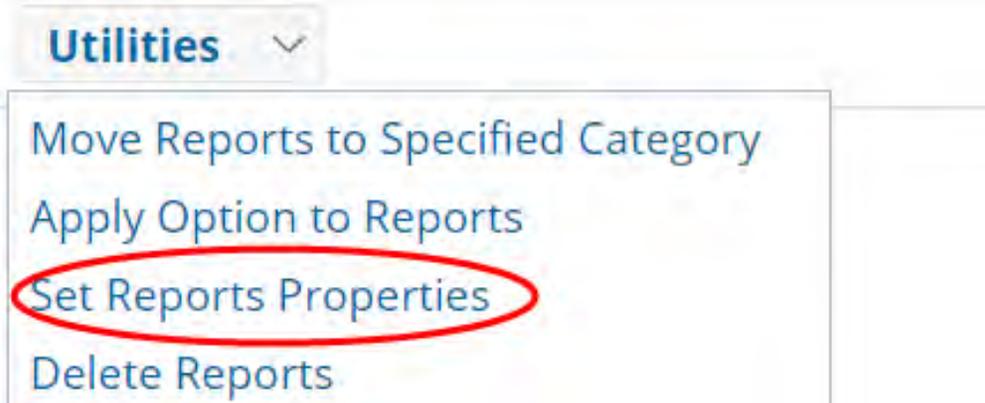


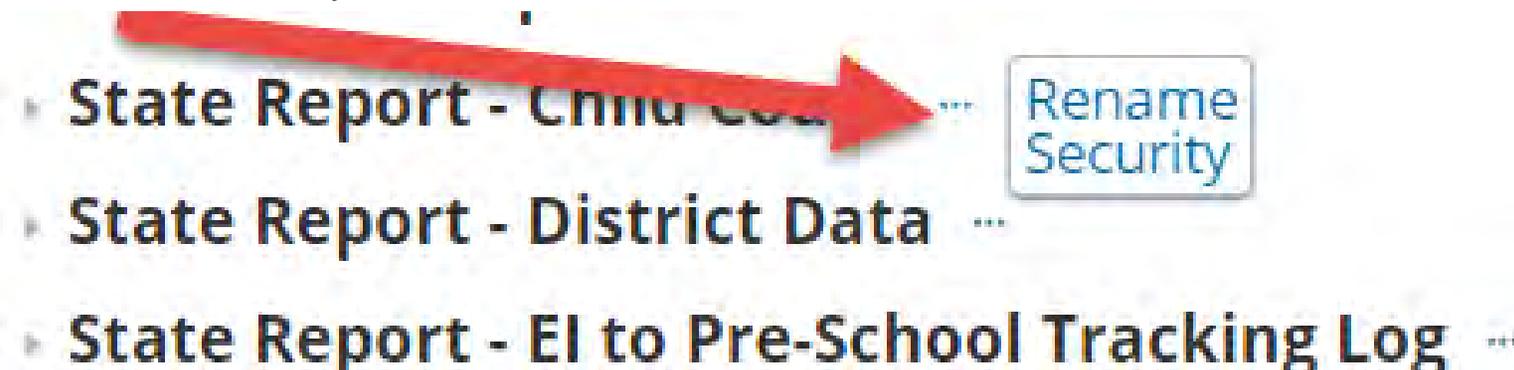
## Managing Report Security

Setting Security at the Category Level

1. Login as admin.
2. Select Reports > Standard Reports > Utilities > Set Reports Properties



3. Click .. and select Security

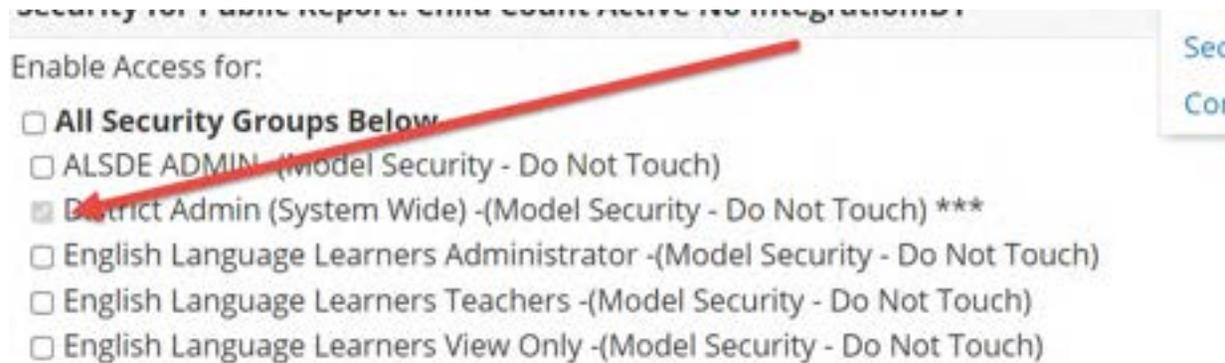


4. You can manage access to all reports in the category by Granting to the Security Group.

Security for Category: S	Students	unt
Specify which security group	Classes	this category:
Deniec	Districts	ot Touch)
Grante	Locations	Security - Do Not Touch)
Deniec	Staff	ator -(Model Security - Do Not Touch)
Deniec	General Ed Students	(Model Security - Do Not Touch)
Deniec		English Language Learners View Only -(Model Security - Do Not Touch)
Deniec		Gifted and Talented Administrator -(Model Security - Do Not Touch)
Deniec		Gifted and Talented Teacher -(Model Security - Do Not Touch)
Deniec		Gifted and Talented View Only -(Model Security - Do Not Touch)
Deniec		Principals/Counselors/Staff -(Model Security - Do Not Touch)
Deniec		Response to Intervention Administrator -(Model Security - Do Not Touch)
Deniec		Response to Intervention Teacher -(Model Security - Do Not Touch)
Deniec		Response to Intervention View Only -(Model Security - Do Not Touch)
Deniec		Section 504 Administrator -(Model Security - Do Not Touch)
Deniec		Section 504 View Only -(Model Security - Do Not Touch)
Deniec		Security Administrators (Location-wide) -(Model Security - Do Not Touch)
Grante		Security Administrators (System-wide) -(Model Security - Do Not Touch)
Deniec		Special Education Administrator -(Model Security - Do Not Touch)
Deniec		Special Education Viewer -(Model Security - Do Not Touch)
Deniec		Transfer Notifications

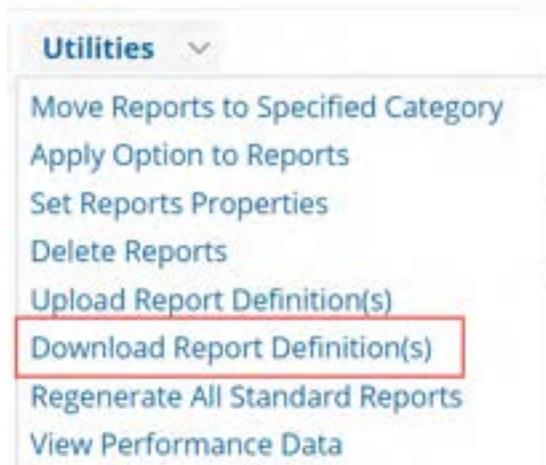
### Setting Security at the Report Level

1. Login as admin.
2. Navigate and select the report.
3. Select Edit Report
4. Click Security.
5. Make sure the appropriate Security Group is enabled.



### Downloading a Report Definition

1. Login as admin.
2. Select Reports > Standard Reports > Utilities > Download a Report Definition.



3. Check to select the report(s) and click Download Marked Reports.

▾ **Public Student Reports**

- Child Count Active No Integration/DT
- Eligibility by Ethnicity
- Eligibility by Gender
- Eligibility by Grade
- IEP Workflow Compliance - Annual Rev
- IEP Workflow Compliance - Reevaluatic
- Special Education Information

▾ **Public General Ed Student Reports**

▾ **Public Document Reports**

**Download Marked Reports**

Exit

#### Uploading a Report Definition

1. Login as admin.
2. Select Reports > Standard Reports > Utilities > Upload a Report Definition



3. Complete the security flags as appropriate.
4. Click Select and select the report to upload.



5. The report will be uploaded by default into Imported Reports Category.
6. You can choose to move the report to a different category.
7. Make sure to review the report security to make sure it is appropriate for your LEA.

