Choose the students you want a report on, select your reports, and filter your results using CFNC's Report Builder.

1. Go to **procenter.cfnc.org** and enter your **Professional Account Name** and **Password**.

2. Click on **Reports** then click on **Report Builder**.

3. **Choose which students you would like to include in your report.** You can select students a variety of ways:

- *To include all students*, click **All Students,** and then click **Use this Set of students for your report.**

- *To include a specific grade*, beneath **Classes**, select which **grade** you would like a report on, then click **Use this class for your report**.

- *To include a specific group of students*, beneath **Groups**, choose between **Your Groups**, **All Groups** or **Advisory Groups,** and then select which group you would like to include. Next, click on **Use this Group for your report.**

- Or, to create a customized group, click on the **Group Builder**.

- *To create a list of students by specific characteristics*, click on **Choose Student Characteristics.** Choose from criteria including **group, class, age range, gender, ethnicity,** and **GPA range**. Click **View Matching Students** and then click **Use this Set of students for your report**.

4. *Report Type*

Select your report from the following list:

- Career Cluster Survey
- Career Key
- Work Interests (Interest Profiler)
- Work Values Sorter
- Basic Skills Survey
- Transferable Work Skills
- Career Plans (Careers/Programs/Schools from the Career Plan Builder)

- Career Plans: Top 40 Colleges
- Career Plans: Top Pathways
- Top 40 Colleges Applied To
- College Applications by College
- College Applications by Student
- Top 40 Saved Careers
- Top 40 Saved Programs/Majors
- Top 40 Saved Colleges
- Top Saved Career Clusters

- Career Plans: Top 40 Careers
- Career Plans: Top 40 Programs
- Top Saved Pathways
- Focus Career Clusters – by Student
- Focus Career Clusters – by Cluster

5. *Time Frame*

Select one of the following options to define the timeframe for your report data:

- Today
- Yesterday
- This week
- Last week
- This month
- Last month
- This calendar year
- Last calendar year
- This school year
- Last school year
- Other time frame - select your start date and end date

6. Click **View and Sort Report**.

7. Choose whether you want to sort by:
- Summary View
- Gender
- Ethnicity

8. Click **Save these selections** so that you can run this report later on, as data may change over time.

9. To save your data, click the **Print, E-mail, Save to PDF** or **Export** links at the top of the page.