

# How to create report

Follow the steps below to create a report in WELLA Online.

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

Note: In order to view the report, you will need click Main on the left pane and choose to View Reports.

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