

Downloading Custom Reports

Follow these steps to make a custom report from Reports:

1. [Locate](#) and open the Report
2. Select **Create a New Report**
3. Select a subject from the drop-down (Selecting Teachers or Schools produces a report summarized by that group)
4. Enter a report title
5. **Save Changes**

6. Select filters and data set and click **Next Step**

7. Refine your data set and click **Save Changes**
8. Click on the icon corresponding to the file format you would like the report downloaded in.





Downloading a Custom Report from Students

Your report will be scheduled for download. A status message will be displayed.

Your report has been submitted for processing. You may continue to use DataDirector and you will be notified when processing is complete. Click [here](#) to view status of and download your report.

You may continue to work in DataDirector while your report is being processed. You will receive an updated status message when the process is complete and the report is available for download.

Click the link in the message to view the status of your download. Reports are available within DataDirector for two calendar days. Click the file format icon in the list to access your report. It is important to save your report to your desktop if you would like to access the report beyond the two day period. If your report expires, you will need to download it again by selecting the **Custom Reports**.

Report	Status
 (2010-2011 Very Big Report) 05/25/11 9:50 am	Finished
 (Copy of Student Search 501) 05/25/11 9:37 am	Finished