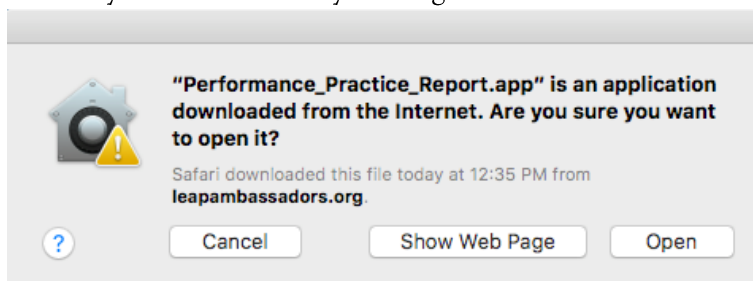


# THE PERFORMANCE PRACTICE REPORTING APP—MAC

**Prerequisite:** Must have Microsoft Excel

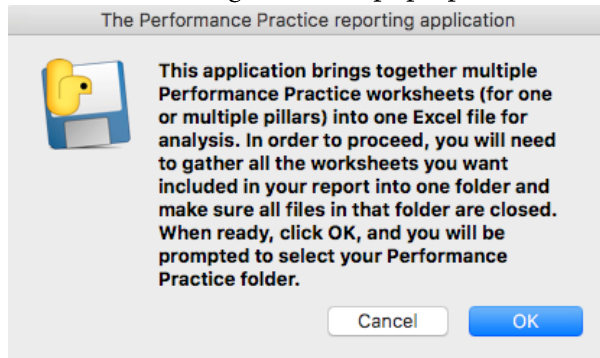
- 1) Gather all of the Performance Practice spreadsheets that your organization has completed (e.g., Module1....) and store them in one folder. You may include spreadsheets for multiple modules, if you want them all to show up in the same report.
- 2) In preparation for running the Performance Practice report application, make sure all Excel files in this folder are closed.
- 3) On the Leap Ambassador website, navigate to the [Performance Practice](#) section and go to any one of the “Get Started” pages (the same app is available on all the pages).
- 4) Under “Reporting Apps,” choose “Reporting App for Mac.”
- 5) Depending on your browser settings, you may be prompted on where to save the zipped version of the application. If so, we suggest saving to your Desktop but you may choose any location you like. If not prompted, the zipped version of the application will be saved in your browser’s default download location.
- 6) Depending on your system, the zipped version of the application may or may not have been automatically unzipped by your system. If you still see “.zip” at the end of your downloaded file, you’ll need to unzip it by double-clicking on it. This will produce an unzipped version of the application.
- 7) Double-click on the unzipped file (i.e. Performance\_Practice\_Report.app) to start the Performance Practice reporting application.
- 8) You may receive a security message like the one shown here:



If so, click “Open.”

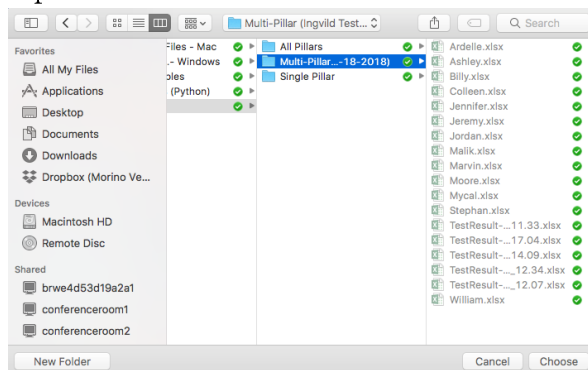
# THE PERFORMANCE PRACTICE REPORTING APP—MAC

- 9) The application will start by displaying a pop-up window with brief instructions. If you don't see this pop-up, you may need to minimize other windows on your system as it may be behind something else – the pop-up will look like this:



- 10) Click "OK."

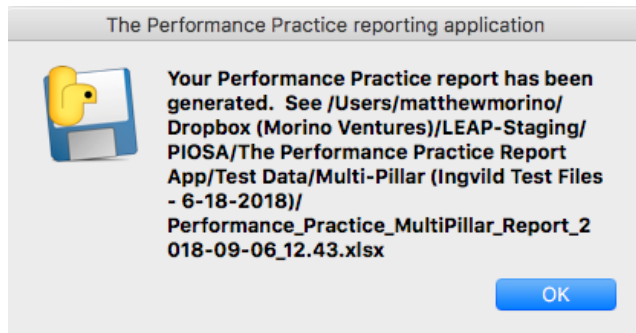
- 11) Select the folder where you've stored those Performance Practice spreadsheets you'd like to report on:



- 12) Click "Choose" button.

- 13) Once all files are successfully processed, you will see the following pop-up window:

# THE PERFORMANCE PRACTICE REPORTING APP—MAC



- 14) Note the location and name of the new Performance Practice report that has been generated (same folder as your other Performance Practice files) and click “OK” to end the application.