Counselor Ed: Accessing Individual Instrument Reports

In the School of Education’s Assessment System, faculty have access to individual instrument reports on a candidate.

Follow the steps below to successfully access individual instrument reports:

1. Click the Navigation Menu button (the blue square) after logging in.
2. Then, click “Content Management.”
3. Next, click “Student Information Management” from the drop down menu.
4. The “Student Information Management” page will open.
5. To search for a candidate, type their name or student ID number into the white bar.
6. Next, click the purple “Search Students” button.
7. The results will generate below the “Search Students” button.
8. After finding the candidate’s name, click “View” on the right.
9. The “Student Information” overview page will open.
If you wish to print a copy of the report, you may do so by hitting “Command” and “C” on your keyboard for Mac users. If you are using a PC, you may right click and then, click “Print.”