# Access Digital Assessment Reporting Instructions

The digital assessment report is available to view at the district, school, and class levels. The report can be ran to view individual students or an entire class. The report can be exported and printed by clicking the Export & Print option in the upper righthand corner. See the instructions below to view, export and/or print the report.
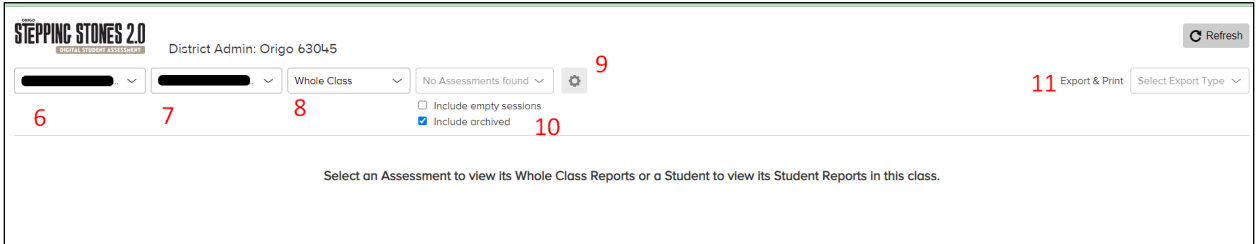
Access Digital Report instructions
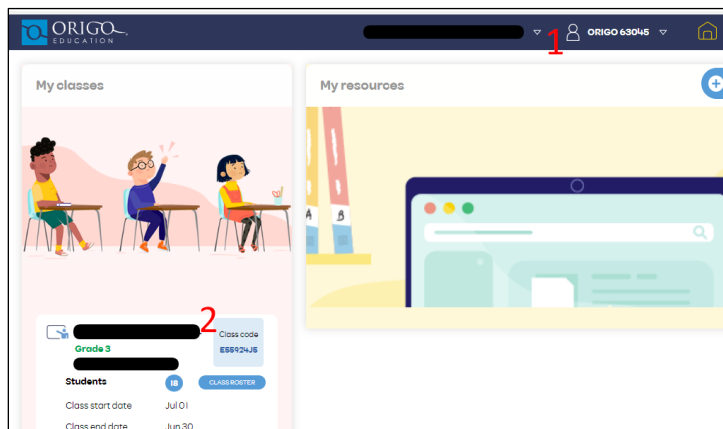
1. Log into Access with either your district administrator, school administrator or teacher credentials. For those signing in as a district administrator, you will need to select the drop down at the top to choose a school. If you're rostering with Clever or ClassLink sign into Clever or ClassLink, then select the ORIGO Access app on your dashboard.
2. Select the class name. You will be taken to the teacher's class dashboard.
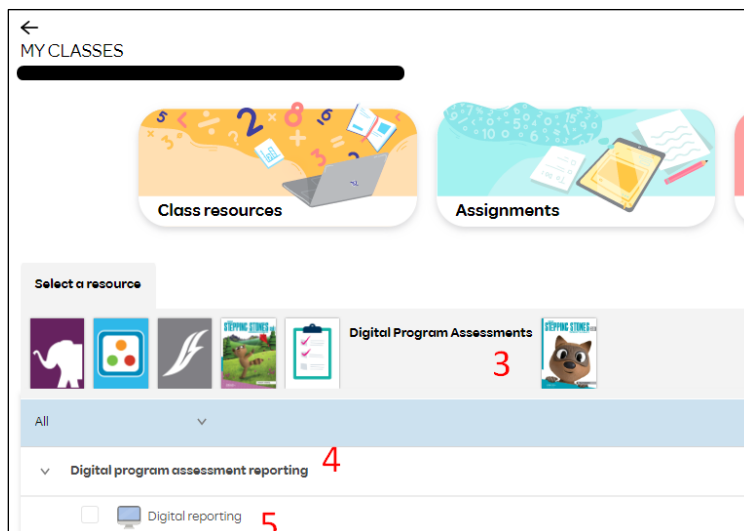
3. Select the Digital Program Assessments app.
4. Click on Digital program assessment reporting.
5. Click on Digital reporting where a new window will open to select the filtering options.

6. Those signing in as district admins select the school by clicking the drop-down arrow.
7. Select the class by clicking the drop-down arrow.
8. Select the whole class to view the report from the class review or select a student's name to view an individual student report.
9. If an assessment is found the words become highlighted allowing the drop-down option to be selected to choose the name of the assessment to view.
10. Select the Include archived option to view archived reports
11. Select the Export & Print option to export or print the report