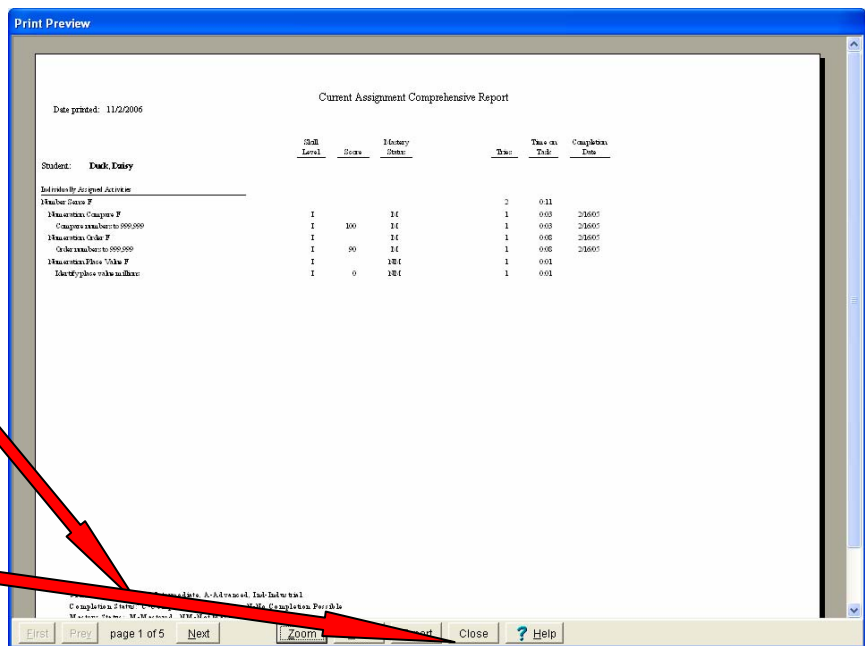
Your report will look like this.

For more options-double click the blue bar at the top.



Now your options will appear at the bottom of report.

Click Close to return to the previous page and finish to save it.



**Step #11:**

Your report will show up here.

To edit or change the report – click the properties button.

To preview it in the future click the preview button.

To exit out of the reports option -click the close button.

