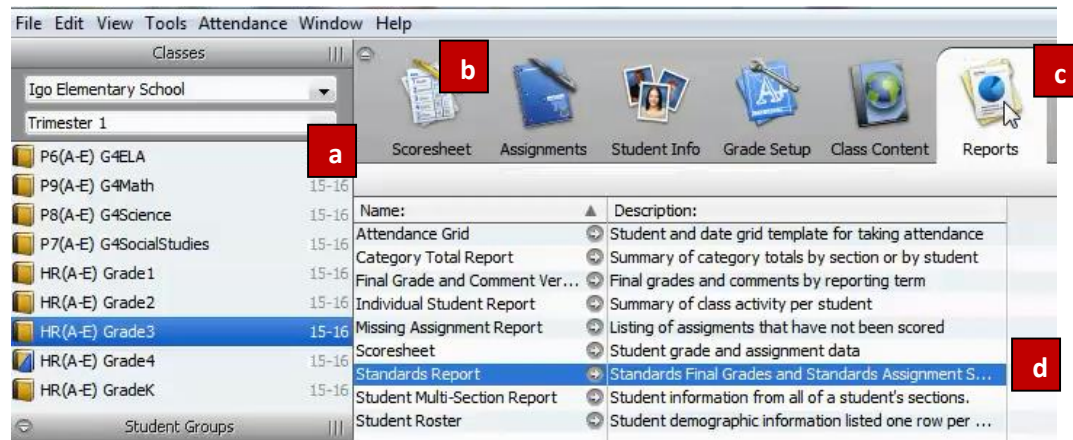


# How to Run the Standards Report

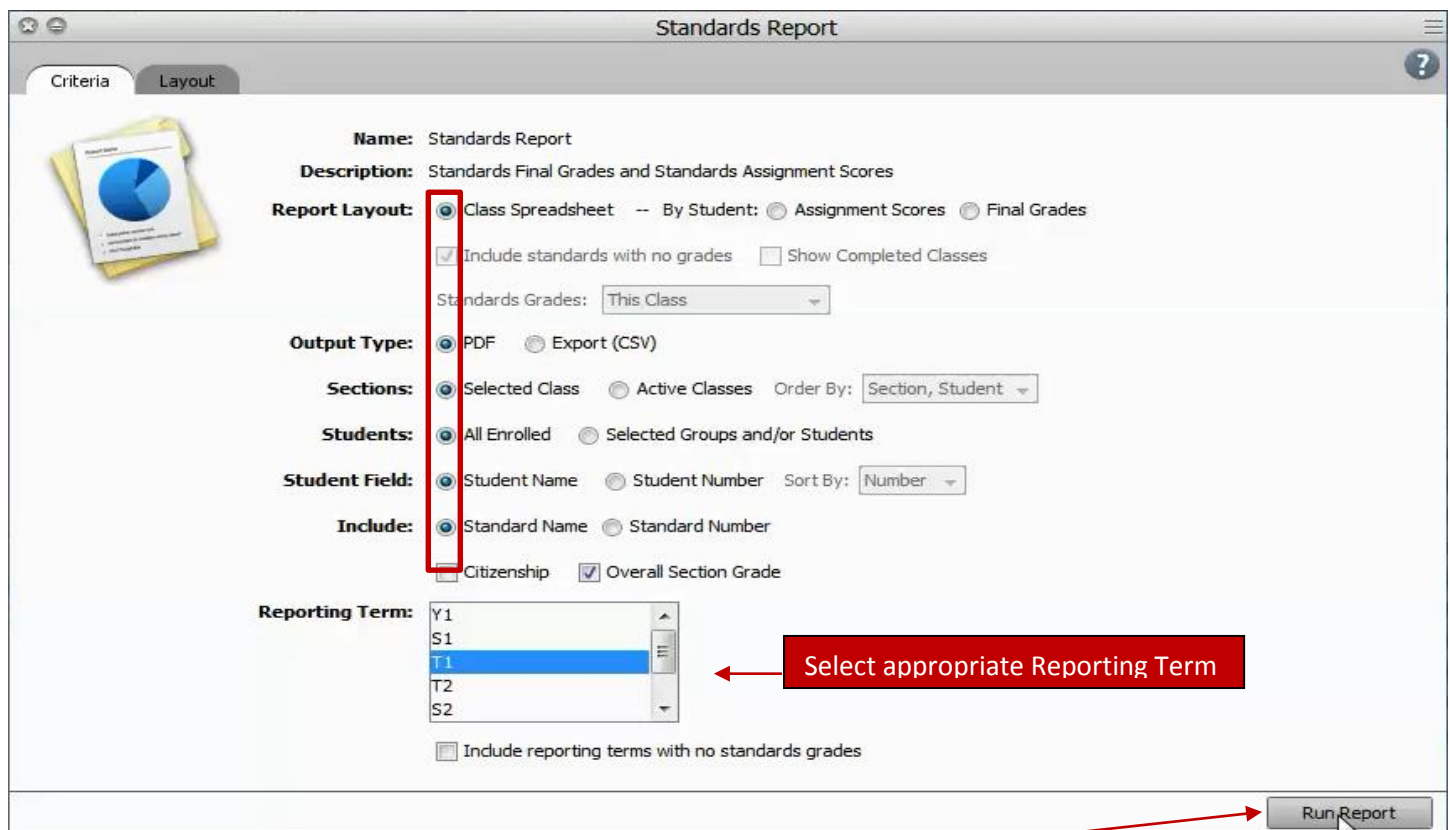
A **Class Spreadsheet Report** will create a document listing your students vertically and the standards horizontally (as seen in Gradebook). A printout of this report may serve as a template for entering your students' scores into Gradebook. Note that this report will not gray out standards that are not reported for the term.

1. Log into **Gradebook**.
2. **Select** your **(a) class, year, and reporting term**.
3. Click the **(b) Scoresheet tab on the top toolbar** and **enter at least one grade** for one of your students.
4. Click the **(c) Reports tab** on the top toolbar.
5. In the **Reports** window, double-click **(d) Standards Report**.

*Important! Your report will not run correctly without at least one grade entered for your class.*



6. In the **Standards Report** window, make the selections indicated below:



7. Then click **Run Report**.

8. To **open** the report:
  - a. Select the **Open Report** option.
  - b. Click **OK**.
9. To **save** the report to a file:
  - a. Select the **Save Report** option.
  - b. Click **OK**.
  - c. **Enter a file name** of the report in the **Save As** field.
  - d. **Choose the location** where you want to save the report.
  - e. Click **Save**, then click **OK**.
  - f. To view the report, navigate to where the report was saved and open it.