

## Bulk Printing Coaching Reports

To access the system for reprinting Coaching Reports or printing certificates with a color printer:

1. Login to Questionmark
2. Click on **Reporting** on the right side of the screen.
3. In the next screen, select **Coaching Report**.
4. In the left navigation menu, select **Create New**.
5. Leave the Select Report Template on Basic Information
6. Click the **Find Assessments** button and select the assessment from the available list
7. Click on **Distribute** to display a list of participants testing at that site.  
*Note: If you wish to filter your results by participant, date, group name, etc... please select these options before clicking on distribute*
8. For all results listed:
  - a. Tick in the **Select All box**
  - b. Click on **Batch Output** in the left navigation menu
  - c. In the pop-up box, select the **output format** for the files and click on **OK**.
  - d. Click on **Download**
  - e. **Open or Save the File** by selecting the option and choosing **OK**.

For some results listed:

- a. Select the results wanted by holding down the **Ctrl key and left clicking** on the results wanted
- b. Click on **Batch Output** in the left navigation menu
- c. In the pop-up box, select the **output format** for the files and click on **OK**.
- d. Click on **Download**
- e. **Open or Save the File** by selecting the option and choosing **OK**.  
*(Note: If you do not see the student's name, increase the **Records Per Page** or scroll thru the other pages of results by clicking on the page numbers.)*