VIEWING, PRINTING, SAVING, AND EXPORTING REPORTS



## **VIEWING A REPORT**

After logging into SuccessMaker (SM):

SuccessMaker	Help Log o
Home *	
🙀 Users/Groups >	
Courseware >	
Welcome Kimberly Askew	0-59% 👥 60-64% 🎦 65-84% 🌉 85-89% 👥 90-100
Display All Assignments 🔻 for Kimberly Askew 👻	
Groups Students Math Skills Reading Skills State Standards Alerts!	
Assignment Current Average Distribution	Number of Students Options
HSM-03-Askew	
Math (HSM-Three Manager)	10 Standards Details
Math (Kimberly Askew)	1 Standards Details
Reading (HSM-Three Manager)	10 Standards Details
Reading (Kimberly Askew)	1 Standards Details
3	
1	
4	
5	
Aross of Difficulty Donort	
Cumulative Performance Report	
Last Session Report	
Reports: Prescriptive Scheduling Report	

- 1. Click Home
- 2. Click Groups tab
- 3. Check box for group for which reports will be printed
- 4. In bottom left hand corner, choose a report on reports menu
- 5. Click Go

#### VIEWING, PRINTING, SAVING, AND EXPORTING REPORTS



- 6. Choose *Subject* (Math Courses or Reading Courses)
- 7. Click Go

Report Options	Help X
Areas of Difficulty Report	
1 Group, 11 Students Selected	
Course Selection	Choose Subject Choose Subject Math Courses Reading Courses
Additional Grouping	
None 🔫	Remove page breaks
Sort	
Strand	
Display	
Student Name 👻	Mask student display
Dates At Risk	
Since IP 👻	7
Go Cancel	

PEARSON

SuccessMaker Report Viewer			
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Showing page 1 of 1			41 4 Þ IÞ
Areas of Difficulty			
Math		School: Teacher:	
Report Run: 10/10/10 - 5:13 PM		Grade: 3 Group: HSM-03-	
Strand		Skill Description	
		Student	Date at Ris
Applications	3.04	SMMA_LO_01671 • Determine number of hours equivalent to number of minutes.	
			10/07/2010
Measurement	2.60	SMMA_LO_00753 • Measure two lengths and find the sum (metric, sums 2 to 9).	
			10/09/2010
Speed Games	2.20	SMMA_SG_00220 - Practice addition using basic facts; sums less than or equal to 10.	
			09/29/2010
Speed Games	2.90	SMMA_SG_00290 • Practice subtraction using basic facts; minuends, subtrahends less than or equal to 10.	
			09/29/2010
			10/06/2010

Once a report is opened, choose one of the three options to save or print:

- Print Report to print report in .html or .pdf format
- I state to choose the data to be exported to an excel spreadsheet
- Export Report to export all data columns to an excel spreadsheet no data options allowed



PRINTING A REPORT

SuccessMaker Report Viewer						
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Showing page 1 o						41 4 IV
Areas of Difficulty						
Math				School:		
				Teacher:		
Report Run: 10/10/10 - 5:13 PM				Grade: Group:	3 HSM.03.	
				Group.	1000-00-	
Strand	Level	Skill Description				
		Student				Date at Risk
Applications	3.04	SMMA_LO_01671 - Dete	ermine number of hours equ	ivalent to number of min	utes.	
						10/07/2010
Measurement	2.60	SMMA_LO_00753 - Mea	asure two lengths and find th	he sum (metric, sums 2 to	9).	
						10/09/2010
Speed Games	2.20	SMMA_SG_00220 • Pra	ctice addition using basic fa	acts; sums less than or equ	ual to 10.	
						09/29/2010
Speed Games	2.90	SMMA_SG_00290 • Pra	ctice subtraction using basi	c facts; minuends, subtra	hends less than or equal to 10.	
						09/29/2010
						10/06/2010
Speed Games	3.00	SMMA_SG_00300 - Pra	ctice addition using basic fa	acts; sums less than or equ	ual to 15.	

- 1. Choose the 📕 (Print Report) icon
- 2. Choose Print Format
- 3. Click OK

Print Report
Print Format O PDF Auto
<ul> <li>O All pages O Current page O Pages:</li> <li>(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )</li> </ul>
OK Cancel

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#### VIEWING, PRINTING, SAVING, AND EXPORTING REPORTS



#### For HTML:

- 4. Select Printer
- 5. Click Print



#### For PDF:

6. To print report, choose the 👘 icon





#### 7. Select Printer

8. Click OK

Print		
Printer       Name:     HP Photosmart C4700 series       CutePOF writer       Status:     tuP Photosmart C4700 series       Type:     Microsoft Office Document Image Writer       Microsoft XPS Document Writer       Print Range       C All	Properties Comments and Forms: Document and Markups Preview: Composite K 8.5 →	
Current view     Current page     C Pages     I     Subset: All pages in range     ✓     Reverse pages     Page Handling     Copies:     I     Collate     Page Scaling: Shrink to Printable Area     ✓     ✓     Auto-Rotate and Center     Choose paper source by PDF page size		
Use custom paper size when needed  Print to file	Units: Inches Zoom : 97%	8
Printing Tips Advanced	OK Cancel	

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### **EXPORTING A REPORT**

SuccessMaker Report Viewer				
Showing page of 1		1	41.4	
Areas of Difficulty				
Math		School: Teacher:		
Report Run: 10/10/10 - 5:13 PM		Grade: Group:	3 HSM-03-	
Strand	Level	Skill Description		
			D	
Applications	3.04	SMMA_LO_01671 • Determine number of hours equivalent to number of minutes.		
			1	0/07/2010
Measurement	2.60	SMMA_LO_00753 - Measure two lengths and find the sum (metric, sums 2 to 9).		
			1	0/09/2010
Speed Games	2.20	SMMA_SG_00220 • Practice addition using basic facts; sums less than or equal to 10.		
			0	9/29/2010
Speed Games	2.90	SMMA_SG_00290 • Practice subtraction using basic facts; minuends, subtrahends less t	han or equal to 10.	
			0	9/29/2010 0/06/2010
Speed Games	3.00	SMMA_SG_00300 • Practice addition using basic facts; sums less than or equal to 15.		

- 1. Choose the 🕩 (Export Report) icon
- 2. Choose Export Format
- 3. Click OK
- 4. Choose Open or Save

en or Save		2	
Export Report	:		X
Export Format:	Word	·	
<ul> <li>All pages</li> </ul>	Word PowerPoint PDF	ages:	3
(Enter page n	PostScript Excel	nge(s). For example: 1-6 or 1,3,6 )	<b>-</b>
● Auto ○ A	Actual size 🔿 Fit to	o whole page	
		ОК	Cancel



NYC Division of Nonpublic Schools Instructional Step-Set

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