

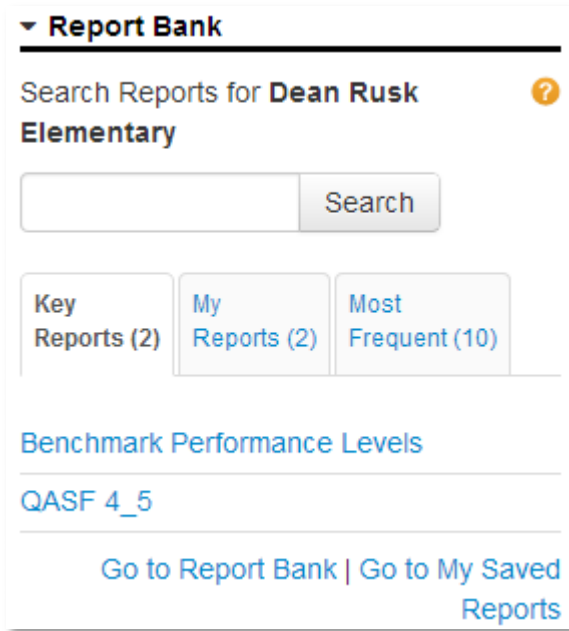


Schoolnet: Key Reports Quick Reference Card

Schoolnet: Key Reports

Audience: School and District Report Managers

Tag published reports as key reports so that they will appear on the home page for any user who has the Report Bank web part. Typically, both teachers and administrators have the Report Bank web part on the home page.



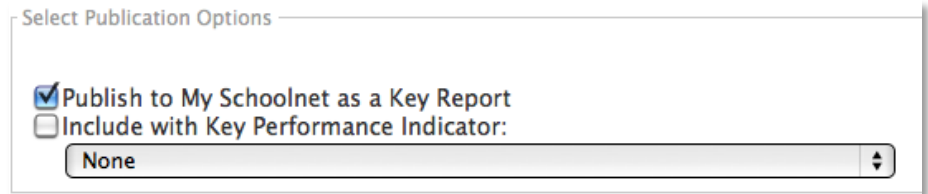
To add or remove a report from the Key Reports list:

1. Roll your cursor over School & District Data, then click **Report Bank**
2. Next to the report, click **Add to My Schoolnet Key Reports** to identify the report as a key report

Remember the following key points:

- The user's default institution determines the key reports displayed on the Schoolnet home page
- The key reports are listed in alphanumeric order
- A maximum of 10 key reports can be displayed per institution
- Users at an institution with no key reports will not see the tab; instead, the Report Bank web part will default to the My Reports tab
- Removing a key report will also remove it from the Key Reports list
- When reports are published, users have the option to tag them as a key report

Reports that are published to all schools (contextualized) can be added as a key report for all schools simultaneously.



- Add and remove key reports on an institution basis, separate from the publishing process

