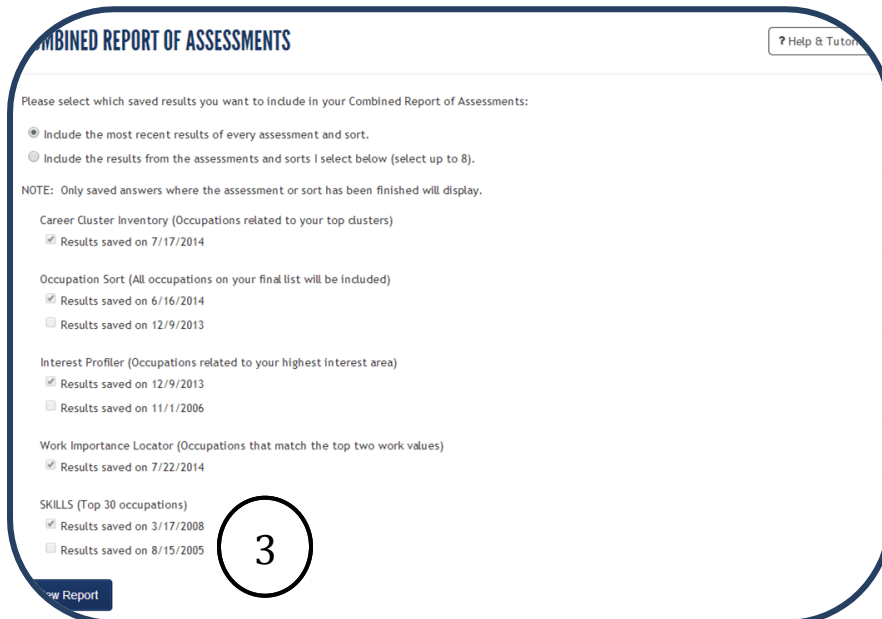
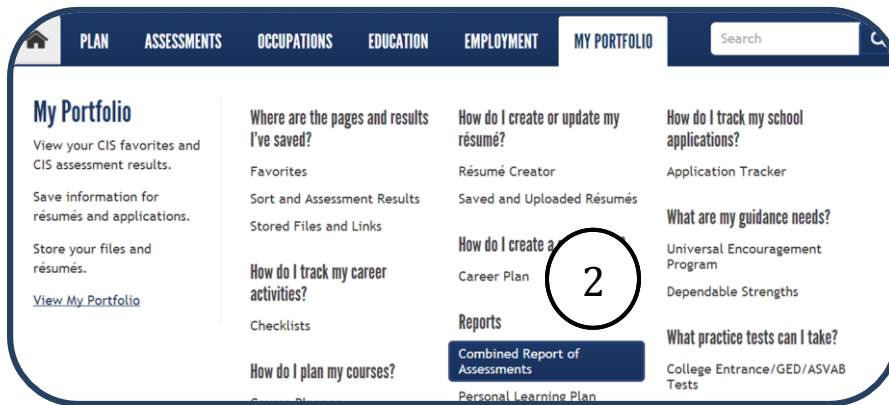


# COMBINED REPORT OF ASSESSMENTS

When you save assessments or Occupation Sort results, the Report feature allows you to generate a combined list of occupations that appear on one or more of your results lists. This report helps you identify occupations that match several of your assessed results or occupations that you have saved.



## Instructions

**Important:** You must first create a portfolio to create a combined report of assessments.

1. Complete assessments or Occupation Sort and save your results in your portfolio.
2. Select **Combined Report of Assessments** under the **My Portfolio** tab.
3. Select the assessment results you would like to compare for the combined report and **View Report**.

# COMBINED REPORT OF ASSESSMENTS

... report shows occupation titles (Column 1) from your most recent results of every assessment and sort. It allows you to see occupations that occur most often.  
Select **Order by Cluster** to organize the report alphabetically by cluster. Select **Order by Count** to organize the report by most frequent count.

A star (★) displays next to the occupations you have saved to your Favorites. You can save occupations to your Favorites by selecting the checkboxes, then clicking **Save Checked**.

Column header abbreviations correspond to:

- Column 2: Career Cluster Inventory
- Column 3: Occupation Sort
- Column 4: Interest Profiler
- Column 5: Work Importance Locator
- Column 6: SKILLS

4

6

[\[Show Assessment Details\]](#)

Save Checked

List Currently Ordered by Count

Order by Cluster

Order by Count

Occupations on 3 lists:		CCI	Occ Sort	IP	WIL	SKILLS
<input type="checkbox"/>	Anthropologists		✓	✓		✓
<input type="checkbox"/>	Biomedical Engineers		✓	✓		✓
<input type="checkbox"/>	Chiropractors	✓	✓	✓		
<input checked="" type="checkbox"/>	Computer Engineers		✓	✓		✓
<input type="checkbox"/>	Computer Programmers		✓	✓		

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## Instructions (cont.)

4. A list of the assessments included in the report displays at the top. This list also is the key to the columns below.
5. The most frequently occurring occupations display at the top of the occupation list. (Reports vary depending on the number of assessments selected and the matching occupations in each assessment.)
6. Occupations can be displayed in cluster order.
7. Previously saved favorites will display a yellow star. Check box to save more favorites. Select **Save Checked**.
7. Print this report by clicking **Print** at top of screen.