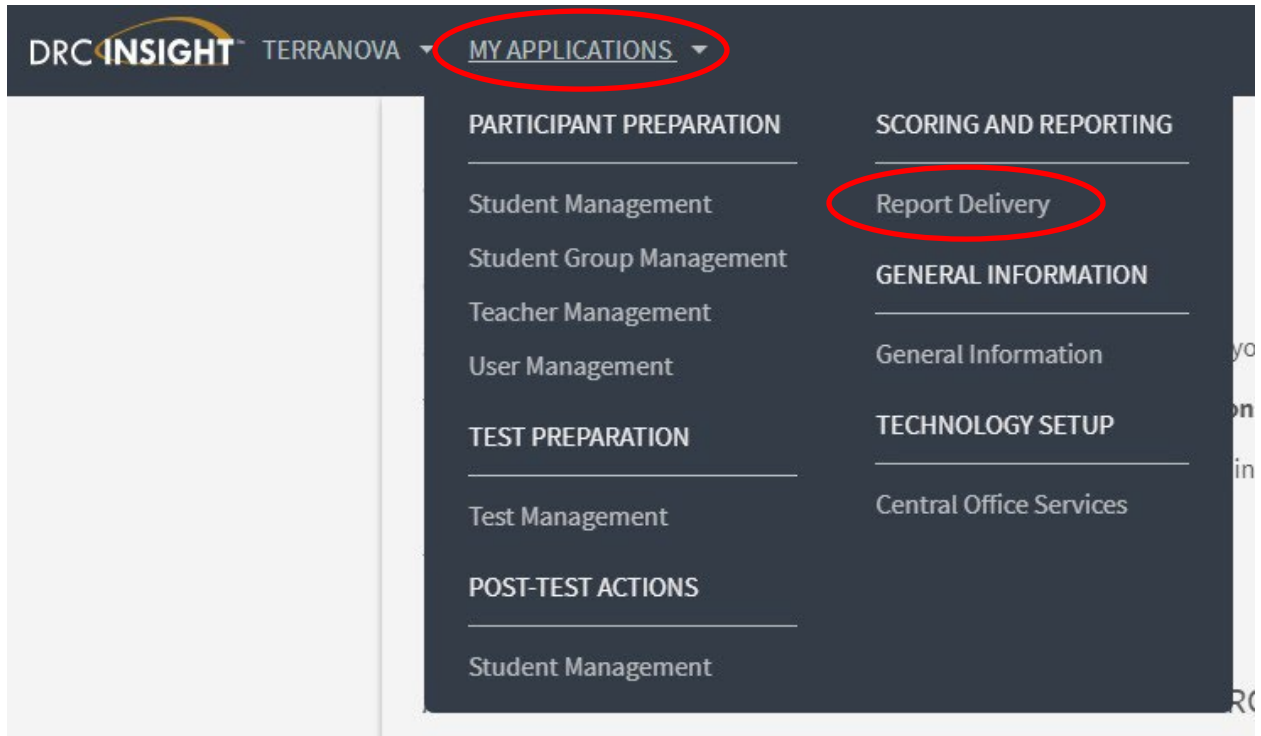


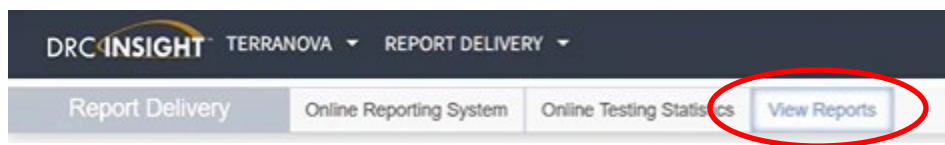


**Quick Steps to Download & Archive PDF
Reports in the DRC INSIGHT Portal**

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.

DRC INSIGHT™ TERRANOVA REPORT DELIVERY

Report Delivery Online Reporting System Online Testing Statistics View Reports

View Reports

Administration
TerraNova Spring 2022

District School Report
Sample District - 99 Sample School - 111 (All)

Show Reports Download Reports

Drag a column header here to group by that column

Administration	Report
----------------	--------

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.

DRC INSIGHT™ TERRANOVA REPORT DELIVERY

Report Delivery Online Reporting System Online Testing Statistics View Reports

View Reports

Administration
TerraNova Spring 2022

TerraNova Fall 2018
TerraNova Fall 2021
TerraNova Spring 2018
TerraNova Spring 2019
TerraNova Spring 2020
TerraNova Spring 2021
TerraNova Spring 2022

School - 111 Report (All)

Reports

column

Administration	Report
----------------	--------

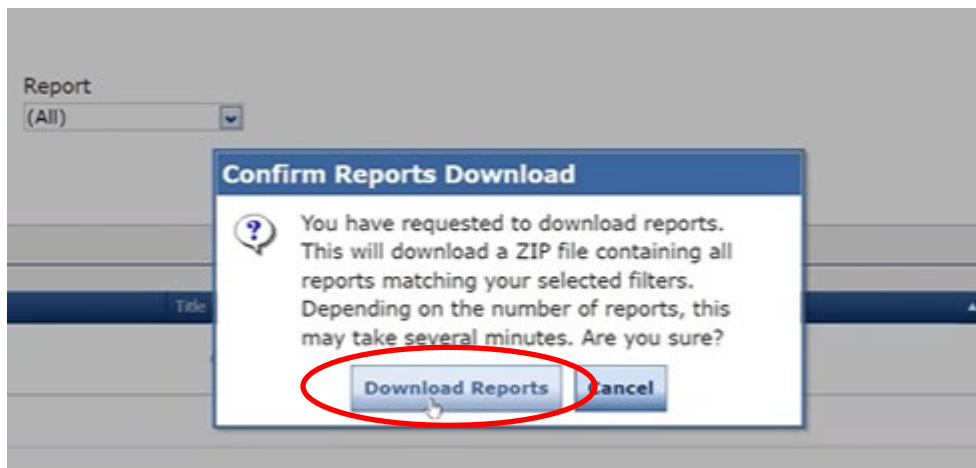
The District and School fields will prepopulate with your district and school.

The Report field will default to All.

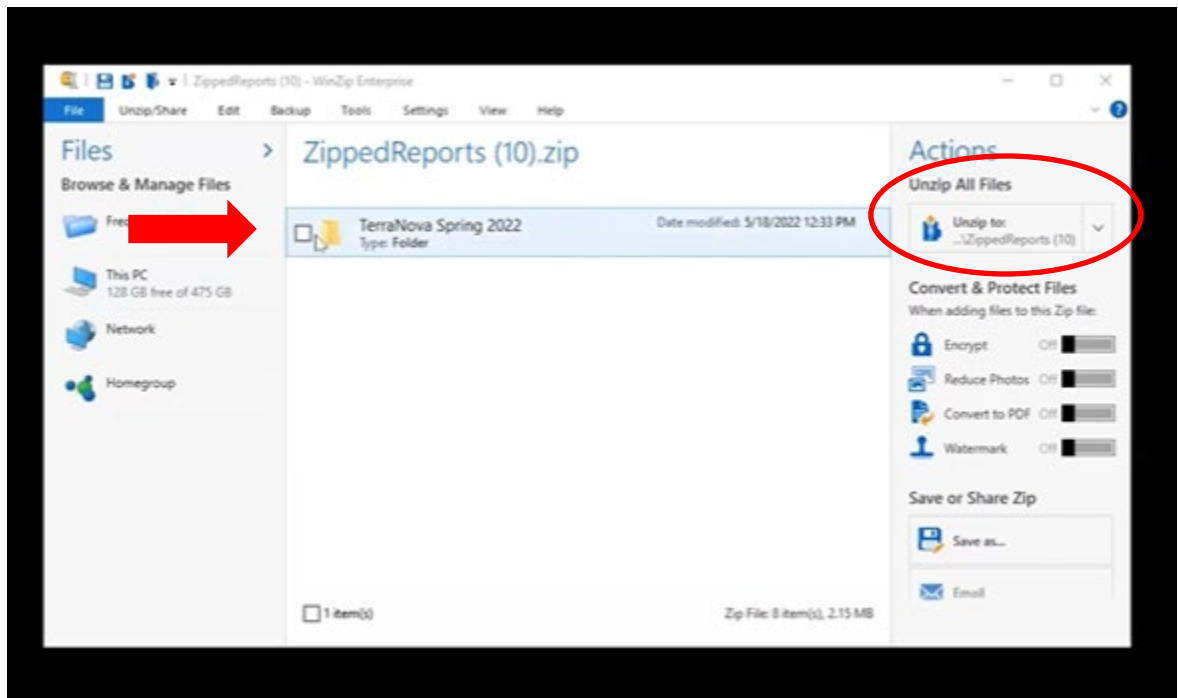
6. Click the “Download Reports” button.

The screenshot shows the DRC INSIGHT TERRANOVA REPORT DELIVERY interface. At the top, there are tabs for 'Report Delivery', 'Online Reporting System', 'Online Testing Statistics', and 'View Reports'. The 'View Reports' tab is active. Below the tabs, there is a section titled 'View Reports'. Under this section, there are filters for 'Administration' (TerraNova Spring 2022), 'District' (Sample District - 99), 'School' (Sample School - 211), and 'Report' (All). The 'Download Reports' button is circled in red. Below the filters, there are two buttons: 'Show Reports' and 'Download Reports'. Below these buttons, there is a table with columns 'Administration' and 'Report'.

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](#).