

Admin Generate Session Learner Profile Reports

When to Use: When the administrator is ready for the reports to be generated, but not printed. Note: No additional rater data will be used.

Log into MAX

- 1) Navigate to <https://www.tracommax.com/>
- 2) Enter both your **Username** and **Password** (both are case sensitive)
- 3) Click "**LOGIN**"

Select Session

- 1) Under **SESSIONS** tab, click "**Manage Session**"
- 2) Click on the Session name

Session Reports

- 1) Click "**Go To Reports**" under **Session Report Options**
- 2) Click "**Select All**" or check the individual boxes to the left of the Learners for whom you want to generate profile reports under **AVAILABLE LEARNER REPORTS**
- 3) Click "**Score Learner Reports**"
- 4) Click "**OK**" in the dialog box that appears after the displayed progress bar reaches 100%.
- 5) Review the summary information displayed in the **SESSION LEARNER SUMMARY** section of the **Session Reports** screen.