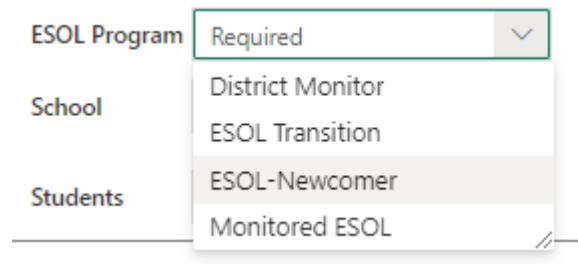


## How to Run and Export the ESOL Profile

1. Locate the report in PowerBI:
  - a. [Direct Link](#) (this link is temporary and may break in the future)
    - i. Click on **ESOL Profile** on the lefthand navigation pane

OR

- b. Path from **WPS Dashboards** (in PowerBI)
    - i. Click on your **level** (elementary, middle, or high)
    - ii. Click on **Profiles** in the bottom left corner under Links
    - iii. Click on **Student Profile Print Friendly**
    - iv. Click on **ESOL Profile** on the lefthand navigation pane
2. Run the report:
  - a. **Select the ESOL program** you are interested in from the drop down



- b. **Select your school** from the next drop down
    - c. **Review the list of students** in the next drop down
    - d. Click the green **View Report** at the top right
3. Export the report:
  - a. Use the **Export button** at the top left INSIDE THE GREEN OUTLINE
  - b. Export to **Microsoft Word** so you can type in the report
  - c. Wait for it to export (this may take a couple minutes, depending on the number of students)
  - d. Check your downloads!