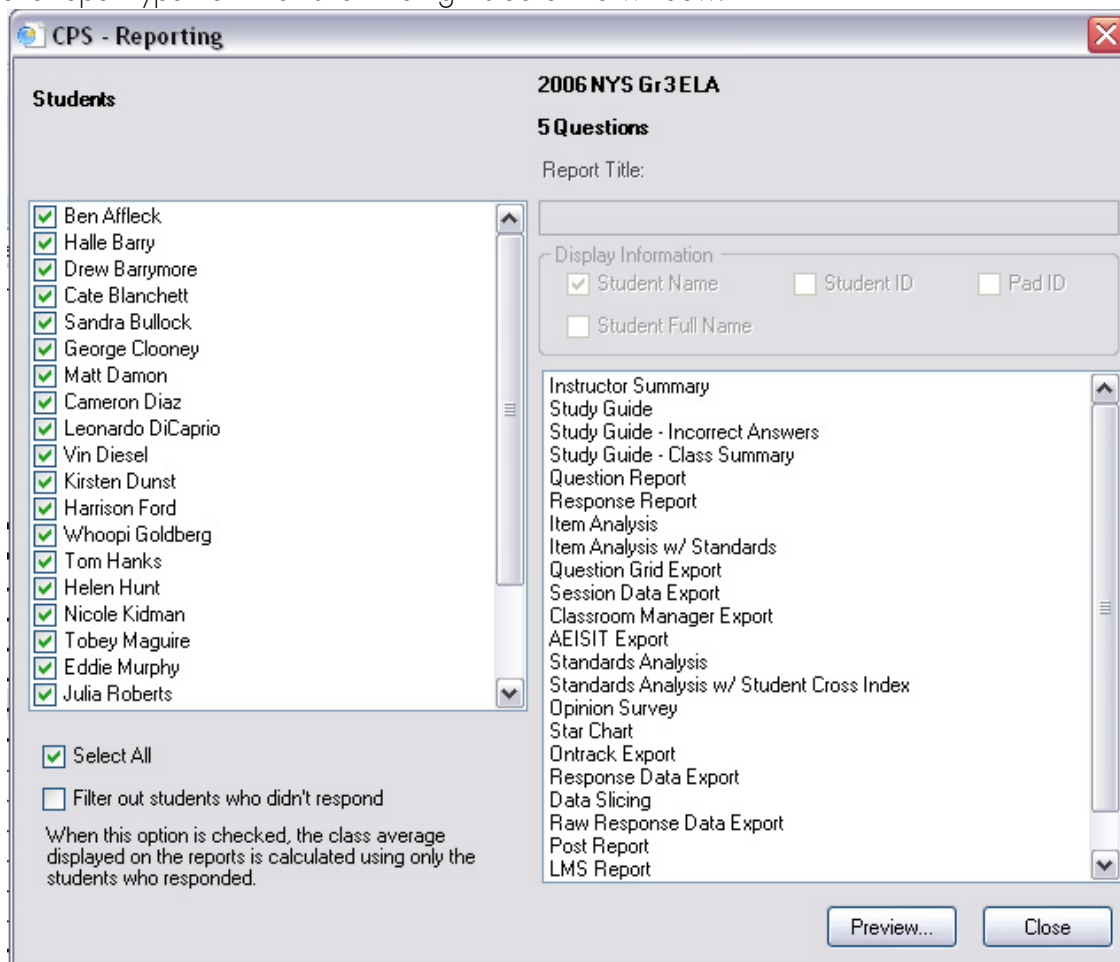


Generate Reports

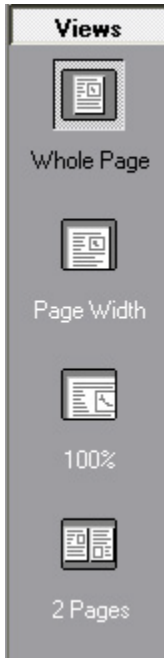
1. Click the **Report>Reports** tab.
2. Select a session from which you want to generate a report.
3. Click **Generate** in the **Reports** group. The **CPS - Reporting** window opens. This window displays the names of the students who participated in the session you selected. It also displays the available report types.
4. Select the students for whom you want to generate a report. Reports include only performance data from students with a checkmark by their name. You can select every student using the **Select All** option or **Filter out** students who didn't respond by selecting **Filter out** students who didn't respond.
5. Select a report type from the list on the right side of the window.






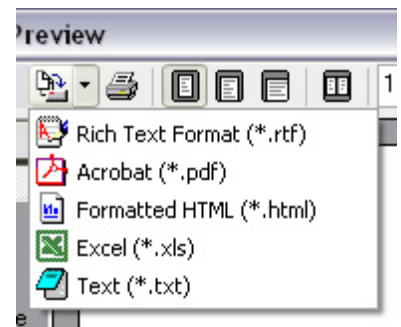
6. Click **Preview**  . A **Print Preview** window opens and displays the report.

7. Click **Views** in the left column of the **Print Preview** window and use the four icons available to see different views of the report. These icons also appear in the toolbar.



8. Click **Export to File**  to save the report in any of the following file formats:

- Rich Text Format (*.rtf)
- Acrobat (*.pdf)
- Formatted HTML (*.html)
- Excel (*.xls)
- Text (*.txt)



9. Click **Printer**  to print the report.

10. To exit the **Print Preview** window, click **Close**  .

11. Click **Close**  on the **CPS - Reporting** window to return to the **Report>Reports** tab.