

Reports will be available for all surveys, both ACRE for Youth and IFG Adult, after the survey has been closed for grading. An email will be sent to the Manager of the group once the reporting process has started. This process may take up to 24 hours to complete.

Who Can View Reports?

Users with the Manager role are the only users allowed to view reports for completed assessments. Managers are typically the admin for your institution, such as a principal, superintendent, or Director of Religious Education. Reports are only available online but may be downloaded or printed as desired.

View Reports

At the top right of the screen, under your name, verify the name of your institution, i.e., school, parish, or diocese, is displayed. If it says anything other than this, click on the group name shown.

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My Courses		
You are not enrolled in any courses. Please contact your Administrator for additional information.	Notifications	

*Note: Do not leave the group set as NCEA which is the default.

In the Select Group pop-up window, click Select Group next to the name of your institution.

The page will refresh, and your institution name should now show in the top right.

*Note: The group can be changed on any page on your dashboard, including the Reports page.

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	Academy of AAM - Example (66302)		Select Group	
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To access reports, go to Reports > IFG Reports.

*Note: If you do not see this option, you do not have the proper permissions to view the reports. Contact your site Manager or our support team for more help.

Faith Assessments				
Dashboard	Courses	Resources 🗸	Reports 🗸	Online Store
My View		My Reports Detailed Resu	lts	
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From the dropdown list, select the survey report to view.

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Dashboard Courses Resources - Reports - Online Store		Academy of AAM - Example (66302)
My Reports Detailed Results My Transcripts My Certifications		·i
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The report may take a minute to generate on the screen, especially when viewing for the first time.

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Dashboard Courses	Resources 🗸 Reports 🗸 Online Store	Academy of AAM - Example (66302) 🖉
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 ♣ My Certifications ← Collapse Menu 	NCEA IFG: ACRE	
	Level 2 school/Parish Name: Academy of AAA - Example (66302) Diocese Name: Diocese of Sample (35111)	
	Assessment Year: Academic Year 2022 - 2023	

Helpful Hints

- You can page through the report on the screen using the arrows and navigation at the top of the document viewer.
- Download the report to PDF by using the button. If there are several reports, each report must be viewed, downloaded, and saved separately.

My Reports	Reports	
J Detailed Results	2022 - Level 2 V2 - (ClassID: 87407)	
My Transcripts	i4 4 1 of 38 ▷ ▷i Φ Find Next 💽 😨	
IFG Reports	XML file with report data CSV (comma delimited)	
My Certifications	PDF MHTML (web archive)	
← Collapse Menu	Excel TIFF file	
	Word	
	NCEA IFG: ACRE	

- Report PDFs can be reviewed on the computer, printed, emailed, or distributed as desired.
- Diocese managers will have access to the roll-up report for multiple schools/parishes. School lists in diocesan reports are interactive, and you can click them to view specific school results.