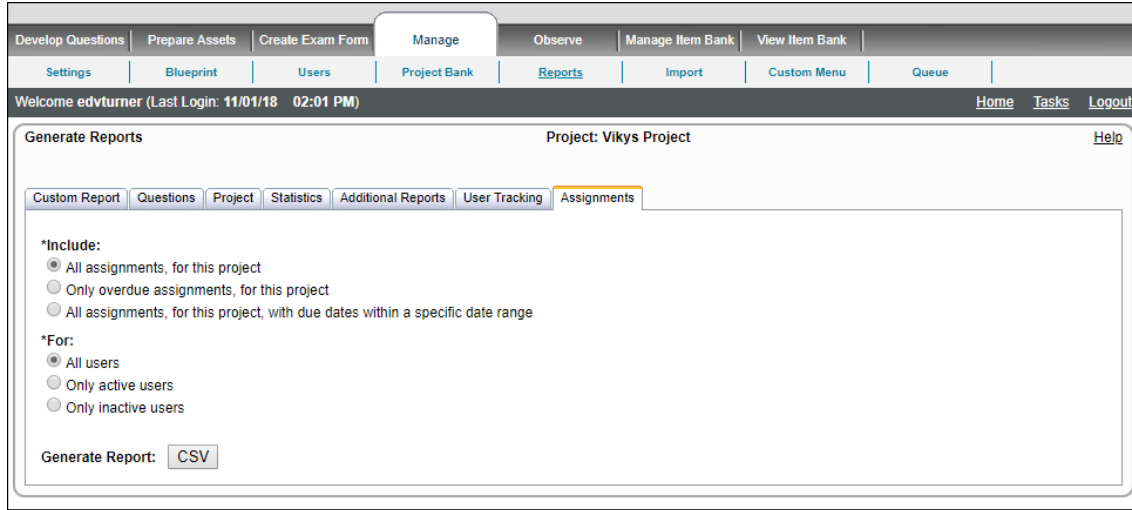


5.5.7 Assignment tab

The **Assignment** tab of the **Generate Reports** page allows you to view details about assignments for all the users in the current project.



Similarly, Assignments reports for the entire Item Bank (all the projects in the Item Bank) can also be accessed through **Manage Item Bank Reports Content Item Bank Assignments**.

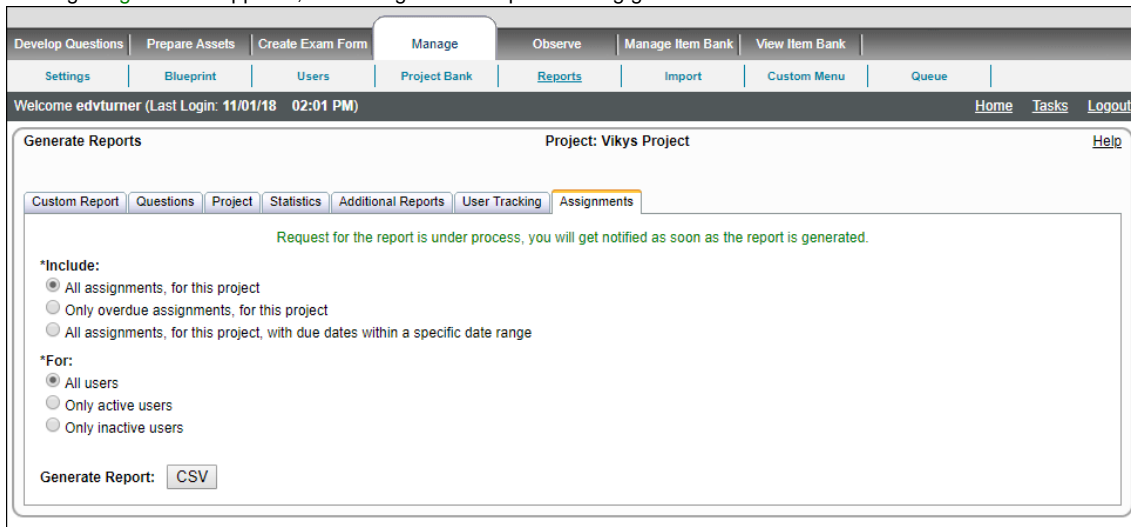
A total of nine different types of Assignment reports can be generated by combining the options under **Include** and **For**.

Criteria	Option	Description
Include	All assignments, for this project	The report contains details about all the assignments for the current project.
	Only overdue assignments, for this project	The report contains details about only those assignments for the current project, whose due date has passed with respect to the current date.
	All assignments, for this project, with due dates within a specific date range	The report contains details about all assignments for the current project, within the specified date range of due dates.

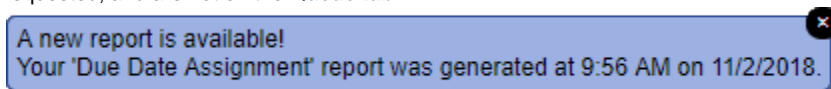
For	All users	The report contains details about assignments for all users from the current project.
	Only active users	The report contains details about assignments for all active users from the current project.
	Only inactive users	The report contains details about assignments for all inactive users from the current project.

Generate the Assignments report

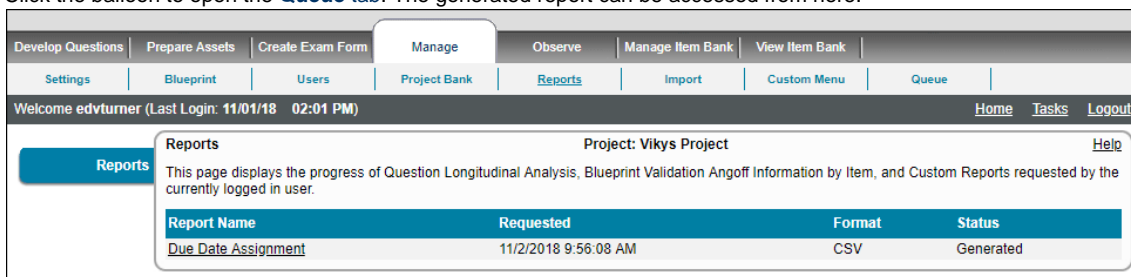
1. To generate the report, make the selections for the **Include** and **For** options and click the **CSV** button next to **Generate Report**. A message in **green text** appears, confirming that the report is being generated.



2. A notification balloon appears on the bottom right of the screen to notify users once the report is generated. The notification balloon appears only if you have logged in as the current user who requested the report with the project selection where the report was requested, and are not on the **Queue** tab.



3. Click the balloon to open the **Queue** tab. The generated report can be accessed from here.



Report Name	Requested	Format	Status
Due Date Assignment	11/2/2018 9:56:08 AM	CSV	Generated

4. Once generated, the report appears as a hyperlinked text with the name "Due Date Assignment" under the **Report Name** column. Click this hyperlink to download the report in the CSV file format.
5. The generated CSV file of the Assignment report appear as below.

	A	B	C	D	E	F	G	H
1	Project Name	User Name	Assignment Type	Criteria	Due Date	Questions Assigned	Questions Remaining	Questions Completed
2	Vikys Project	rev1	Review:Review One	Question Review	11/15/2018 0:00	10	10	0
3	Vikys Project	rev2	Review:Review One	Question Review	11/30/2018 0:00	10	10	0
4	Vikys Project	rev3	Review:Review One	Question Review	12/15/2018 0:00	10	10	0
5	Vikys Project	rev1	Review:Review Two	Rainbow review	11/15/2018 0:00	0	0	4
6	Vikys Project	rev2	Review:Review Two	Rainbow review	11/30/2018 0:00	3	3	1
7	Vikys Project	jadoe	Translate: Japanese	Translate	12/15/2018 0:00	4	3	1



The "Due Date" column of the Assignments report is blank for those assignments where the due date has not been specified.

For **Review**, **Translate**, and **Validate** assignments where users have saved a search, the name of the **saved search** is displayed in the **Criteria** column. (In the example above, *Question Review*, *Rainbow Review*, and *Translate* are saved searches.)

For Write assignments and Write/Review/Validate assignments where the work was Auto-Assigned, the following format is displayed in the Criteria column: **Blueprint: <ID> <Name>; <MetadataName>: <Comma separated list of values>**. (e.g., Blueprint: I Mathematics; ContentCasey: A)

- If multiple metadata are used, multiple semi-colon delimiters are used to separate the values: **<MetadataName1>: <Comma separated list of values>; <MetadataName2>: <Comma separated list of values>**
- If blueprint is the only criteria: **Blueprint: <ID> <Name>**
- If metadata is the only criteria: **<MetadataName1>: <Comma separated list of values>**