**2019-2020 DSCS Report Download Directions**

The following instructions will assist Delaware School Climate Coordinators and District Personnel in downloading Student, Teacher, and Home ONLINE reports from the CoVitality App. *If your school completed Home PAPER surveys, your Home report will be provided once the data has been processed.*

**INSTRUCTIONS FOR SCHOOL LEVEL DOWNLOADS**

1. Log-in to the CoVitality app: <https://deschoolclimate.mosaic-network.com/login>
2. Once logged in, on the right of the school dashboard, there is a section titled “Reporting”
3. In this section, you will see each of your reports that can be downloaded based on the populations that completed the reports
	1. Student Version
	2. Home Version
	3. Staff Version
4. To download/view report, click on the **light red house icon** for the version you want do download (i.e., Staff Version)

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**INSTRUCTIONS FOR DISTRICT LEVEL DOWNLOADS**

The following instructions are for district personnel involved in the DSCS process only. If you are a Delaware School Climate Coordinator, pleases disregard these instructions.

1. Log-in to the CoVitality app: <https://deschoolclimate.mosaic-network.com/login>
2. The top bar on your dashboard should display dropdown menus for the district, school, survey version, and administrative period
3. To download a district-wide report:
	1. Click on the district that you are affiliated with (ex: Red Clay)
	2. On the right of the district dashboard, there is a section titled “Reporting”
	3. In this section, you will see each of your reports that can be downloaded based on the populations that completed the reports
		1. Student Version
		2. Home Version
		3. Staff Version
4. To download/view report, click on the **light red house icon** for the version you want do download (i.e., Staff Version)

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1. To download a school level report:
	1. Go to the top black bar and select the school within your district that you would like to view a report for
	2. Follow the same instructions to now download the school level report