How to download report from TK20

By Academic Programs and Services

Step 1
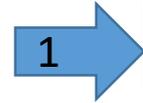
1. Click on *reports tab*.
2. Type the report name *'planning 001'* in *search tab* on the *top right of the window*.
3. Click on the *blue link* to open the report.

Step 2

PLANNING 001: ASSESSMENT PLAN DATA FOR ORGANIZATIONS

> **Previously Saved Report Parameters**

∨ **Required and Recommended Filters**

Assessment Period(s):* → [4] → Academic Year 2015-2016

Organization Type(s):* → [5] → (6) selected

Organization(s):* → [6] → HCSoBA: Finance - BSBA

☐ HCSoBA: Entrep & Social Enterprise - BSBA
☑ HCSoBA: Finance - BSBA
☐ HCSoBA: Finance - Minor
☐ HCSoBA: Hospitality Management - BSBA
☐ HCSoBA: Hotel & Restaurant Admin - BS
☐ HCSoBA: Management

Display blank entries:

∨ **Report Display Options**

Include prepared on date stamp:

○ No

Include prepared by user:

◉ Yes
○ No

[7] → Generate

4. Select the *academic year.*
5. Select the *ALL.*
6. Select the *program* to be generated from the drop down list.
7. Click on *generate button* to generate a report.

Step 3

Open in a new window

8

Friday, February 10, 2017 10:23 AM | Prepared by Dinesh Munivenkatappa

Share   Export

8. Click on the *arrow button on top right side of the corner* to open the report in new window.

If you have any questions, please contact Nhung Pham at **pham@ucmo.edu** or Dockery 110. Office number is 8855.