

# Reports: GAP Diagnostic Report Quick Reference Card

## Reports: GAP Diagnostic Report

### Accessing the GAP Diagnostic Report

1. Roll your cursor over School and District Data on the navigation bar and click **Report Bank**



2. Click the "+" next to the GAP Diagnostic Report for either "**Elem & Middle Schools**" or "**High Schools**" to view the list of possible reports



3. Click the  button to view the results of the specific reports
4. Click on a student's name to view their **Student Profile** (NOTE: You will only see student information for those students you have permission to view)

5. Click the page numbers at the top or bottom of the screen to view the next page of students and their information (The system will only display 500 users; to view all users, you must download the data to a spreadsheet)

Result pages: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

6. If you would like to download the data into a spreadsheet so that you can filter or manipulate the data, click the

 **Export to Excel** button at the top of the report