Viewing & Printing Assessment Reports (with & without data)

From the “Reports” Tab

1. Click “run” by Unit Assessment Report – Four Column

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”