

## General Report Builder Enhancements

The Report Builder now offers more consistent student name information and provides expanded student-identifying information in exported report data files.

### Accessing the Report Builder

1. **Sign in** to your Professional Center account.
2. Click on the **Reports** tab.
3. Click on the **Report Builder**.
4. Create a report by following the steps in the Report Builder.



### Enhancements to Reports

Names are now displayed in one sortable column in Lastname, Firstname format.

Student Name
<a href="#">Angers, Bailey</a>
<a href="#">Angers, Bashaw</a>
<a href="#">Aquadro, Bailey</a>

Student ID and Account Name columns have been added.

Student ID	Account Name
527726	Angers123
527726	Angers1234
1182489	Bailey123

### Enhancements to Student Data in Exported Reports

In order to more easily identify students with the same names or with multiple accounts, additional identifiers have been added to the exported files from the Report Builder.

	A	B	C	D	E	F	G
1	Career Cluster	Last Name	First Name	Account Name	Student ID	Birth Date	Grad Year
2							

Last Name & First Name in two, sortable columns

Student Identifiers have been added to the report