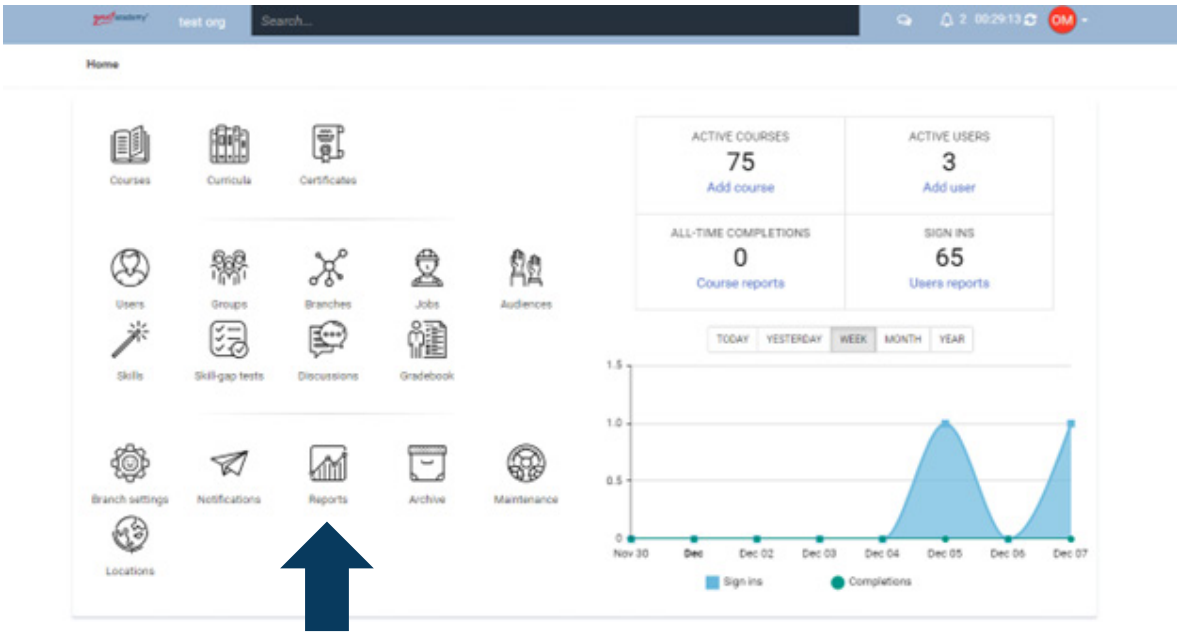
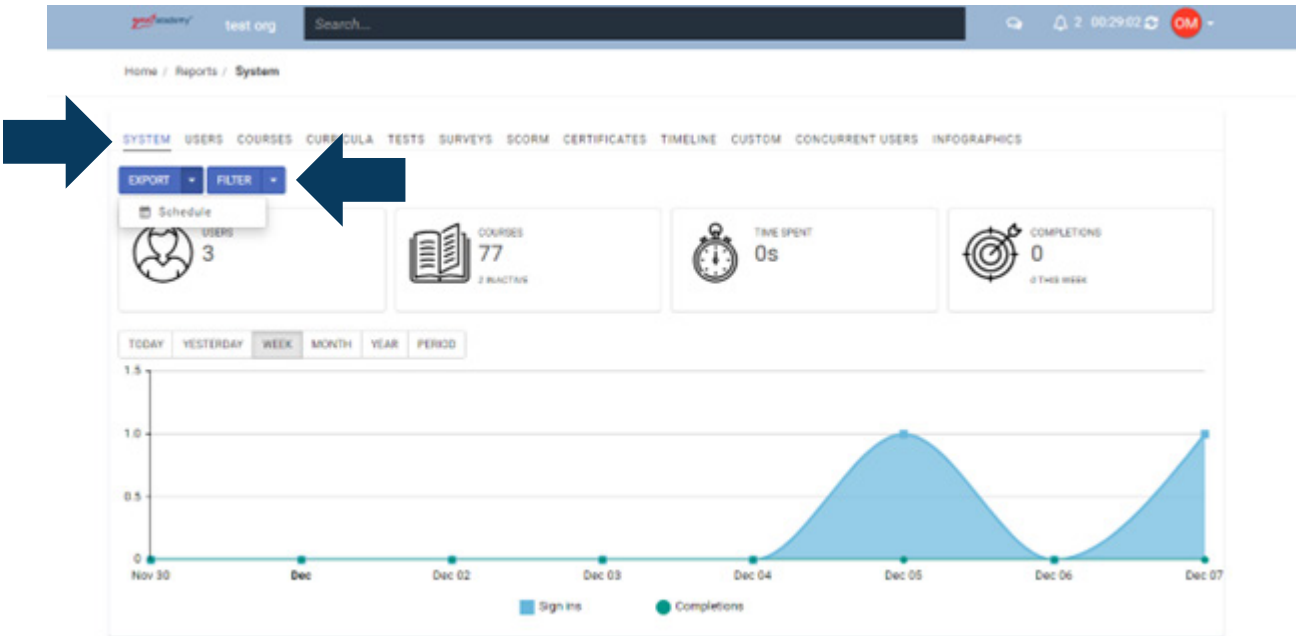
GreatAcademy® – How To Pull Reports

1. From your portal admin home page, click on **REPORTS**.



2. From the Systems tab, you can pull a report on your entire portal and schedule it to go out.



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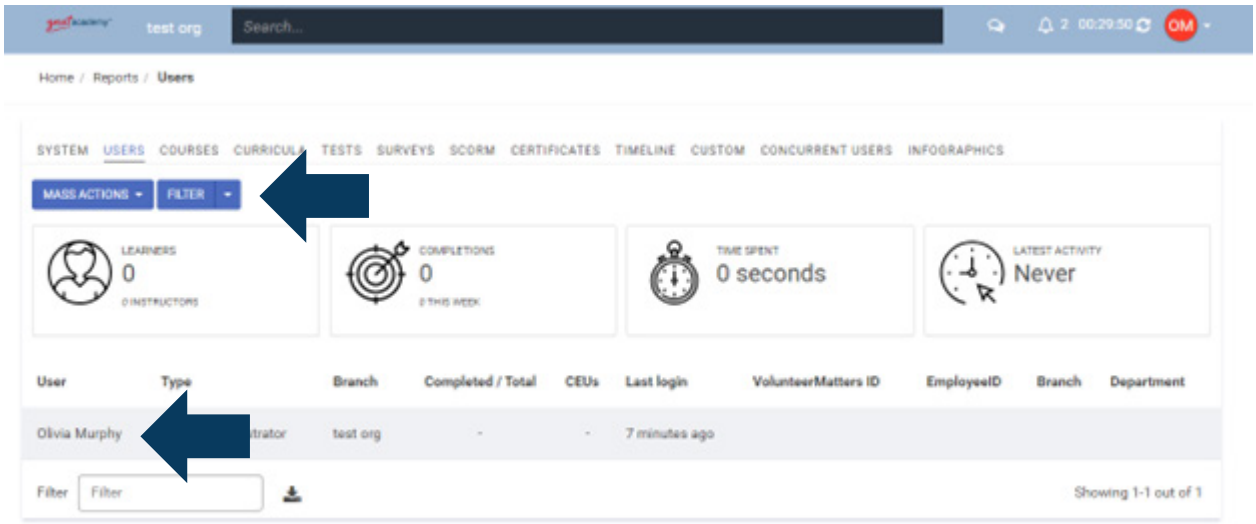
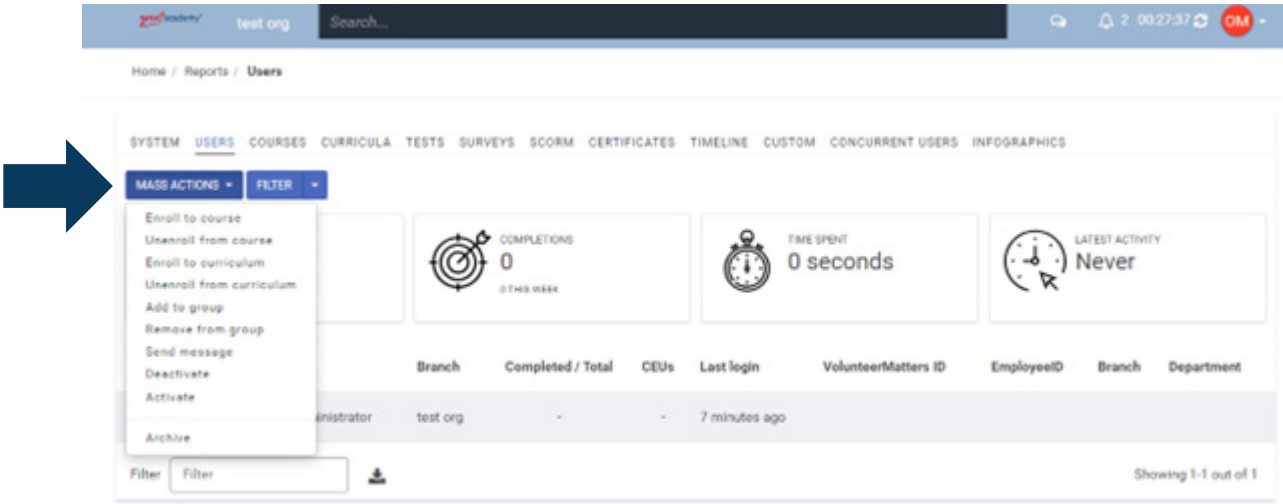
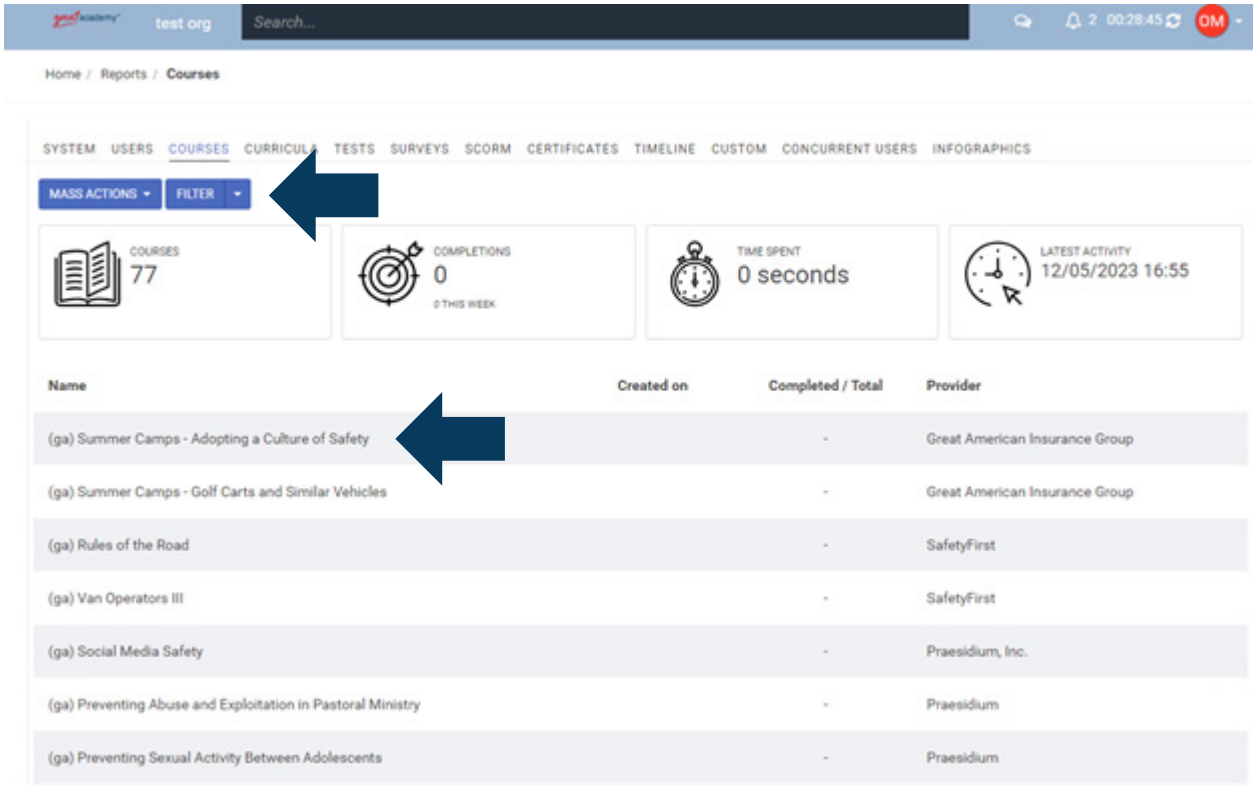
3. On the Users Reports tab, you can pull a report on specific user by clicking on their name. You can also use the **FILTER** button to narrow down your list of users.



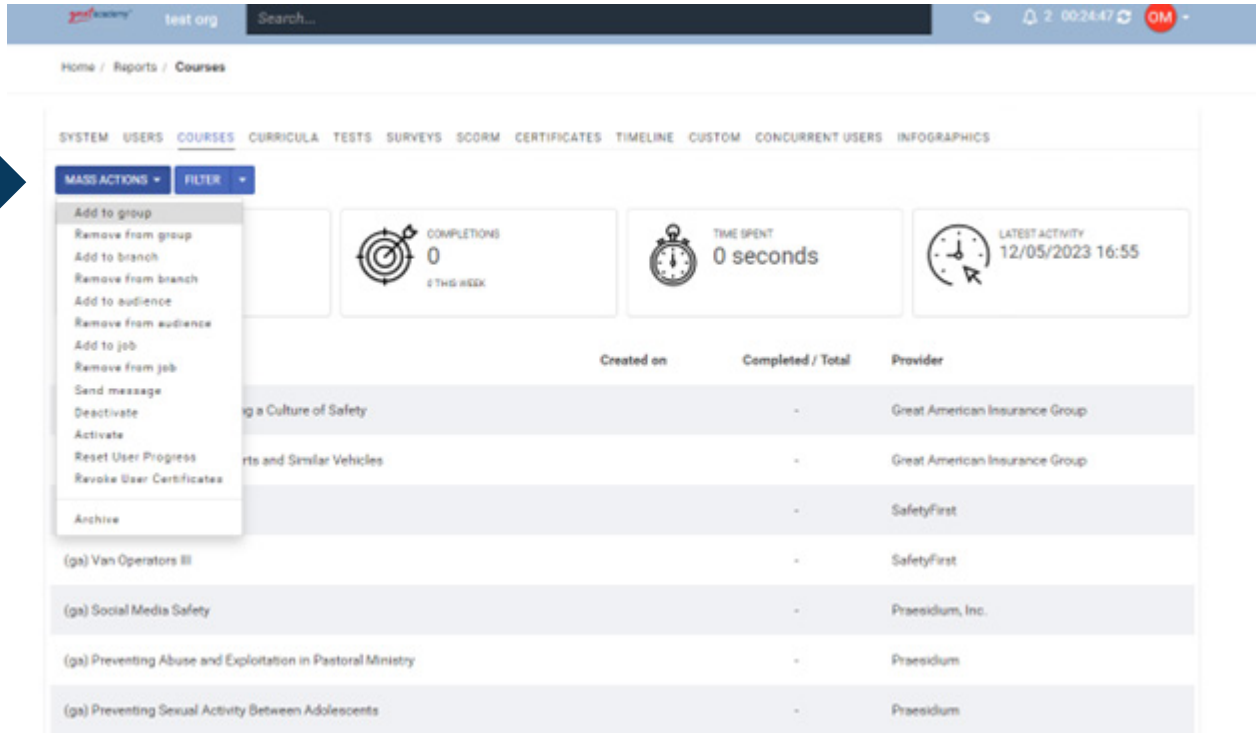
4. Use the **MASS ACTIONS** button to make changes to users in bulk.



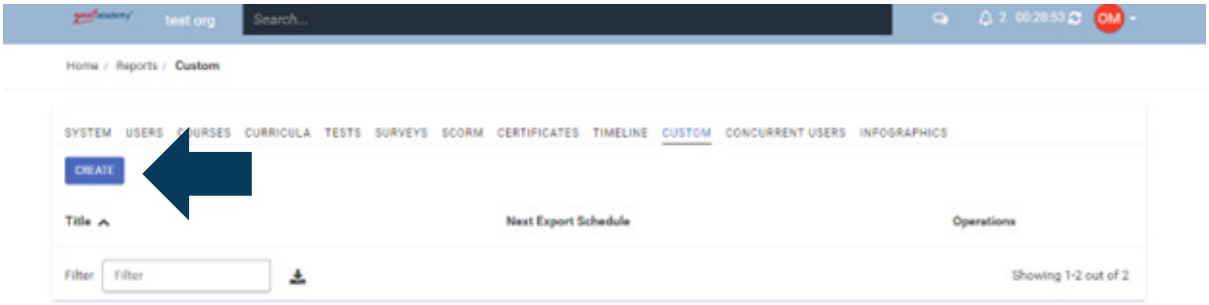
5. On the course reports, you can pull a report on a specific course by clicking on the course name. You can also use the **FILTER** button to narrow down your list of courses.



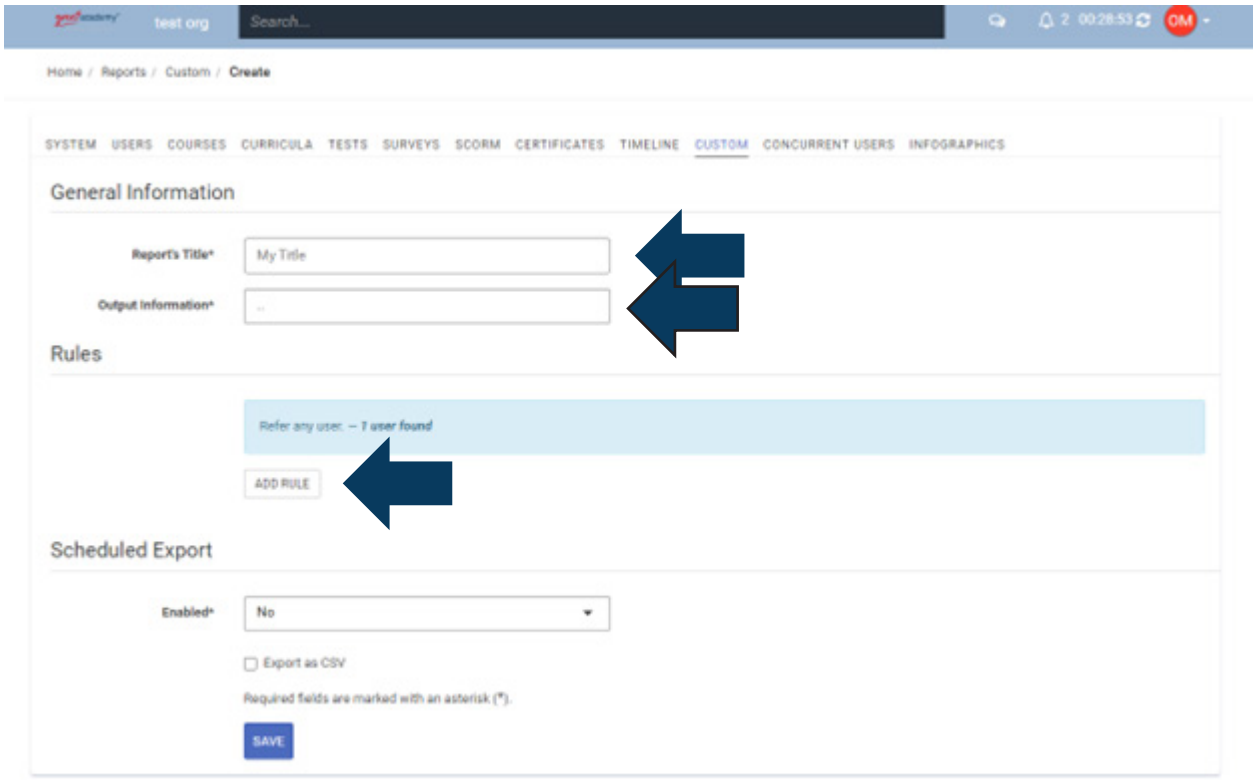
6. Use the **MASS ACTIONS** button to make changes to courses in bulk.



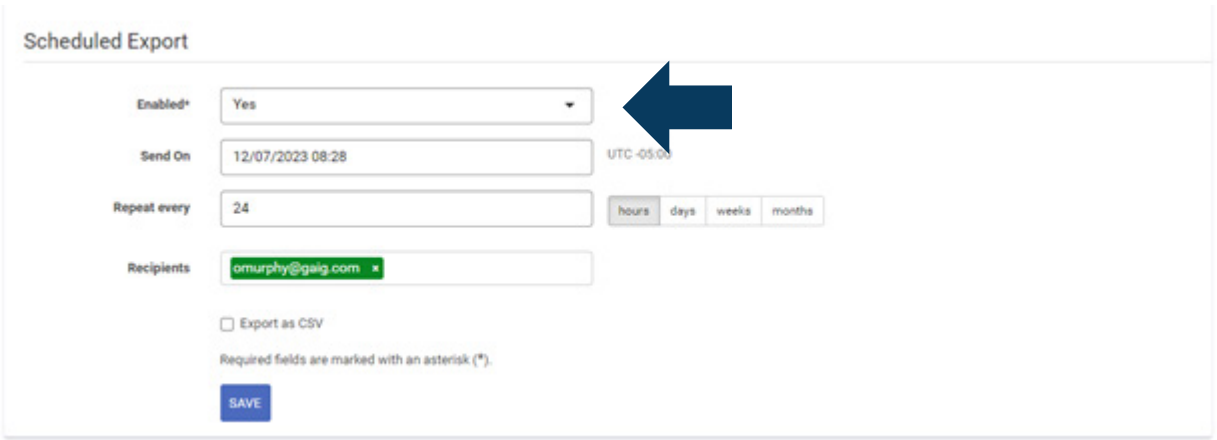
7. On the custom reports, you can create your own unique reports by clicking on **CREATE**.



8. Give the report a name, select all fields that you would like to see on your reports under output information, and choose any rules you would like to put in place for your report.



9. You can choose to schedule your custom reports by enabling custom reports and choosing how often and whom you would like them to go to.



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