ACSI

PDF

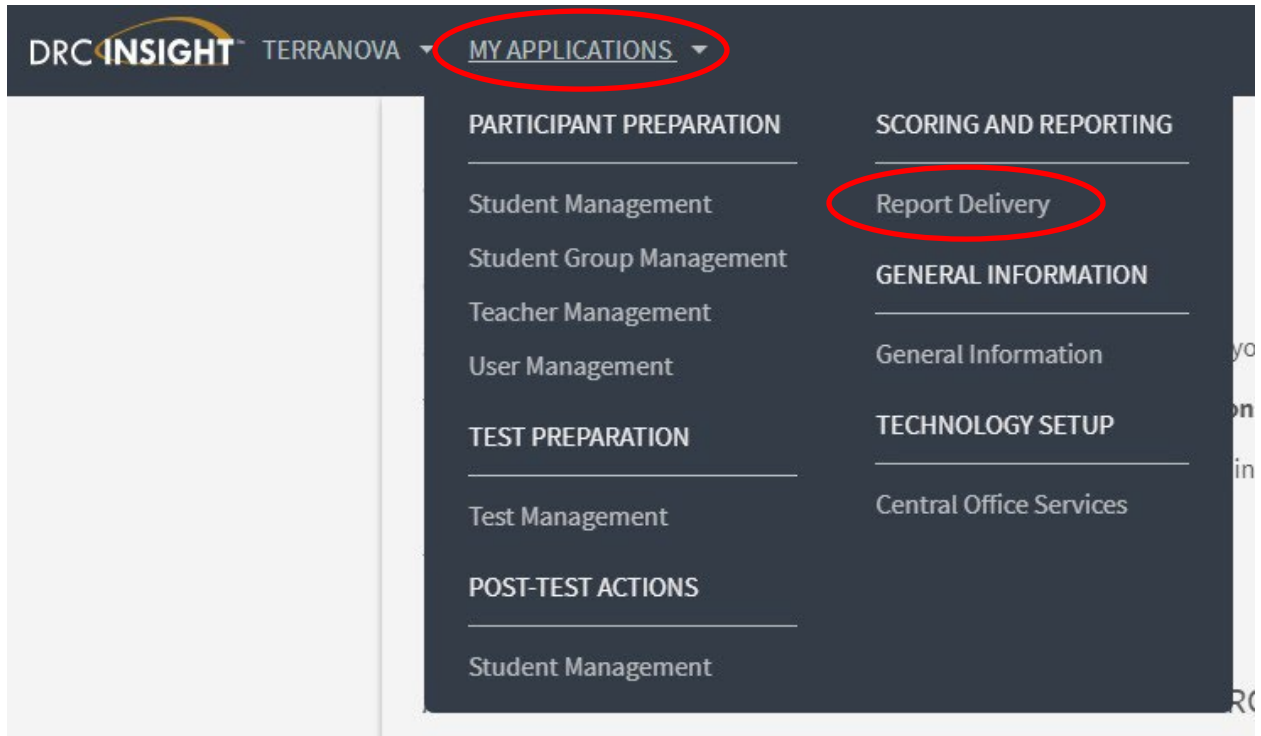## Quick Steps to Download & Archive PDF Reports in the DRC INSIGHT Portal

1. **Log in** to the DRC INSIGHT Portal. This is the same portal that you used to complete online enrollment.
2. After logging in, you will see the screen shown below. **From the "MY APPLICATIONS" dropdown menu, select "Report Delivery"** under the "SCORING AND REPORTING" section.

3. In the Report Delivery section, **select the "View Reports" tab**.
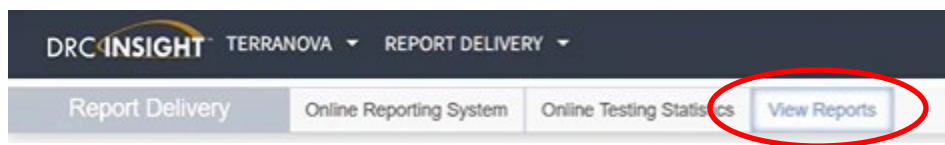
4. The "View Reports" screen has different drop-down menus to select the reports you would like to download.

The District and School fields will prepopulate with your district and school.

The Report field will default to All.

5. **First, select the Administration** season of the reports that you would like to download (please note that the Administration titled "TERRANOVA" is for the spring 2017 administration). Spring 2022 reports will be available within 15 business days of documents being scored.

Under "Report" make sure "(All)" is selected.

The District and School fields will prepopulate with your district and school.

The Report field will default to All.

6. **Click the "Download Reports" button**.


A pop-up notification will appear and ask you to confirm that you would like to download the reports for the selected administration as a zip file. **Select "Download Reports"** and a zip file will begin to download.
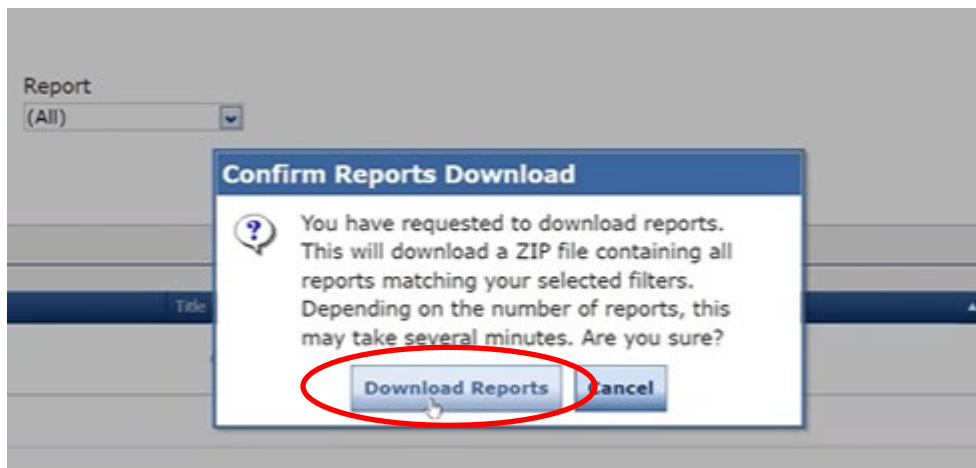
If using a Google Chrome browser, the progress of the zip file being created will show at the bottom of your screen. When the zip file is created, you will see a zipped file folder with the administration that you selected.
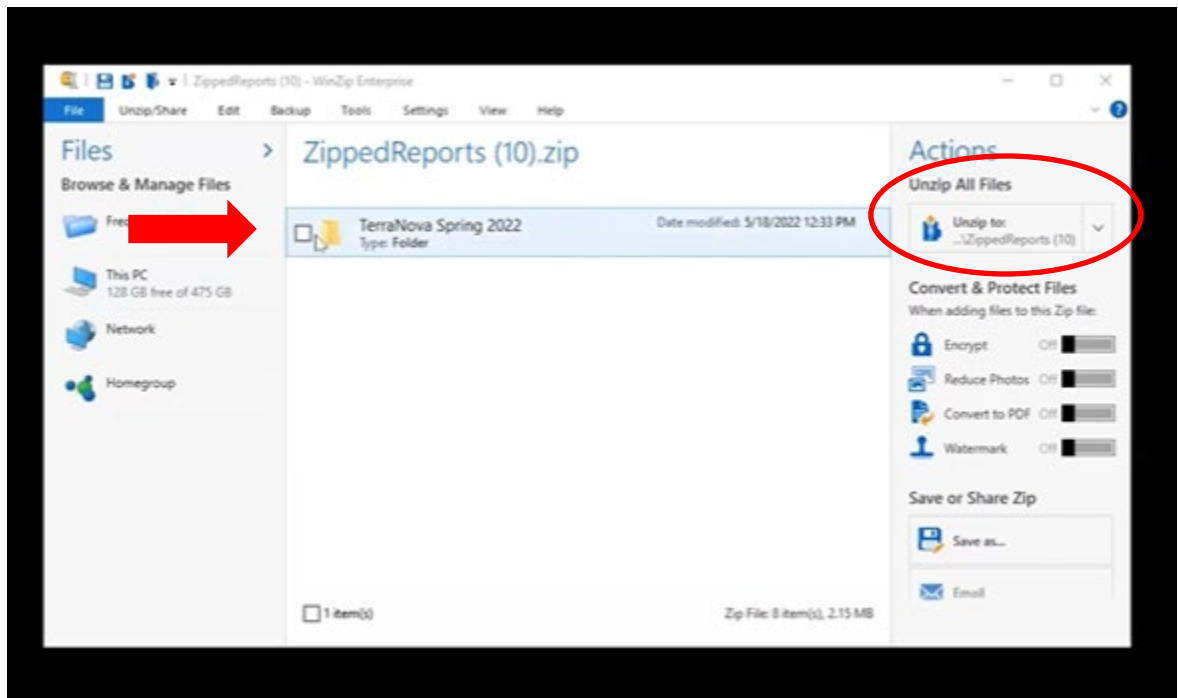
Under "UnZip All Files" in the Actions section of the screen to the right, **select "Unzip to:" and select a location to save the reports** on your computer.

For more details about how to download PDFs reports, view **this video**.