Bulk Printing Coaching Reports

To access the system for reprinting Coaching Reports or printing certificates with a color printer:

1. Login to Questionmark
2. Click on **Reporting** on the right side of the screen.
3. In the next screen, select **Coaching Report**.
4. In the left navigation menu, select **Create New.**
5. Leave the Select Report Template on Basic Information
6. Click the **Find Assessments** button and select the assessment from the available list
7. Click on **Distribute** to display a list of participants testing at that site.
    Note: If you wish to filter your results by participant, date, group name, etc… please select these options before clicking on distribute
8. <u>For all results listed:</u>
    a. Tick in the **Select All box**
    b. Click on **Batch Output** in the left navigation menu
    c. In the pop-up box, select the **output format** for the files and click on **OK**.
    d. Click on **Download**
    e. **Open or Save the File** by selecting the option and choosing **OK**.
<u>For some results listed:</u>
    a. Select the results wanted by holding down the **Ctrl key and left clicking** on the results wanted
    b. Click on **Batch Output** in the left navigation menu
    c. In the pop-up box, select the **output format** for the files and click on **OK**.
    d. Click on **Download**
    e. **Open or Save the File** by selecting the option and choosing **OK**.
    *(**Note:** If you do not see the student's name, increase the **Records Per Page** or scroll thru the other pages of results by clicking on the page numbers.)*