

## Download Learner Profile Reports for Facilitators and Session Hosts

**When to Use:** When a facilitator or session host wants to view or print reports.

### 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) Click on the name of the session under the **“Session Name”** section
  - a. The **Session Learner Summary** section provides a quick overview of the profiling status of the Learners in your session.

### Download Reports

- 1) Click **“Select All”** or check the individual boxes to the left of the Learners for whom you want to generate profile reports under **Download Reports**
  - a. Note – if the word **“Sample”** is in red, the Learner has sufficient data

### Learner Report Options

- 1) Click the radio button next to the desired reports option

### Printing Options

- 1) Click the radio button next to the desired printing option

### Learner Reports

- 1) Click **“Download Learner Report(s)”**
- 2) Save and/or print Learner Reports
- 3) Close the Learner Reports

### Composite Report

- 1) Click **“Download Composite Report”**
- 2) Save and/or print Composite Report
- 3) Close the Composite Report

### Status Report

- 1) Click **“Download Status Report”**
- 2) Save and/or print the Status Report
- 3) Close the Status Report