

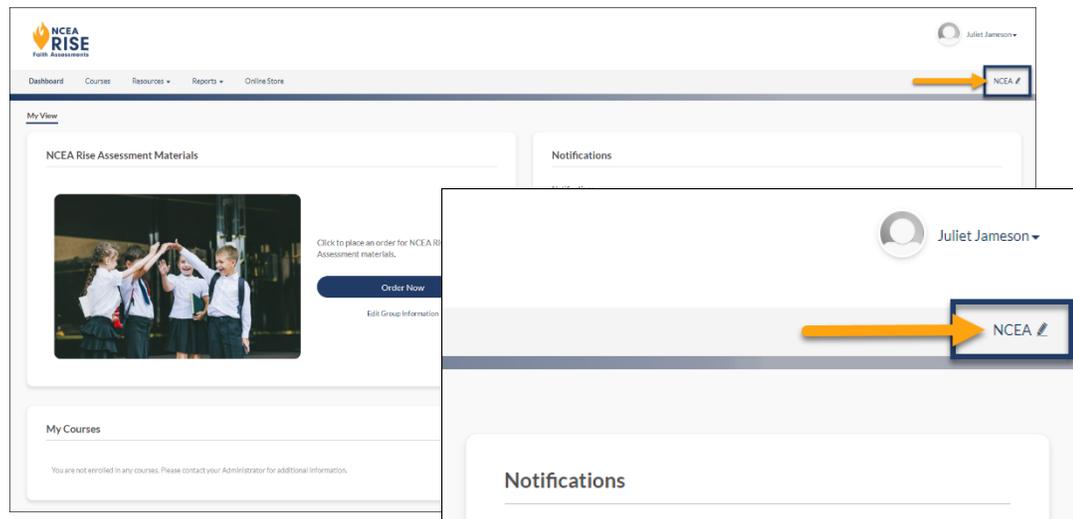
Reports will be available for all surveys, both ACRE for Youth and IFG Adult, after the survey has been closed for grading. An email will be sent to the Manager of the group once the reporting process has started. This process may take up to 24 hours to complete.

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.

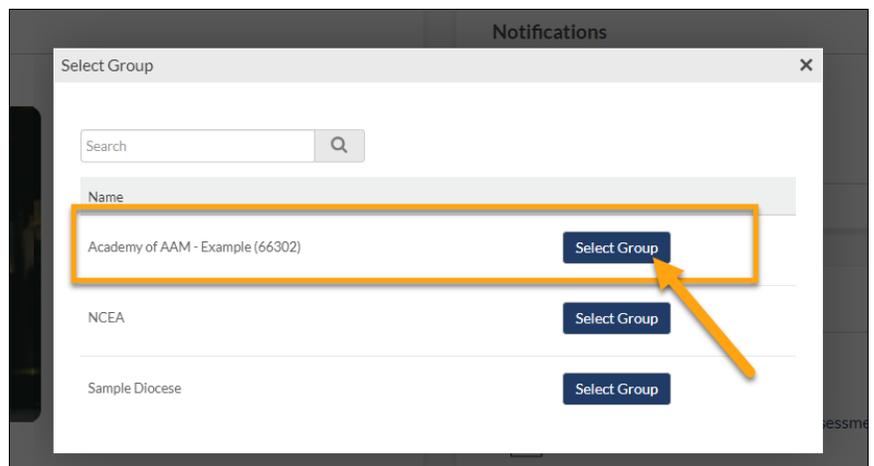


***Note:** Do not leave the group set as NCEA which is the default.

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

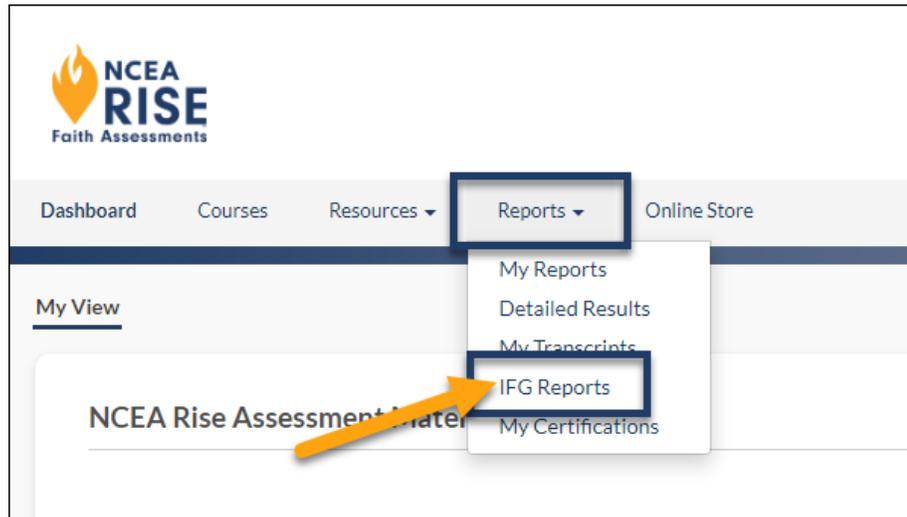
The page will refresh, and your institution name should now show in the top right.

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

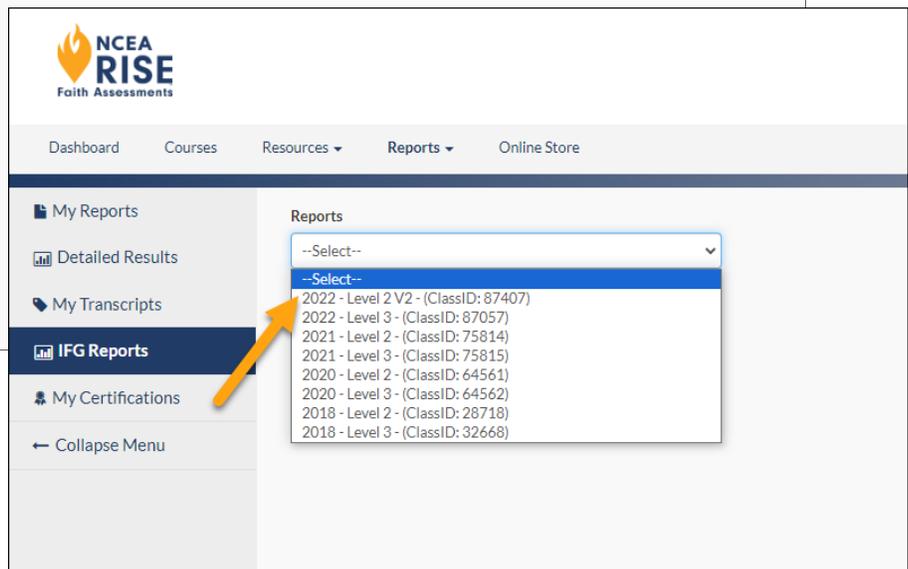


To access reports, go to Reports > IFG Reports.

***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.



From the dropdown list, select the survey report to view.

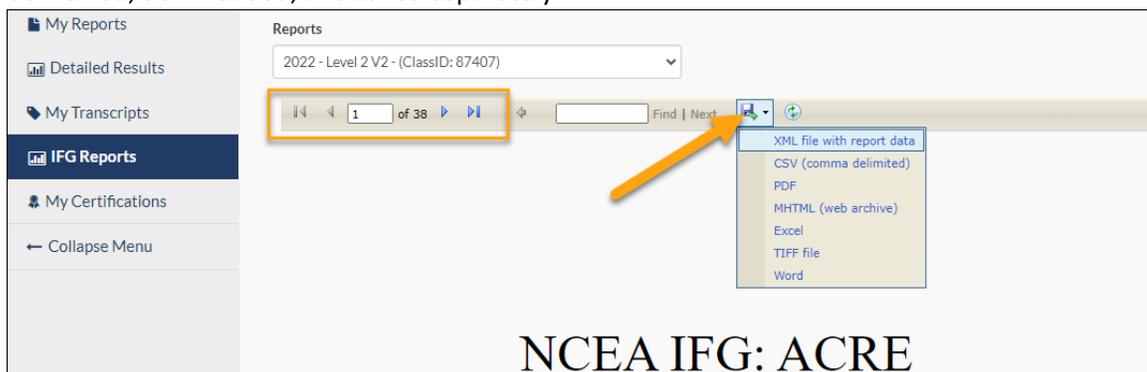


The report may take a minute to generate on the screen, especially when viewing for the first time.



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.



- 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.