

How to Set Up a Weekly Utilization Report

1. Go to the Reports Tab
2. Look for Administration Reports on the bottom left. Click on the words, Administration Reports
3. When the screen opens, look for the Utilization Report option. Click [Settings](#) on the right.

The screenshot displays the Pathblazer Utilization Report interface. At the top, the title bar reads "Pathblazer Utilization Report" and "ADMINISTRATION REPORTS". Below this is a navigation bar with tabs for "My School", "Assignments", "Assessment", "Reports", "Content", and "Community". The "Reports" tab is selected and highlighted with a red box. The main content area is titled "Report Manager" and shows a table of "Administration Reports Templates". The table has columns for "Report Name", "Category", "Updated", and actions. The "Default Utilization Report" is highlighted, and a red arrow points to the "Settings" link in the actions column. The left sidebar shows a tree view of reports, with "Administration Reports" highlighted by a red box.

Report Name	Category	Updated	Settings	Run
Default Assignment Status Report	Administration	08/06/2011	Settings	Run
Default Attendance Report	Administration	08/06/2011	Settings	Run
Default Duration Report	Administration	01/22/2011	Settings	Run
Default Enrollment Report	Administration	08/06/2011	Settings	Run
Default Utilization Report	Administration	01/22/2011	Settings	Run

***When you get to the next screen, you will be clicking on each of the top tabs (Curricula, Intervals, Students...) until you get to Schedule and Send. You do not need to save until the Schedule and Send screen.

4. Details: Just backspace out the date.

Pathblazer Utilization Report

ADMINISTRATION REPORTS

New Utilization Report

Details Curricula Intervals Students Schedule & Send Run * Required

Report Name: Utilization Report 04-03-2020

Date Range: Last Week

Activity Types:

- Chapter Tests
- Lesson Quizzes
- Learning Activities
- Objective-based Test
- Compass Writer
- Activity Quizzes
- Community Activities
- Practice Resources

Show District Summary Only: No Yes

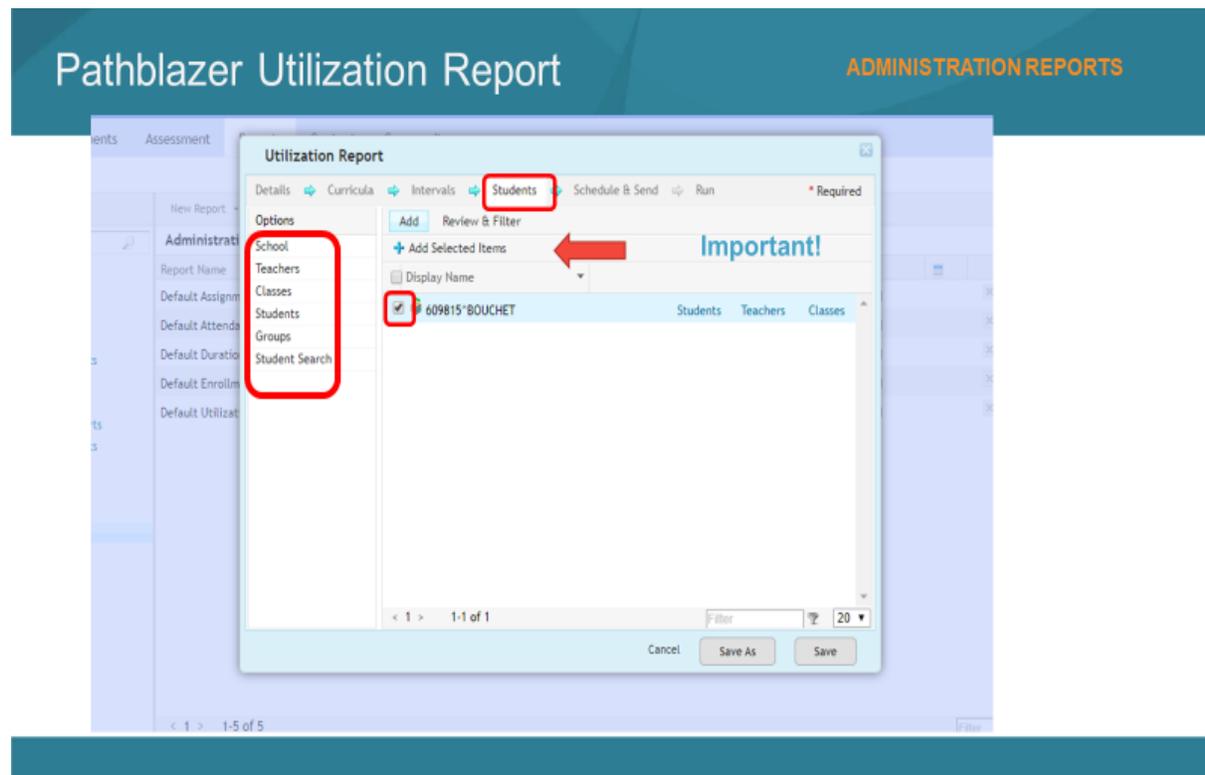
Include data from previous schools: Yes No

Cancel Save As Save

**Backspace
out the date**

Work your way across each tab. You will not change anything as you go, until you get to the “Students” tab.

5. **Curricula:** Change Nothing
6. **Intervals:** Leave as is
7. **Students:** You have the options on the left column. Most people select, “My School.”



8. Once you have determined school/classes/students, put a check in the box next to your selection.
9. **VERY IMPORTANT**-Click the blue plus (+) sign.
10. **Schedule and Send:** 7 Clicks
 1. Turn on the status
 2. **Do not touch the Start Date**, but go directly to the section marked, “Run Report” Change to “Every Week.”

3. Click the Stop Date Calendar Icon and make the date the end of your school year.
4. Choose a day of the week you want your report (will come around 1:00 a.m.)
5. Check email address
6. Click the box marked, "Attach PDF"
7. Save As-Change the name if you wish. SAVE AGAIN.

Pathblazer Utilization Report

ADMINISTRATION REPORTS

Check email address

Once you save the 2nd time, you should get a purple notice in the bottom left corner of your screen and you will know the report is saved. You can exit out on the top right corner.

