

Viewing & Printing Assessment Reports (with & without data)

From the "Reports" Tab

1. Click "run" by Unit Assessment Report – Four Column

The screenshot shows the 'Preview Report' tab in a software interface. It contains several configuration sections: 'Format' (PDF), 'Layout' (Portrait), 'Report Title' (Unit Assessment Report - Four Column), 'Current Outcome Status' (Currently Assessing), 'Outcome Types & Periods' (Administrative 9/1/2006 - 8/31/2008), 'Hide Inactive Assessment Methods' (checkbox), 'Assessment Method Categories' (list), 'Result Date' (BETWEEN: AND:), 'Sort Results' (Ascending/Descending), 'Result Types' (Criteria Met/Not Met), and 'Result Status' (Improvement Actions). At the bottom are buttons for 'Open Report', 'Download as Zip', and 'Save to Document'. Seven callout boxes with blue borders and white text provide instructions for each step.

2. Select the format

3. Select "Currently Assessing"

4. Select Outcome period

5. Select the box for hiding inactive methods

6. Enter range.
Leave blank to see all previous results

Enter a small range of dates to see no results

Enter a recent range of dates to see most recent entries

7. Click "Open Report"