

Directions to download available Reports in myNGconnect:

- After logging into your myNGconnect teacher account, navigate to the **User Management Console** (UMC).
- On the UMC homepage, click the **Reports & Grading** tab.
- On the next screen, click the name of the Class you wish to view.
- You will see a list of available reports. Click the link for the report you wish to view. A selection pop-up will appear. Use the drop-down menus to make your selections, then click **Go**.
- You will be taken to the report page, where you can download the data in a standard spreadsheet format.
- To return to the Reports & Grading menu, click the class name in the breadcrumb.