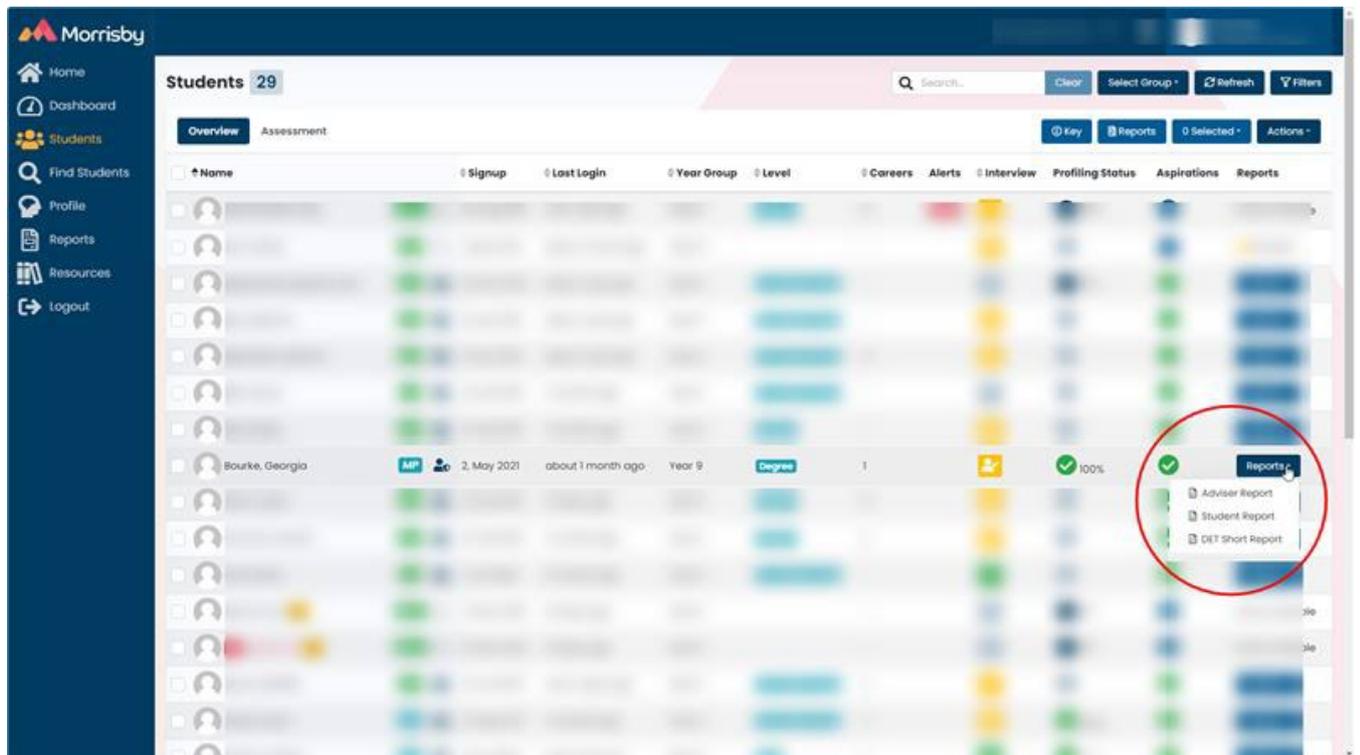


## Morrisby Manager – Generate a Printable Summary Report

To generate an individual student report:

1. Open Morrisby Manager and locate your students' list.
2. Select a student name.
3. Click the "Reports" dropdown and view one of the available report options (Adviser Report, Student Report, DET Short Report)



The screenshot displays the Morrisby Manager interface. On the left is a dark blue sidebar with navigation icons for Home, Dashboard, Students, Find Students, Profile, Reports, Resources, and Logout. The main content area is titled 'Students 29' and features a search bar and buttons for 'Clear', 'Select Group', 'Refresh', and 'Filters'. Below this is a table with columns for Name, Signup, Last Login, Year Group, Level, Careers, Alerts, Interview, Profiling Status, Aspirations, and Reports. A red circle highlights the 'Reports' dropdown menu for a student named 'Bourke, Georgia', which lists three options: 'Adviser Report', 'Student Report', and 'DET Short Report'.

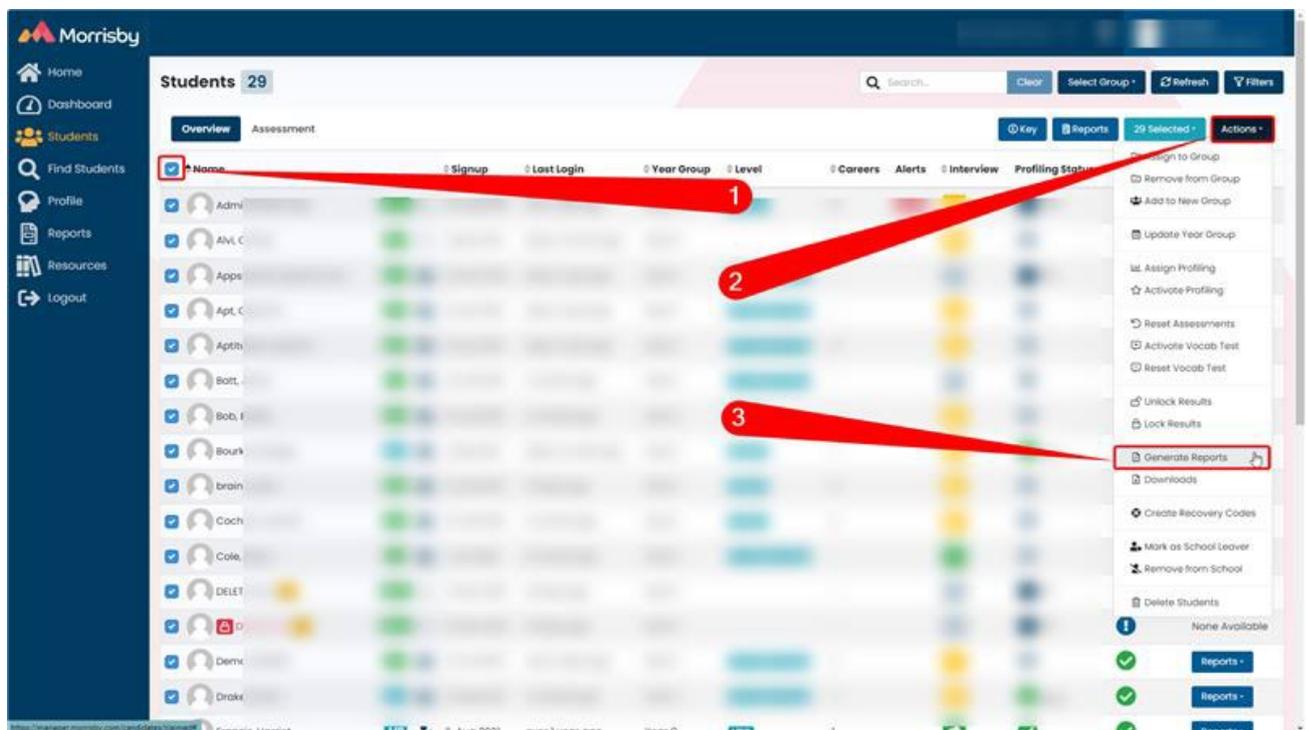
## Morrisby Manager – Generate and Print DET Short Reports

For printing purposes, we highly recommend using the DET Short Report.

**Note:** Students need to have a completed profile and an educational level set for a report to generate successfully.

To generate reports for all your students:

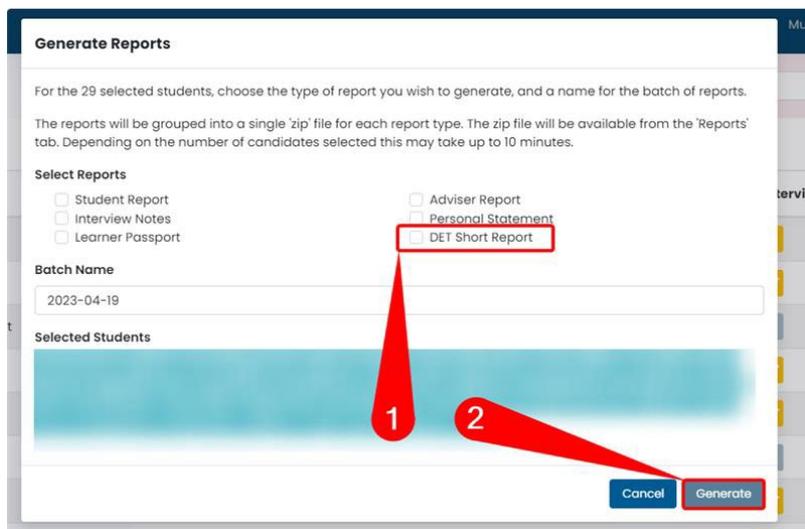
1. Select ALL Students
2. Click on the "Actions" button
3. Select "Generate Reports"



The screenshot displays the Morrisby Manager interface. On the left is a navigation sidebar with options like Home, Dashboard, Students, Find Students, Profile, Reports, Resources, and Logout. The main area shows a 'Students' list with 29 students. The 'Overview' tab is active. A search bar and 'Clear' button are at the top right. Below the search bar are buttons for 'Key', 'Reports', '29 Selected', and 'Actions'. The 'Actions' button is highlighted with a red circle and a red arrow labeled '2'. The 'Generate Reports' option in the dropdown menu is highlighted with a red circle and a red arrow labeled '3'. The first checkbox in the 'Name' column is checked, with a red arrow labeled '1' pointing to it. The table columns include Name, Signup, Last Login, Year Group, Level, Careers, Alerts, Interview, and Profiling Status. The bottom of the page shows a footer with 'Morrisby Manager' and a date '18 Jun 2020'.

In the newly opened window:

1. Select "DET Short Report"
2. Click "Generate" and confirm the pop-up window



To find the downloadable file:

1. Go to the Student Tab located on the left-hand side of Morrisby Manager
2. Click the "Reports" button on the top-right of the page



To print the reports:

Accept the Terms of Download and the reports will then appear in your tool bar, for you to open, save in a file and print.

Need Help? Contact the MCI Support Team

MCI Support:

Ph: (03)94338033

E: [support@ceav.vic.edu.au](mailto:support@ceav.vic.edu.au)