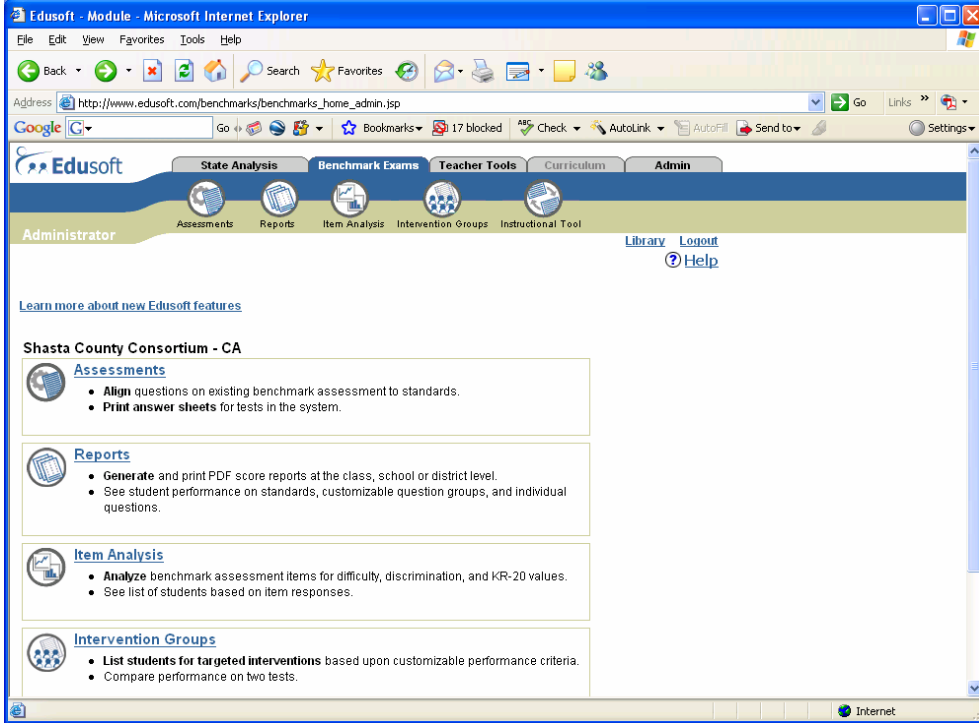


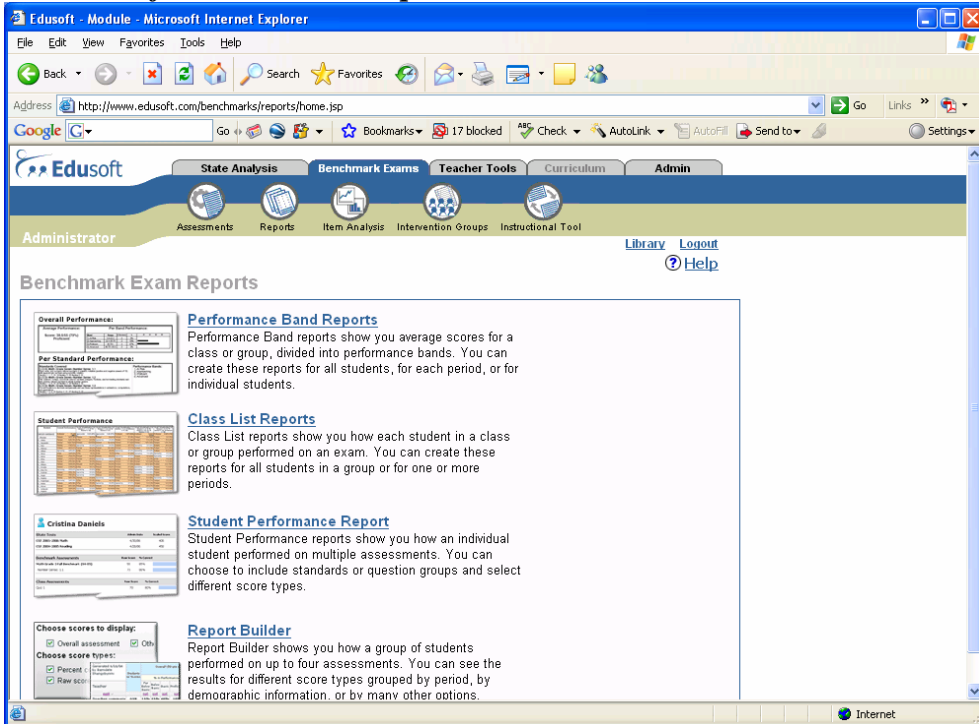
For Teacher Friendly Reports from Edusoft Assessments

Log on Edusoft

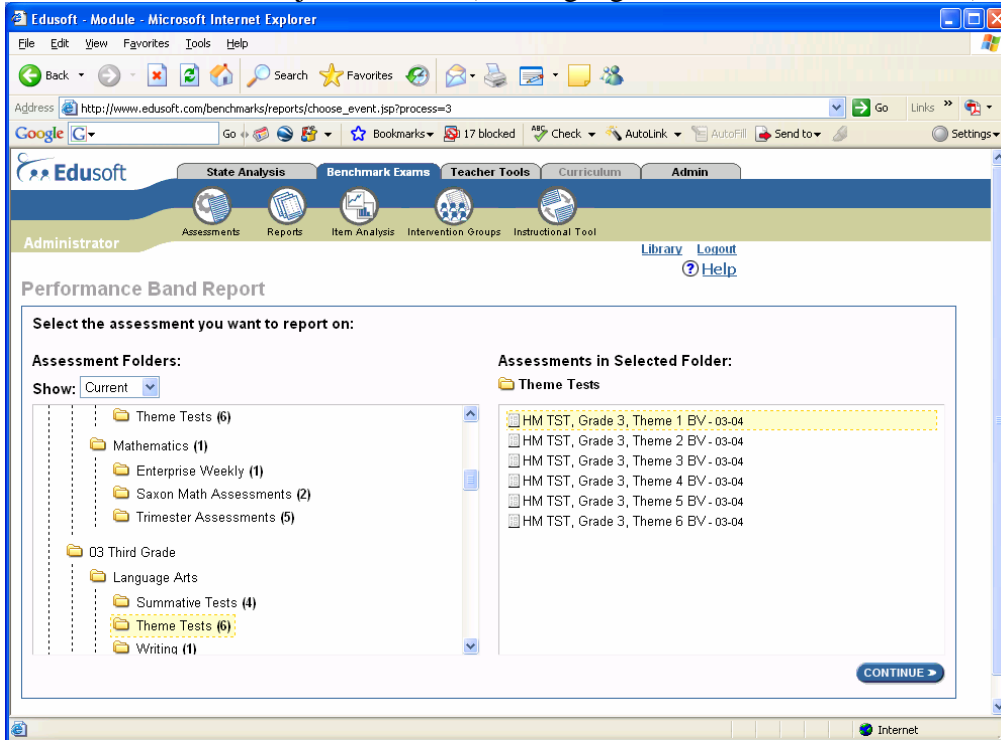
Go to *Benchmark Exams*



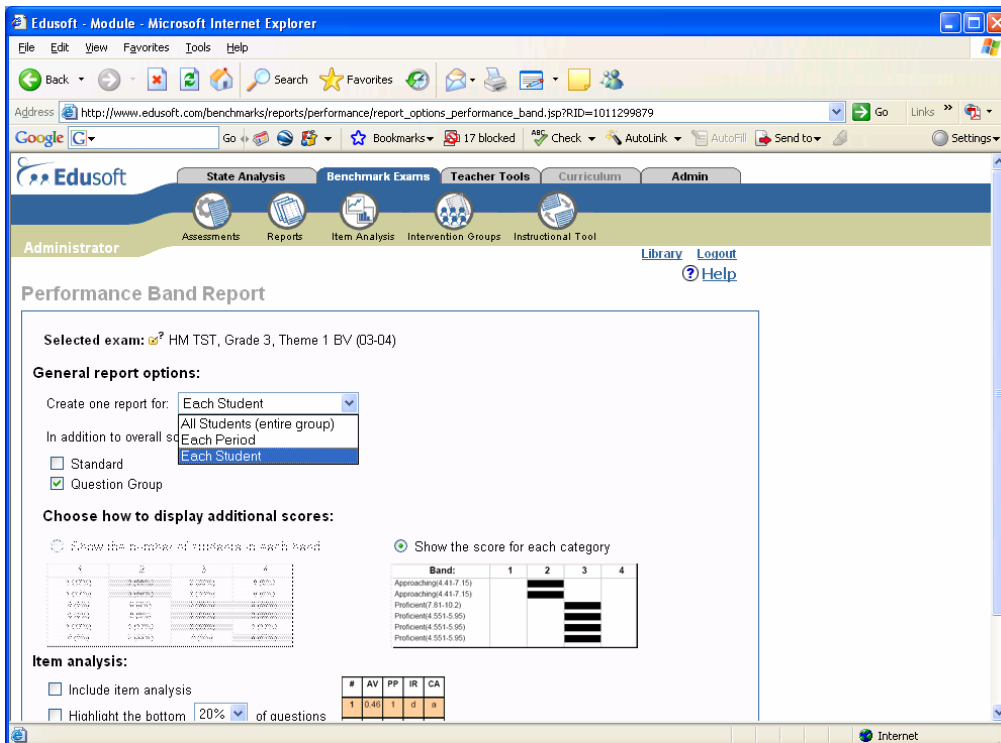
Choose *Performance Band Reports*

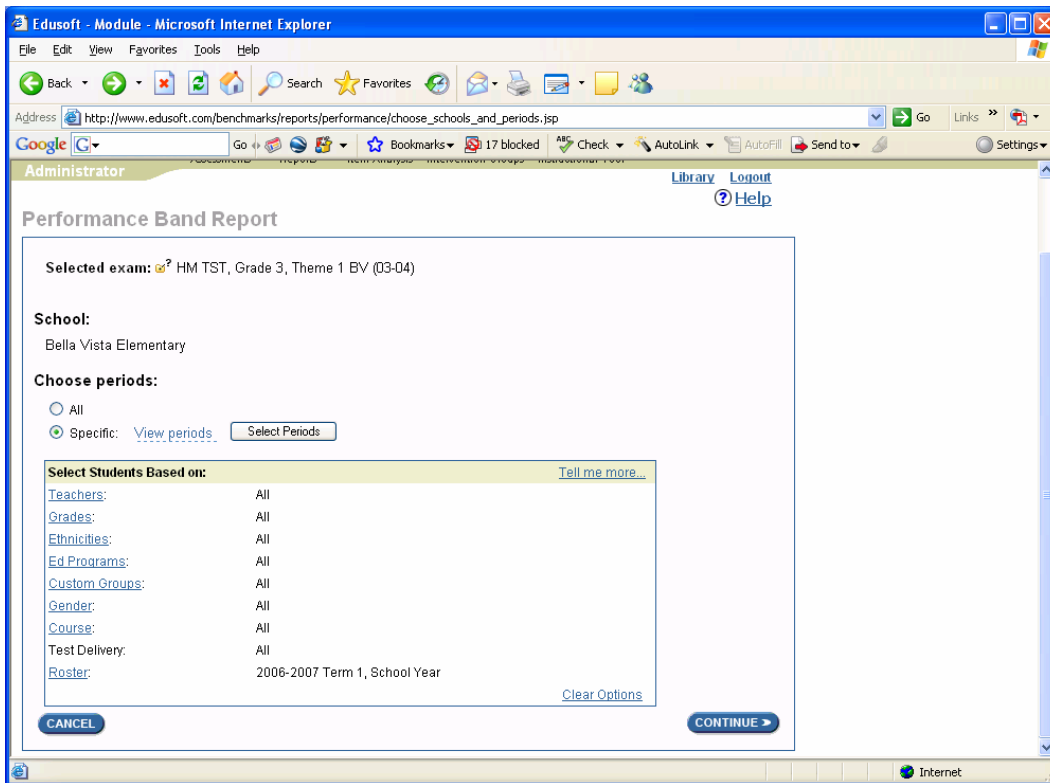


Choose the correct subject and test (i.e. language arts, theme tests, theme 1) and then hit *continue*

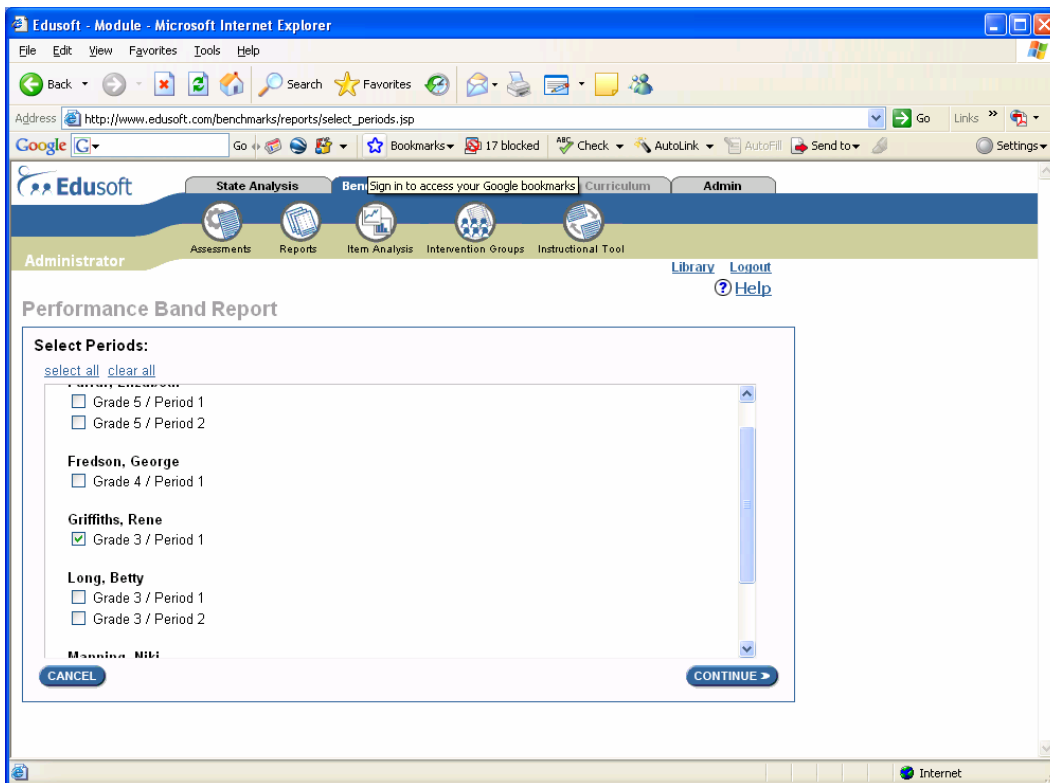


Find the drop down menu next to “*Create one report for:*” and choose “*each student*” and hit *continue* on the bottom

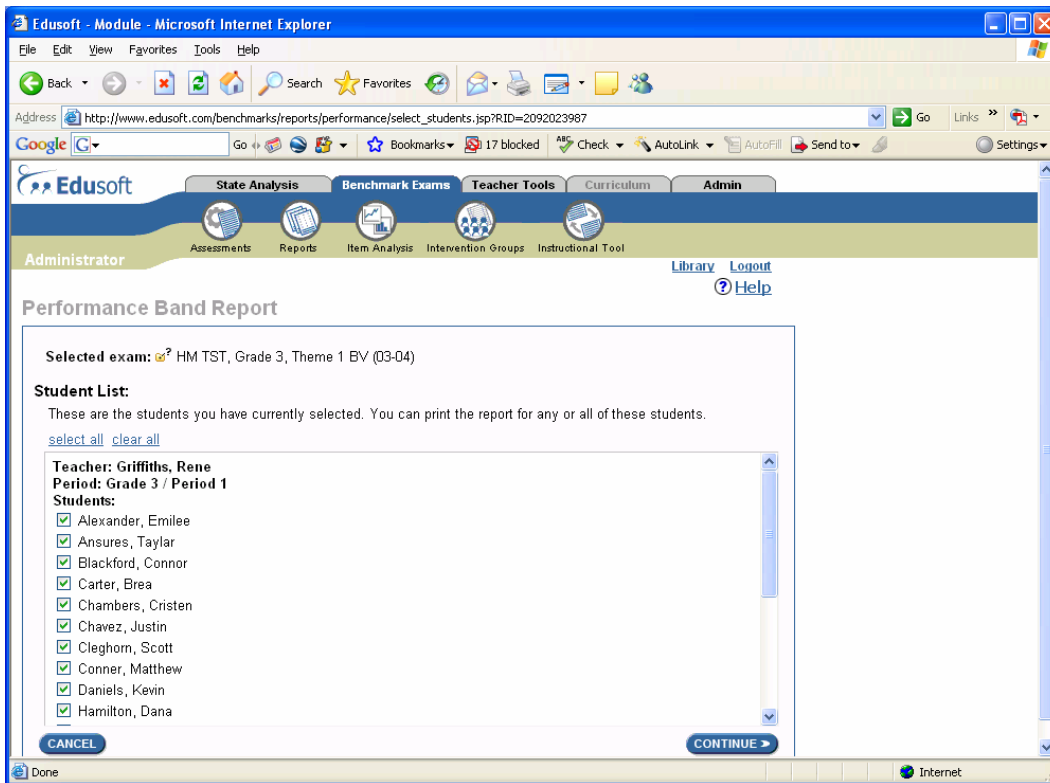




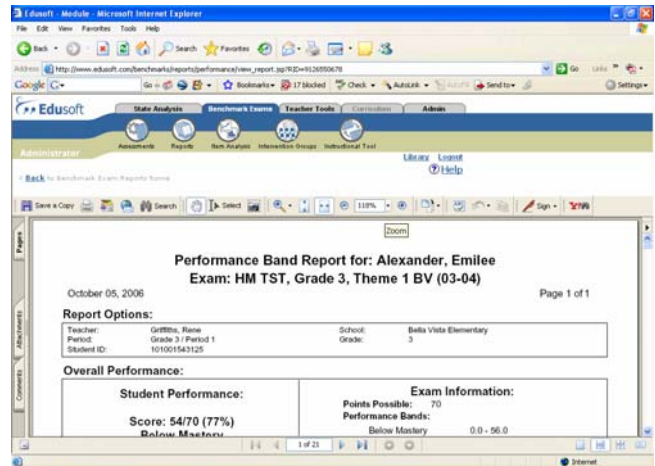
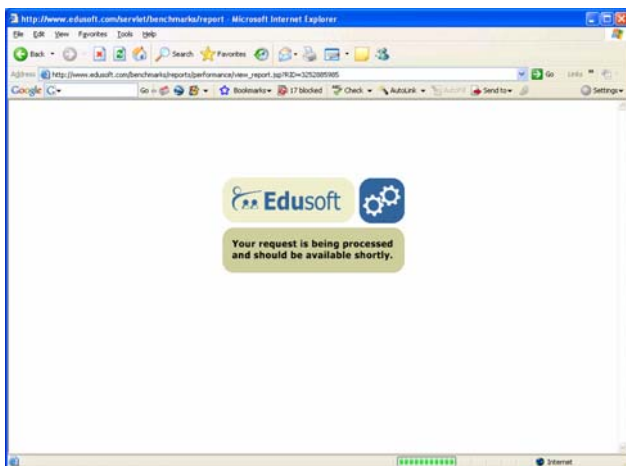
Select your *grade* and *period*, then hit *continue*



Repeat this step: select *period*, then select *grade* and *period* then hit *continue*
 Next, you will see your class roster with each student's name checked, hit *continue*



Next, you will see the Edusoft gears spinning to generate your reports



Lastly, your reports will be in view, ready for printing. Remember to **use the tool bar in the pdf window on the Edusoft page for printing.**

Hope that helps!