Editing and Deleting Published Reports

As a report manager, you can edit or delete any published report in the report banks to which you have access.

Change the Details of a Published Report

To modify the name, description, or category of a published report:

1. Roll your cursor over School & District Data and select **Report Bank**

2. If you have access to multiple banks, use the Institution menu to navigate to the applicable bank

3. Expand the appropriate category by clicking the **+** sign

4. Find the report and click **More**

5. Click **Edit Name and Description**

6. Make your changes

7. Click **Save Report**

   If the report is published to more than one bank (contextualized), the changes will appear in all banks.

Retract a Contextualized Report

To remove a report that was published to multiple report banks:

1. Roll your cursor over School & District Data and select **Report Bank**

2. Open the Institution menu and select one of the schools

3. Expand the appropriate category by clicking the **+** sign

4. Find the report and click **More**

5. Click **View Publication Details**

6. To retract the report, click **Retract Publication**

Delete a Report

Delete a report published to one bank. If you delete a report that is published to multiple banks, deleting it will remove it only from the current institution bank.

1. Roll your cursor over School & District Data and select **Report Bank**

2. If you have access to multiple banks, use the Institution menu to navigate to the applicable bank

3. Expand a filter category by clicking the **+** sign

4. Find the report and click **Delete Report**

Modify the Student Set or Report Parameters

Modify a published report so you don't have to recreate a report from scratch.

1. Locate the report in the report bank

2. To avoid retyping, highlight both the title and the description and copy it to your clipboard

3. Run the report

4. Make the desired edits

5. Click **Save Report**

6. Paste from your clipboard into the Description field

7. Cut and paste the report title from the Description field to the Name field

8. Select the desired organizers and save the report

9. Publish the report

10. Delete the original report

    Check the date it was modified to make sure you delete the right one.