

# How to create and view reports

1. Logon to WELLA Rapid Reports and select Create Report from the Main page
2. Enter the following information:  
Report Type- Student Report (English), Student Report (Spanish) or Class Proficiency Report  
Region, District, School and Class for the Class Proficiency Report. If creating a Student Report you must also select the student or select ""All students for this class"".
3. Click on Submit Request to create the report

## View Reports:

1. Logon to WELLA Rapid Reports and select View Reports from the Main page
2. The user will see a list of all of the reports that they have requested. Due to the time it takes to process the report, they may need to wait a few seconds and click on Refresh to see reports that they just requested. The user can click on the report name to open a pdf window that displays the report.

Please disable all pop-up blocker software prior to using WELLA Rapid Reports. Reports will be viewed by pop-up blocking software as undesirable, and therefore, will be blocked.

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