



CFNC Professional Center Reports

The CFNC Professional Center provides a variety of reporting capabilities for school personnel. You can report on all students, individual grade levels, or you can build custom student groups to see reports on college applications, student assessments from CFNC.org, and other options. Here's how to do it:

1. Login to CFNC Professional Center (procenter.cfnc.org)
2. Select the Reports tab
3. Select any of the standard reports, or select the Report Builder for custom reports, if needed.

With Custom Reports in Report Builder, you can build a report for all students, select a particular class, or even build a custom group. Here's how:

1. For a particular class, select the grade you want.
2. Confirm the class selection (click "Use this class...") or change classes (click "Choose a different Class")
3. Upon confirmation of the class, select the report you want from the list provided. Use Choose Students link on the left to go back to the class selection page.
4. Select a timeframe for the report to cover and click the "View and sort your report" link.

Want more details? From within the Professional Center, click on the Resources tab. There you'll find user guides, reference documents, webinars and videos, and lesson plans to use with your students. You can also email cfnc@northcarolina.edu.