

# How to create reports

## How To create reports:

blurb goes here...

## Follow the steps below:

1. Click on the link to get back to the main screen
2. Click on Create Reports
3. Choose the type of report you are attempting to create (Class Proficiency report, Student report English, Student report Spanish)
4. Choose the school you are reporting on
5. Choose the class you are reporting on
6. Choose the student you are reporting on (you will not need to choose a student when creating a class proficiency report)
7. Click on Submit Request

To view already created reports:

1. Click on View Reports
2. Click refresh if the report you have created is not listed
3. Sometimes there is a delay to view the reports, Please check back when attempting to view a report that has already been created.

## Additional Notes:

You may only have one pdf report window open at a time. The report window will need to be closed before clicking on another report to view it. This window does not refresh and will always show the report information for which it was originally displayed.

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<https://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=1689>