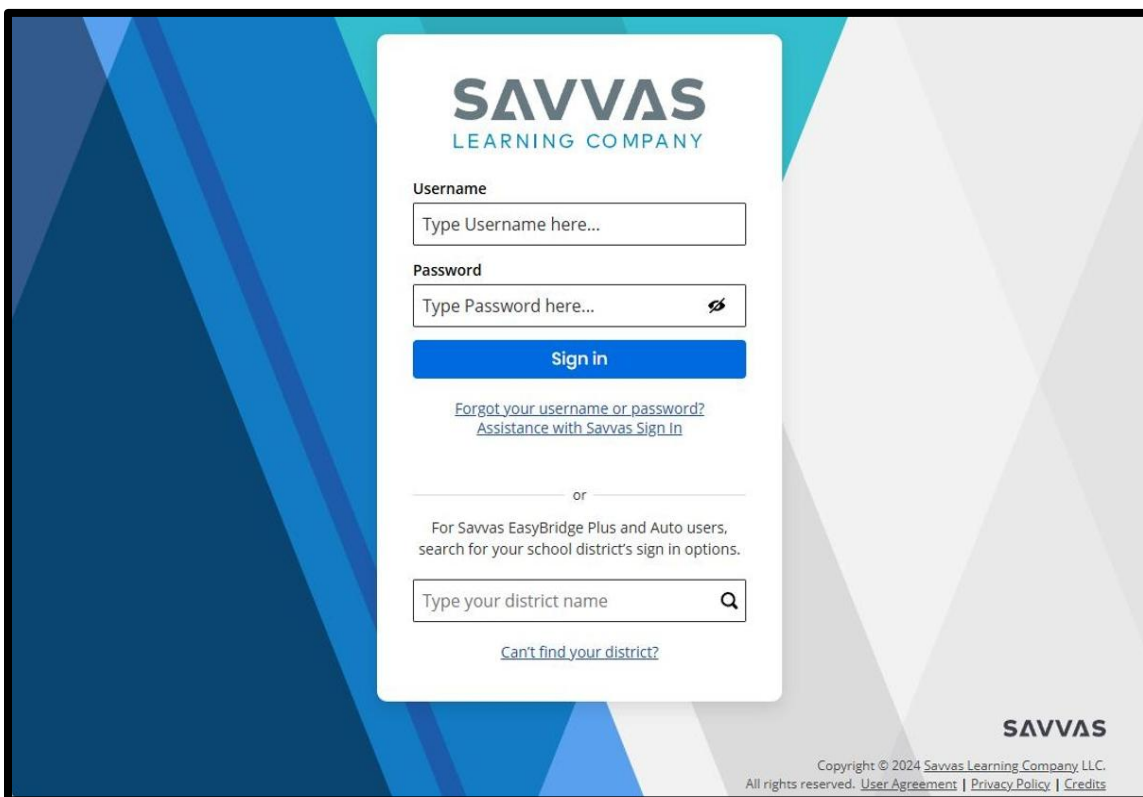


How to Create, Send and Schedule Reports on Realize Reports

Steps to Success:

1. Navigate to <https://www.realizereports.com/>. Sign in with your credentials.



The image shows the login page for SAVVAS Learning Company. It features a central white login box on a blue and grey geometric background. The box contains the SAVVAS logo, fields for Username and Password, a Sign in button, and links for forgot password and assistance. Below the login box, there is a section for district search with a search bar and a link for finding the district. The footer includes the SAVVAS logo and copyright information for 2024.

SAVVAS
LEARNING COMPANY

Username
Type Username here...

Password
Type Password here...

Sign in

[Forgot your username or password?](#)
[Assistance with Savvas Sign In](#)

or

For Savvas EasyBridge Plus and Auto users,
search for your school district's sign in options.

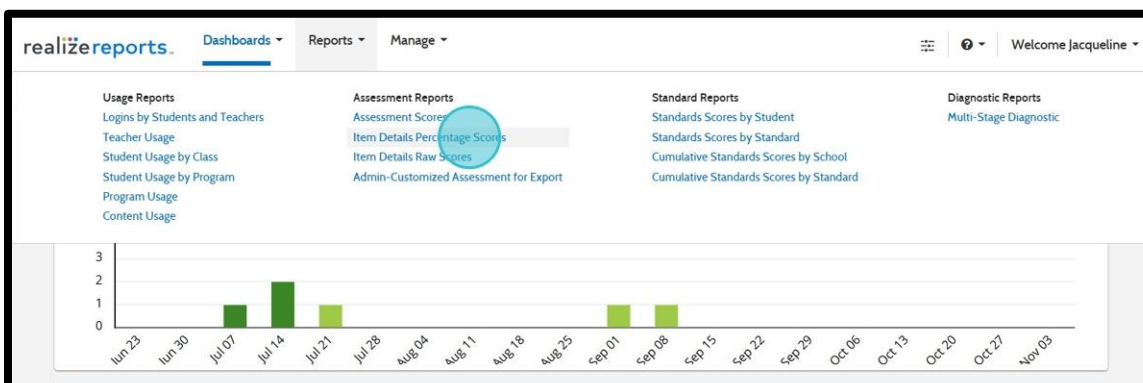
Type your district name

[Can't find your district?](#)

SAVVAS

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2. Hover over the **Reports Tab** at the top of the page. Click on the type of report or Data you want to view.



*For this example, the Assessment Report titled *Item Details Percentage Scores* was selected.

3. Depending on the type of report you select, several options will be available to filter the data as needed. Once you have selected all of your appropriate filters, click **Run Report**.

The screenshot shows the 'realizerreports' interface. At the top, there are navigation tabs: 'Dashboards', 'Reports' (selected), and 'Manage'. A user greeting 'Welcome Jacqueline' is visible. The main heading is 'New Features District' followed by 'Item Details Percentage Scores'. Below this, there are several filter sections: 'Dates' (is in the Past, 14, Complete Weeks), 'Schools' ((All) Selected), 'Teachers' ((All) Selected), 'Classes' ((All) Selected), 'Students' ((All) Selected), 'Program *' (Experience Math), and 'Assessment *' (Grade 3 Online...). A blue 'Run Report' button is prominently displayed. 'Save' and 'Load' links are also present.

Things to consider when filtering data:

- The larger the data set, the longer the report will take to compile.
- Dates are filtered by days, weeks, and months. A “Complete” week or month is considered complete at midnight the day before you are running the report. For example, if you select “Complete Week” on a Tuesday, the report will run from the previous Monday to the current Monday.
- In some instances, you can narrow data options by schools, teachers, classes, or students to ensure you are focusing on the data desired.
- You can select for specific programs, and even narrow items down to specific assessments. This may be helpful for common assessments that you, as the administrator, could have assigned to a particular group.

4. Once ready, the report will automatically populate. If any portion of the data report you compiled is expandable, arrows will be seen that precede the data that is provided. Click on any **arrows** to expand the data. In some instances, you can continue to expand the data down to the individual student, as shown below.

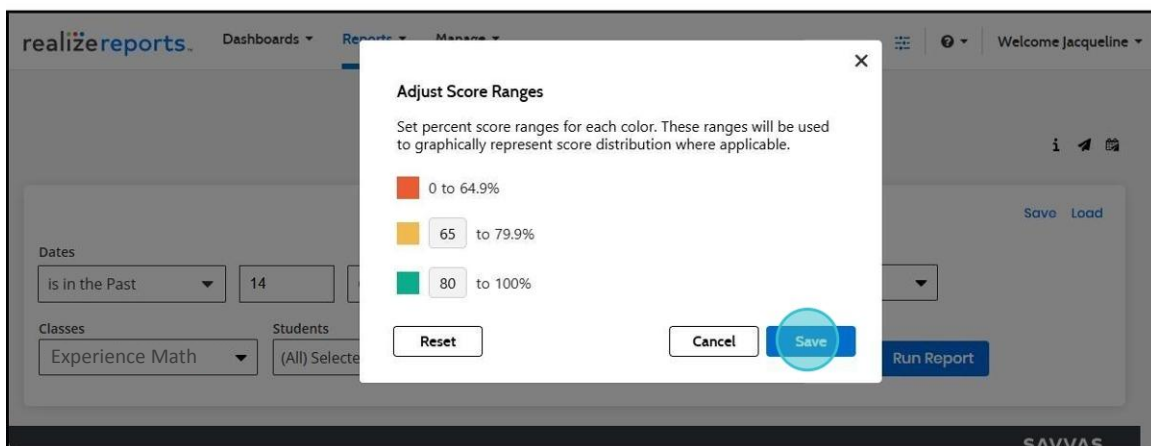
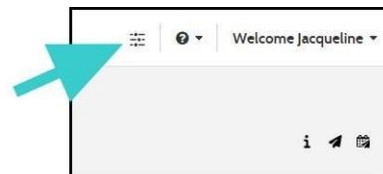
The screenshot shows the populated report data. The table has columns for District, School, Class - Teacher, Student Name, Submit Date, and % Score. The data is expandable, with arrows indicating where to click to view more details. A blue circle highlights the expandable arrow next to the 'Demo Student' entry.

District	School	Class - Teacher	Student Name	Submit Date	% Score
New Features District	New Features School	Experience	Math		100%
		Grade 3	P.1-Andy		100%
		Swank			100%
			Demo Student		100%

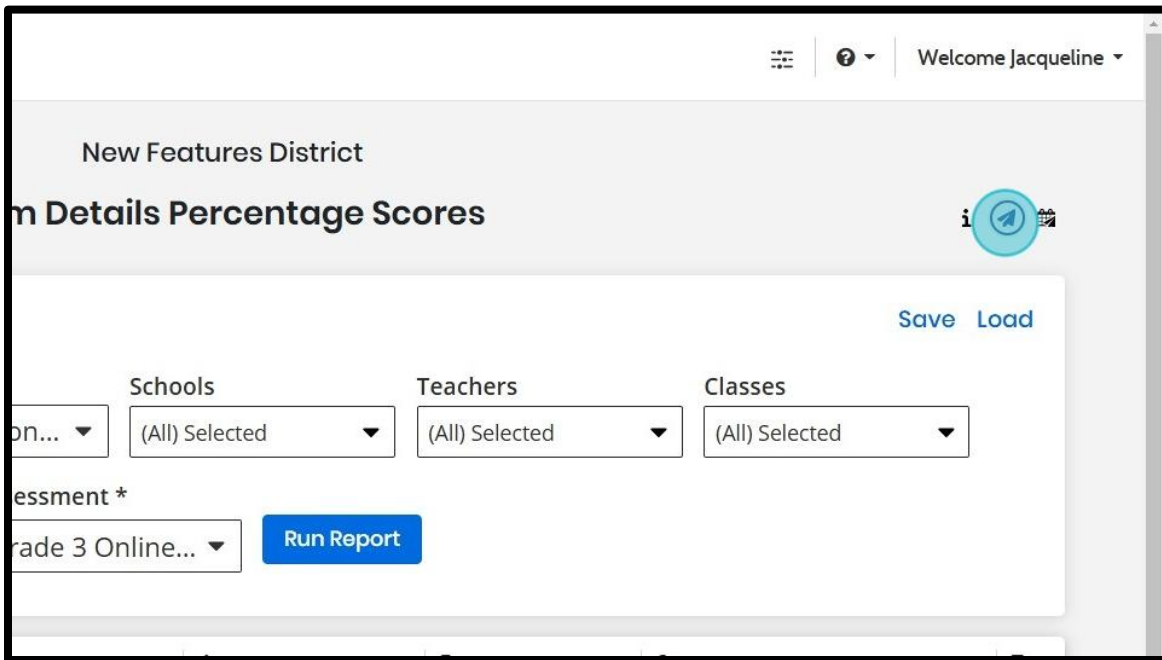
5. Assessment Reporting will be color-coded by general mastery level based on score ranges.

[illegible]

Pro Tip! Adjust the color-coded score ranges for data. Click on the **Sliders Icon** to reveal a pop up that allows you to change the ranges to suit the needs of your campus/district. Click **Save** to ensure your selections will be saved.

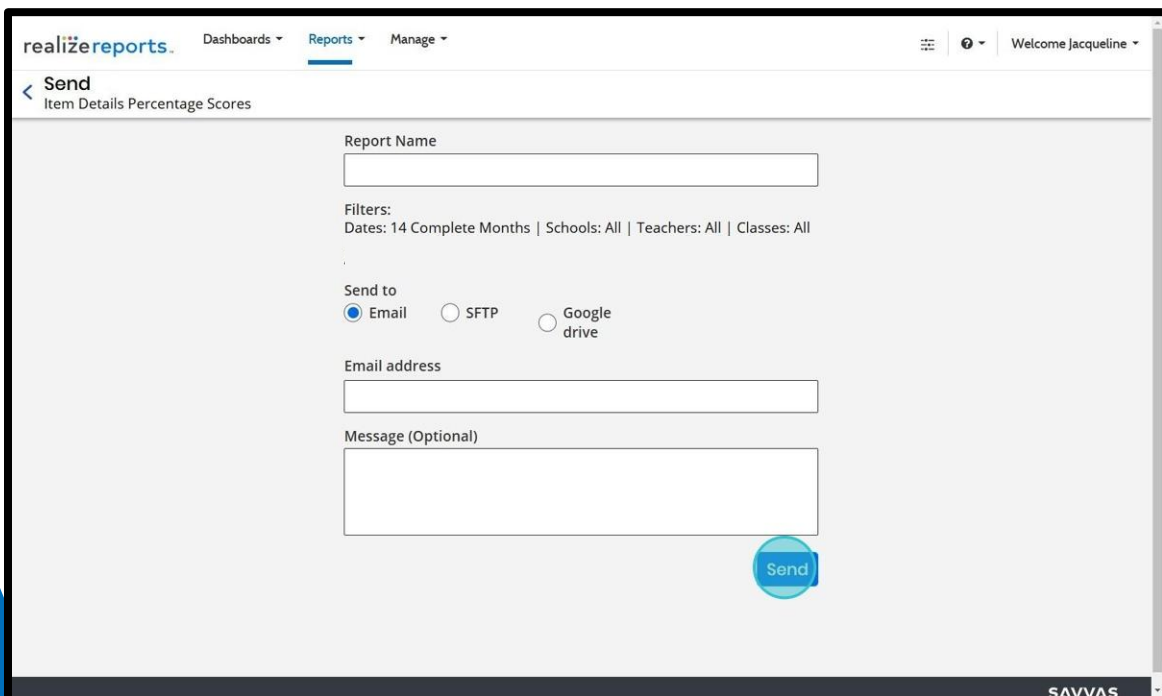


6. Send the report to yourself or others using the **Send Icon**. This allows for later viewing, as well as a method to share data among teachers and/or other stakeholders.



The screenshot shows a web interface for generating a report titled "Item Details Percentage Scores". At the top, there is a navigation bar with a menu icon, a help icon, and a user greeting "Welcome Jacqueline". Below the title, there are three dropdown menus for "Schools", "Teachers", and "Classes", all currently set to "(All) Selected". To the right of these menus are "Save" and "Load" buttons. Below the dropdowns, there is a "Run Report" button. A "Send" icon (a blue circle with a white arrow) is located in the top right corner of the report area.

7. After naming the report, select how you want the report sent: **Email**, **SFTP**, or **Google Drive**. The file will arrive as a raw CSV format or via a third-party system (SFTP) that your district may use to compile data. Add email addresses for your recipients, include an optional message, and click **Send**.



The screenshot shows the "Send" configuration screen for the report. The page title is "Send" with a back arrow icon. Below the title, there is a "Report Name" input field. Under "Filters:", it shows "Dates: 14 Complete Months | Schools: All | Teachers: All | Classes: All". The "Send to" section has three radio buttons: "Email" (selected), "SFTP", and "Google drive". Below this is an "Email address" input field and a "Message (Optional)" text area. A "Send" button (a blue circle with a white arrow) is located at the bottom right of the form. The footer of the page includes the "realizereports." logo, navigation links for "Dashboards", "Reports", and "Manage", and the "SAVVAS" logo.

8. Schedule a data report to be sent to yourself or others using the **Schedule Icon**. This allows administrators to schedule data reports to be compiled and sent for the entire school year.

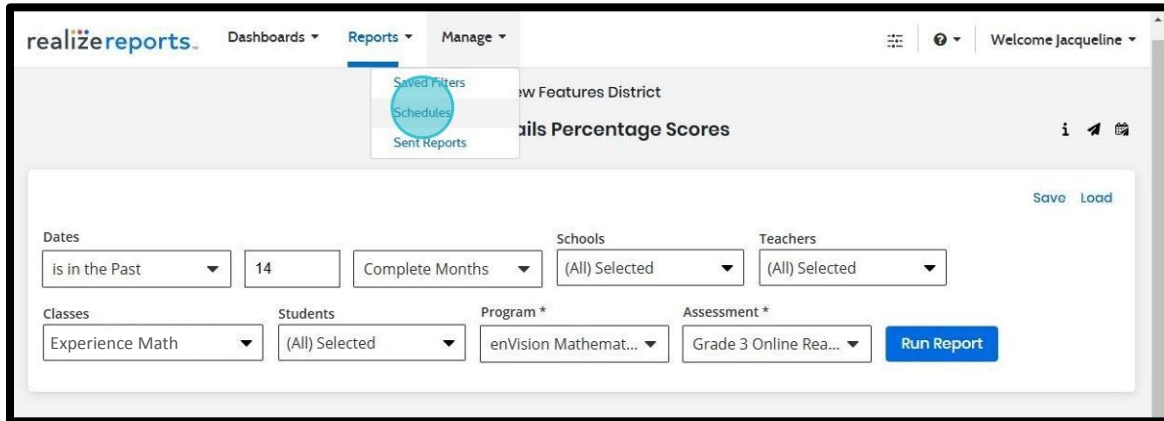
The screenshot shows a web interface for 'New Features District'. The main heading is 'Item Details Percentage Scores'. Below this, there are three dropdown menus for 'Schools', 'Teachers', and 'Classes', all set to '(All) Selected'. A 'Run Report' button is visible. The interface also includes a 'Save' button and a 'Load' button. A 'Schedule' icon is highlighted in the top right corner.

9. Name the schedule for the data report you want, review your filters, select the method of sending, add recipient email addresses, choose the frequency of delivery, and enter a start and end date for sending the scheduled data report. Review your selections and click **Schedule**.

The screenshot shows the 'realizereports' interface for scheduling a report. The form includes the following fields and options:

- Schedule name:** A text input field with the placeholder 'Type Schedule Name here...'.
- Filters:** A summary line showing 'Dates: 14 Complete Months | Schools: All | Teachers: All | Classes: 1 Value Selected |'.
- Send to:** Radio buttons for 'Email' (selected), 'SFTP', and 'Google drive'.
- Email address:** A text input field with the placeholder 'recipient@email.com' and a close button 'X'.
- Message (Optional):** A text input field with the placeholder 'Include an optional message to recipients here...'.
- Frequency:** Radio buttons for 'Daily', 'Weekly' (selected), and 'Monthly'. Below this is the text 'Send a report on the same day every week'.
- Start first report on:** A date input field with the value '11/19/2024'.
- Stop sending report after:** A date input field with the value '02/11/2025'.
- Footer:** A note stating 'The first report will include data from 09/01 through 10/31 and will send on 11/19.' and a 'Schedule' button.

10. Change, edit, or delete a scheduled data report by hovering over the Manage Tab and clicking **Schedules**.



*Note: View your saved data filters and any reports you have sent in this same location.

Thank you for viewing these Steps to Success! We hope you found this tutorial helpful. Be sure to check out [My Savvas Training](#) for more tutorials and tips.



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