

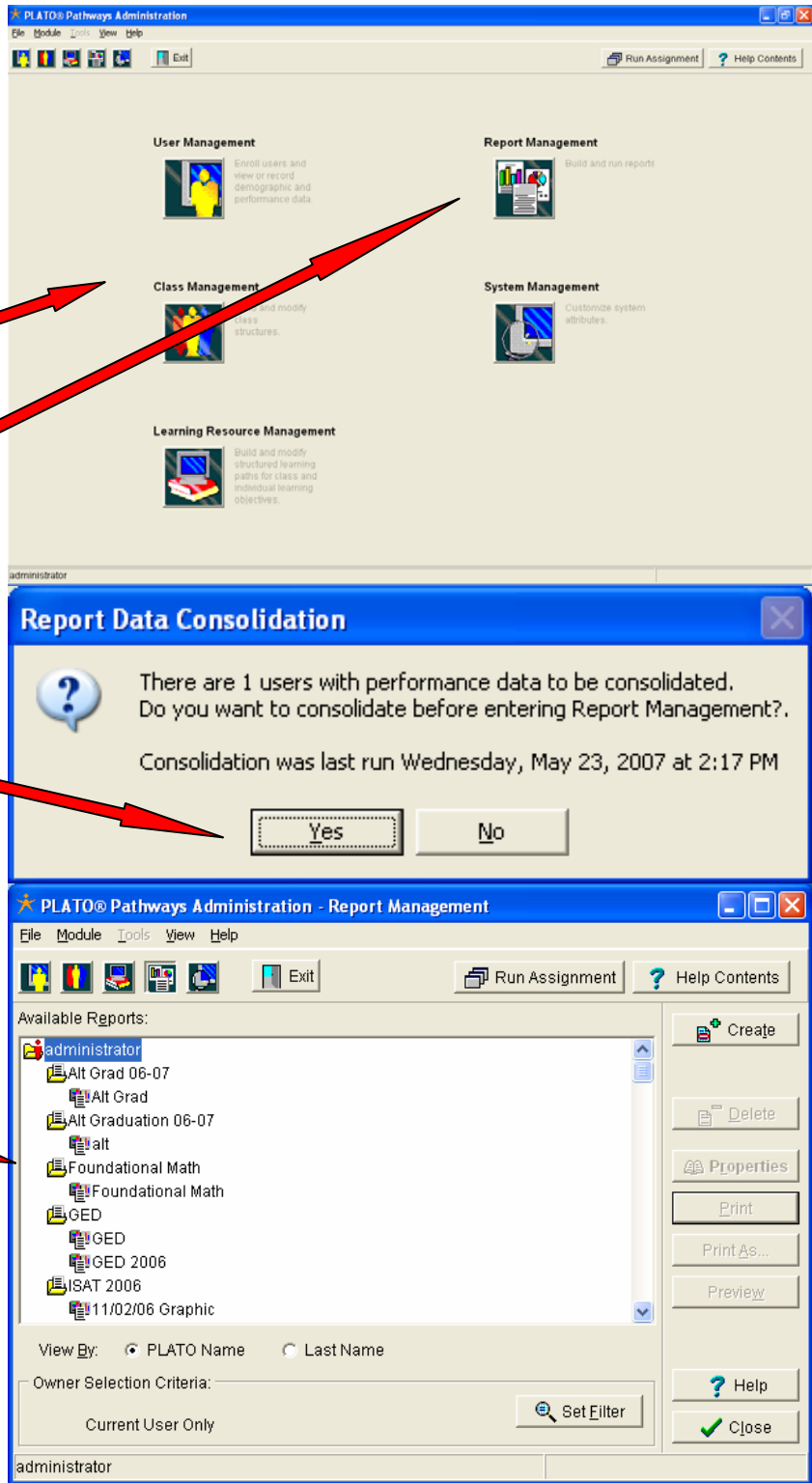
Steps to Editing a Pathways Report

Step 1: Log into PLATO

Step 2: Choose the Report Management Button

Step 3: Consolidate the Performance

Step 4: Choose the folder with the report in it and open the folder

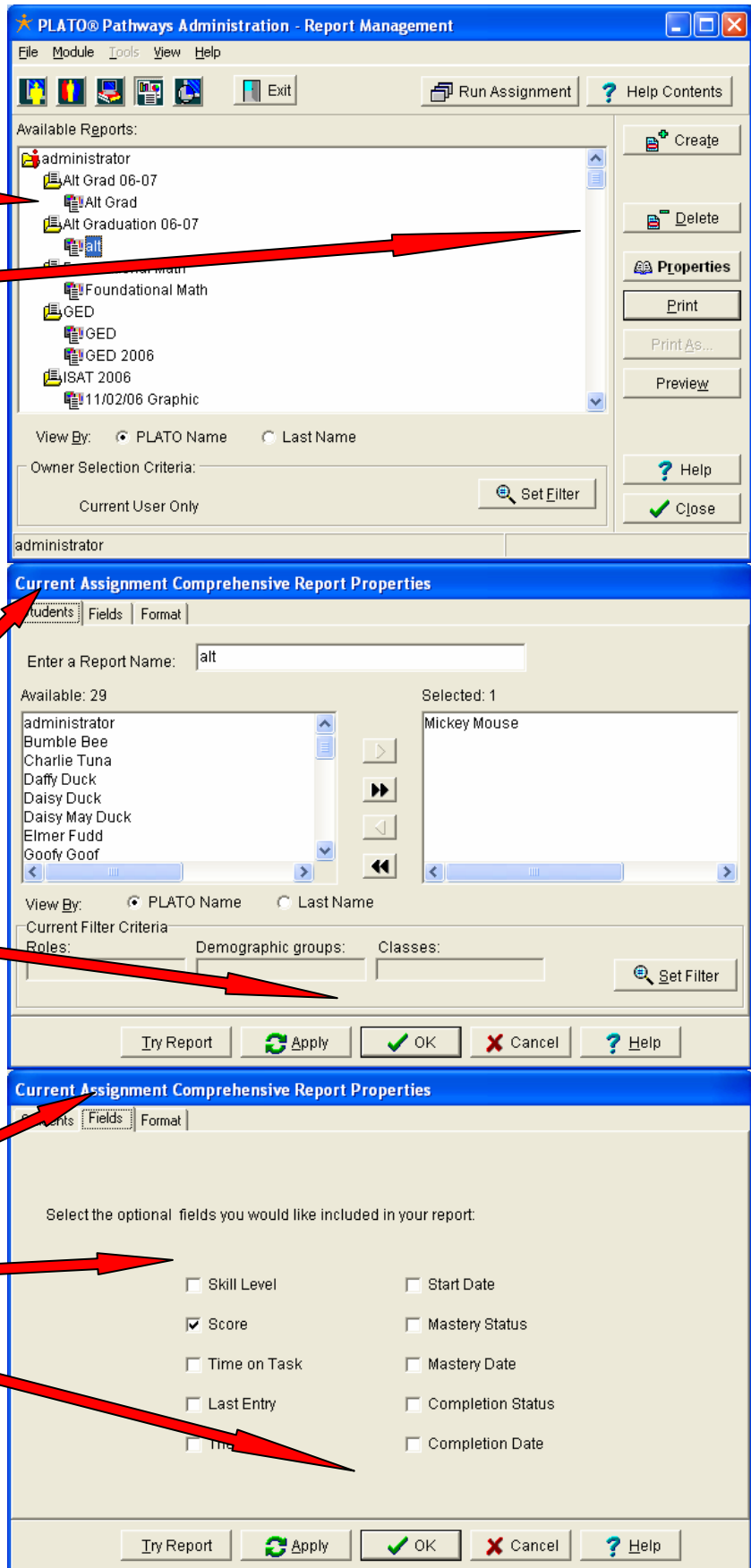


Step 5: Click on the report

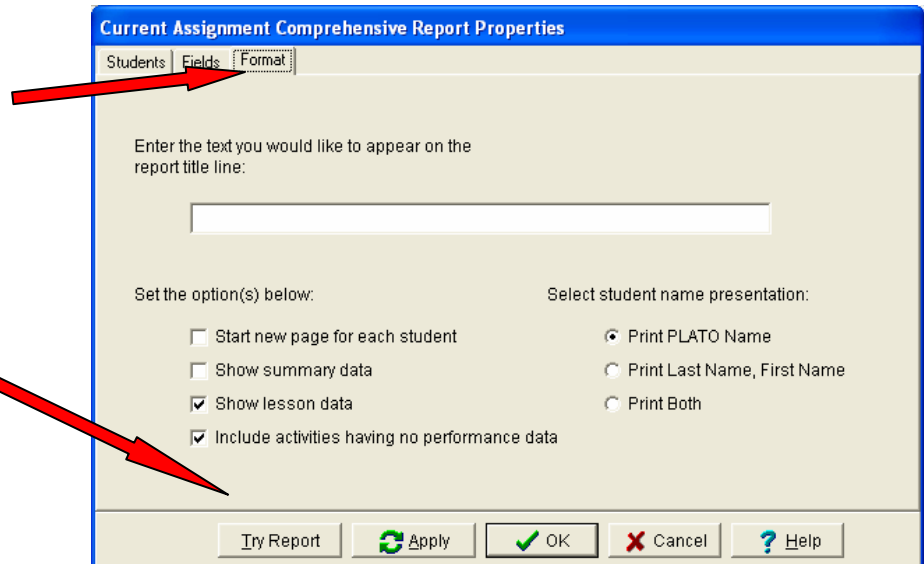
Step 6: Click on Properties

Step 7: You are now at the Students tab-you can use the same student or change to different ones or multiple students for this report- **Click OK**

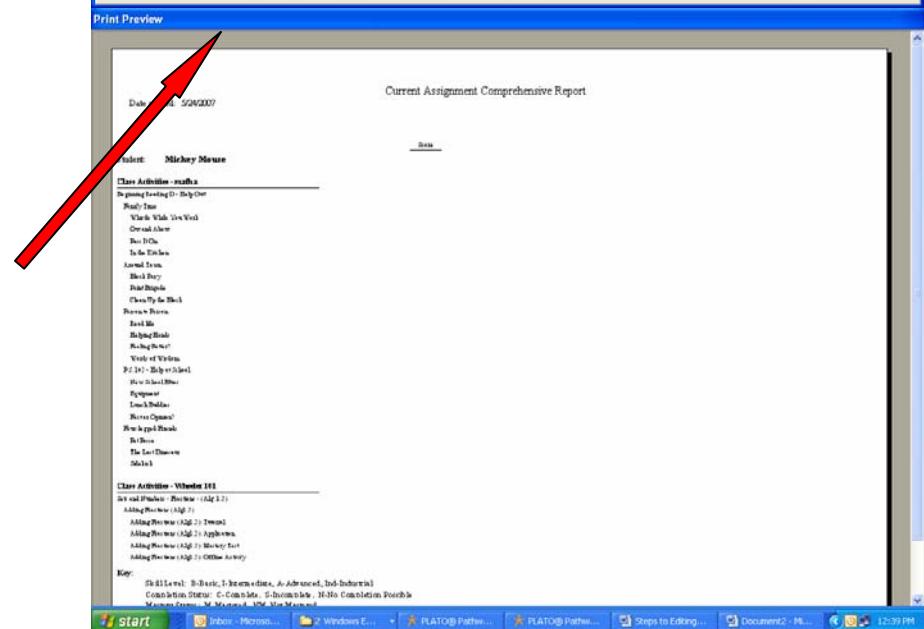
Step 8: Choose the Fields tab to change any fields you would like to appear on your report-Check the different fields-**Click OK** when finished



Step 9: Click on the Format Tab-Here you can make other changes according to your preferences-Click **Try Report** when finished



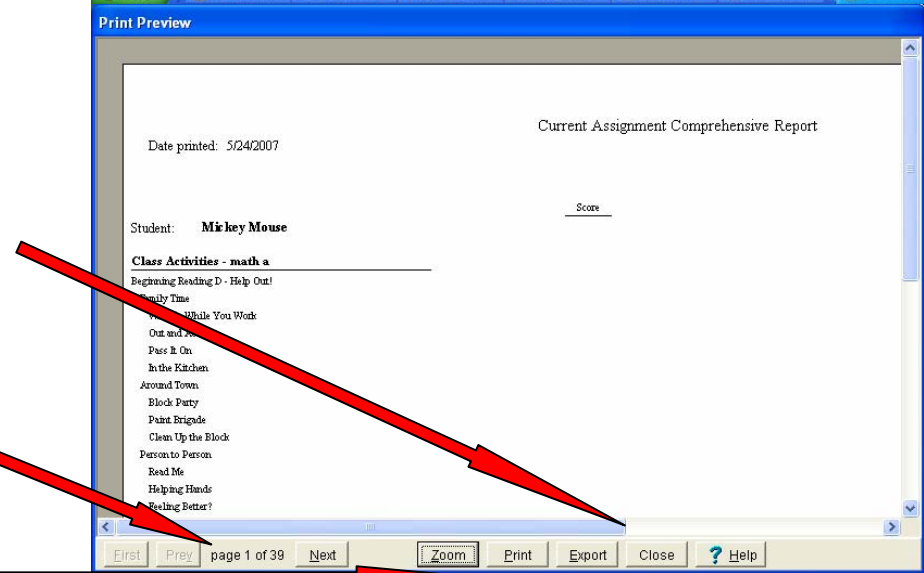
Step 10: Double Click on the Blue bar at the top of the report for more options



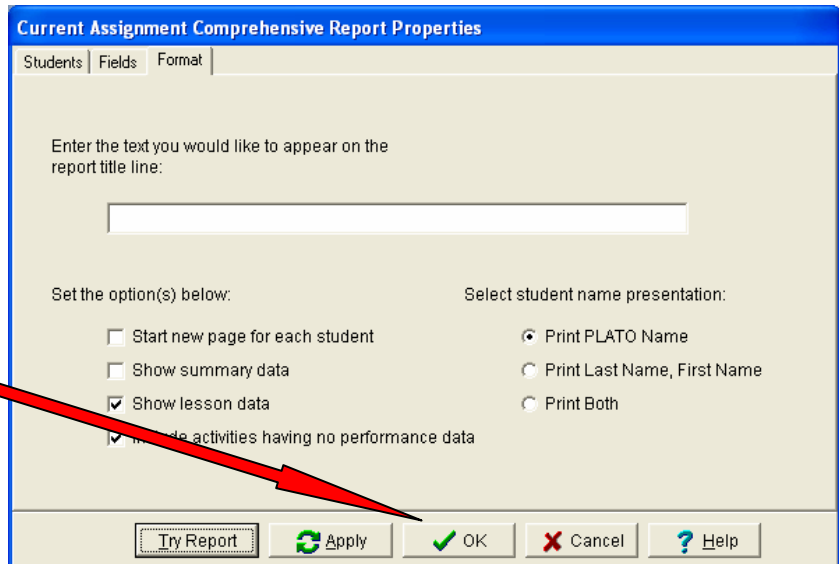
Step 11: Click Close when finished reviewing the report

Note: Check the number of pages and advance to them with the Next Button

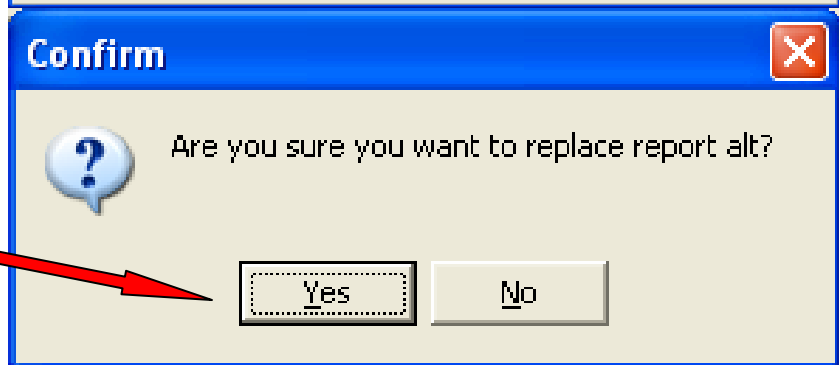
Note: You can also print from this Screen



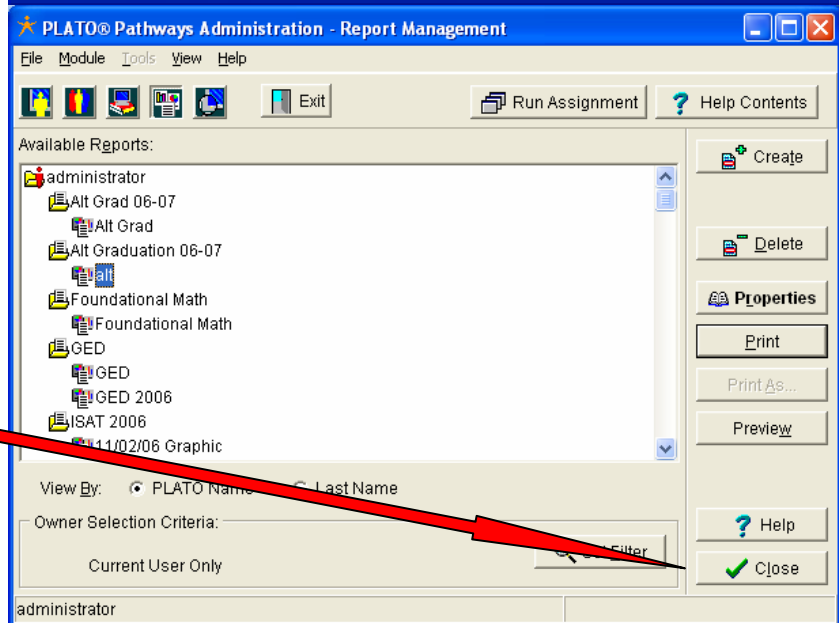
Step 12: If you closed the report-it will bring you back to the editing page for you to make more changes or close out of the report option-If you are finished-Click **OK**



Step 13: If you are sure you want to replace the old report-Click **Yes**



Step 14: You are now back at the reports page-you can choose another report-preview a report or close out of the program-Choose the **Close** button to leave reports



Step 15: You are now back at the main Pathways page-Choose your next steps

