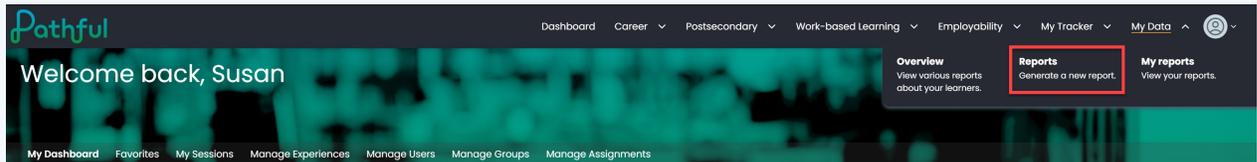


NEW! Generate A Report

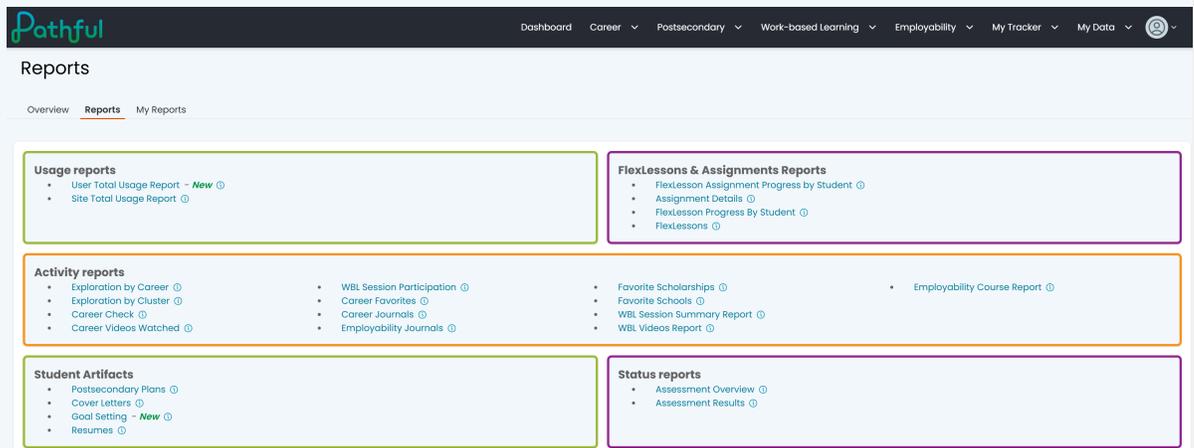
Last Modified on 03/14/2025 1:37 pm EDT

1. From the **My Data** dropdown menu, select **Reports**.



2. Select the desired Report.

- a. Hover over the “i” icon to read a short explanation of the report.
- b. New reports are labeled “New.”



3. Complete all of the required and desired filters.

4. Select **Show Results**.

5. To **Save** the Report:

- a. Select Save Report
- b. Name the Report
- c. Select Save
- d. *Note: when you save a report, you are saving the filters, not the data. If you need to save specific data, it is best practice to run the desired report and then Export the data*

and save it locally. You can also revisit the saved report and adjust the date filters as needed.

6. To **Export** a Report:

- a. Select Export
- b. Save the downloaded file locally

The screenshot shows the Pathful web interface. At the top is a navigation bar with the Pathful logo and menu items: Dashboard, Career, Postsecondary, Work-based Learning, Employability, My Tracker, and My Data. Below the navigation bar is a breadcrumb link: Back to My Reports. The main heading is 'Assessment Overview'. Below this is a 'Select filters for the report' section containing several input fields: 'Last 30 Days', 'Licenses', 'Select grade(s)', 'Groups', 'Select user type(s)', 'Username', 'First Name', 'Last Name', 'SIS ID', and 'Unique ID'. At the bottom of this section are three buttons: 'Show Results', 'Save Report', and 'Export Results'. The 'Export Results' button is highlighted with a red border.