

NON CHRONOLOGICAL REPORTS KS2 ANIMALS Tutorial

Non chronological reports KS2 animals are an essential part of primary school literacy, helping students develop their skills in organising information clearly and effectively. These reports are a great way for KS2 pupils to explore the fascinating world of animals while learning how to present facts logically, even when the information isn't arranged in a strict time sequence. Understanding how to write a non-chronological report about animals can boost students' research skills, vocabulary, and ability to communicate complex ideas in an accessible manner.

Understanding Non-Chronological Reports for KS2 Animals

A non-chronological report is a piece of writing that provides factual information about a topic without following a specific order of events or time sequence. In KS2, students often learn to write these reports about animals because it encourages them to gather relevant facts and organize them into clear sections. Unlike stories or biographies, non-chronological reports focus on presenting facts objectively and systematically.

Key features of non-chronological reports about animals include:

- Clear headings and subheadings
- Formal and factual language
- Use of diagrams, pictures, and labels
- Structured paragraphs on different aspects of animals

Understanding these features is crucial for KS2 students to produce effective and engaging reports about animals.

Choosing an Animal Topic for Your Report

Before starting a non-chronological report, it's important to select a specific animal or group of animals to focus on. Some popular options include:

- Lions
- Dolphins
- Frogs

- Pandas
- Insects such as bees or butterflies
- Endangered animals like tigers or elephants

When choosing an animal, consider what interesting facts or unique features you can include. Doing some initial research can help narrow down your focus and gather enough information to fill out your report.

Researching Your Animal

Effective research is the foundation of a good non-chronological report. Here are some tips to help KS2 students gather accurate and relevant information:

Sources of Information

- Books from the library
- Educational websites and online encyclopedias
- Documentaries and videos
- Interviews with experts or teachers

Key Facts to Find

- Physical features: size, colour, and body parts
- Habitat: where the animal lives
- Diet: what the animal eats
- Behaviour: how it behaves and interacts with its environment
- Life cycle: stages of development from birth to adulthood
- Conservation status: whether the animal is endangered or protected

Gathering comprehensive facts will allow students to create a well-rounded report.

Organising Your Report

Once research is complete, the next step is to organise the information logically. Non-chronological reports are divided into sections, each with a clear heading.

Common Sections in an Animal Report

- **Introduction:** Brief overview of the animal and why it is interesting.
- **Physical Features:** Describing size, colour, and special characteristics.
- **Habitat:** Explaining where the animal lives and the environment it prefers.
- **Diet and Food:** What the animal eats and how it hunts or gathers food.
- **Behaviour and Lifestyle:** Daily activities, social structure, and movement.
- **Life Cycle:** Stages from birth to adult, including reproduction.
- **Conservation:** Whether the animal is at risk and what is being done to protect it.
- **Conclusion:** Summing up interesting facts or why this animal is special.

Using subheadings helps readers easily find information and makes the report more visually appealing.

Writing the Non-Chronological Report

When writing, KS2 students should aim for clear, formal language, avoiding slang or personal opinions. Here are some helpful tips:

- Use connectives such as "however," "for example," "also," and "in addition" to link ideas smoothly.
- Incorporate technical vocabulary like "endangered," "mammal," "predator," and "camouflage."
- Write in full sentences and check for spelling and grammar mistakes.
- Include facts and avoid adding personal opinions or fictional stories.

Using Visuals in Animal Reports

Adding pictures, diagrams, or labelled sketches can enhance a report and make it more engaging. Visuals help readers understand the animal's features and habitat better.

Types of Visuals to Include

- Photographs of the animal in its natural habitat
- Diagrams showing body parts or anatomy
- Maps indicating the animal's range or geographical distribution
- Charts or tables summarising diet or conservation status

Ensure visuals are relevant, clear, and properly labelled.

Examples of Non-Chronological Reports on Animals

Here is a brief example outline for a report on pandas:

Introduction:

Pandas are adorable black and white bears native to China. They are known for their distinctive markings and gentle nature.

Physical Features:

Pandas have a round face, black patches around their eyes, and a thick coat of fur. They are about 1.5 meters tall when standing and weigh up to 100 kilograms.

Habitat:

They live mainly in bamboo forests in the mountains of central China.

Diet:

Pandas primarily eat bamboo, which makes up over 99% of their diet.

Behaviour:

They spend most of their day eating and resting. Pandas are solitary animals and communicate through sounds and scent markings.

Life Cycle:

A mother panda gives birth to one or two cubs after a gestation of about five months. Cubs are born blind and rely on their mother.

Conservation:

Pandas are endangered due to habitat loss. Conservation programs have helped increase their numbers.

Conclusion:

Pandas are unique animals that require special protection to ensure their survival.

Tips for KS2 Students Writing Non-Chronological Reports about Animals

- Start with a plan, listing the sections you want to include.
- Use headings and subheadings to organise your report.
- Research from reliable sources and note down important facts.
- Write clearly and check your spelling and punctuation.
- Use interesting facts and descriptive language to make your report engaging.
- Add pictures or diagrams to support your text.

Benefits of Learning to Write Non-Chronological Reports about Animals

Developing skills in writing non-chronological reports helps KS2 students in many ways:

- Enhances research skills by gathering accurate information.
- Improves organisational skills by structuring information logically.
- Builds vocabulary related to animals and science.
- Encourages critical thinking about facts and how to present them.
- Boosts confidence in writing and presenting information.

Conclusion

Writing non-chronological reports about animals is a valuable activity for KS2 pupils that combines scientific knowledge with literacy skills. By learning how to research effectively, organise information clearly, and present facts engagingly, students can deepen their understanding of the animal kingdom and develop essential skills for future learning. Whether describing the majestic lion, the playful dolphin, or the elusive tiger, creating well-structured reports fosters curiosity and a love for the natural world. So, next time you explore an animal, remember that your report can help others learn fascinating facts and appreciate the diversity of life on Earth!

Non-Chronological Reports KS2 Animals: A Comprehensive Guide for Educators and Learners

Non-chronological reports are a vital part of the Key Stage 2 (KS2) curriculum, especially when exploring the fascinating world of animals. These reports are a fantastic way for students to develop their research, writing, and organizational skills, all while engaging with interesting content about the natural world. They allow children to present information in a clear, logical manner without following a timeline or sequence, focusing instead on categorizing facts and features about their chosen animals. This article provides an in-depth exploration of non-chronological reports on animals suitable for KS2 students, offering insights into their structure, features, benefits, and teaching strategies.

Understanding Non-Chronological Reports in KS2

A non-chronological report is a piece of writing that presents facts about a particular topic in a structured way, without any regard for the order of time. Unlike narratives or chronological reports that follow a sequence of events, non-chronological reports organize information categorically. For KS2 students studying animals, this means they can explore topics such as habitats, diet, physical features, and behaviors without the need to tell a story or follow a timeline.

Key features of non-chronological reports include:

- Clear subheadings to divide information into sections
- Introduction and conclusion to frame the report
- Factual, formal language
- Use of diagrams, pictures, and captions
- Use of technical vocabulary appropriate for the age group
- Present tense narration to describe facts

These features help students communicate their understanding effectively and develop their ability to organize information logically.

Importance of Non-Chronological Reports for KS2 Students

Teaching non-chronological reports about animals offers numerous educational benefits:

- Enhances research skills: Students learn how to gather information from different sources.
- Builds organizational skills: Structuring reports with headings and subheadings promotes logical thinking.
- Develops technical vocabulary: Exposure to animal-specific terms (e.g., 'mammal,' 'carnivore,' 'adaptation') expands language.
- Encourages critical thinking: Deciding what information is relevant and how to present it fosters analytical skills.
- Prepares for cross-curricular learning: Links to science, geography, and literacy.

Additionally, these reports foster an appreciation for biodiversity and the importance of animals in ecosystems, cultivating environmental awareness among young learners.

Typical Structure of a Non-Chronological Report on Animals

A well-structured report is essential for clarity and effectiveness. Here's a typical framework tailored for KS2 animal reports:

1. Title

- Clearly indicates the animal or topic (e.g., ?The Lion? or ?Animals of the Amazon Rainforest?).

2. Introduction

- Provides a brief overview of the animal or topic.
- Answers the basic questions: What is it? Why is it interesting?

3. Main Body Sections

Each section covers a specific aspect:

- Physical Features: Description of size, appearance, special adaptations.
- Habitat: Where the animal lives, climate, environment.
- Diet: What the animal eats, hunting or foraging habits.
- Behavior: Social structure, mating rituals, daily routines.
- Lifecycle: Reproduction, growth stages, lifespan.
- Fun Facts: Unique or surprising facts to engage the reader.

4. Conclusion

- Summarizes key points.
- Highlights the importance of the animal or conservation messages.

5. Diagrams and Images

- Visual aids strengthen understanding and engagement.
- Captions explain what each image depicts.

Features and Benefits of Using Non-Chronological Reports in KS2

Features:

- Organized sections: Helps children compartmentalize information.

- Use of headings/subheadings: Improves readability and structure.
- Inclusion of visual elements: Supports visual learners.
- Formal, factual tone: Reinforces formal writing style.

Benefits:

- Encourages independent research and fact-finding.
- Develops writing skills aligned with non-fiction genre conventions.
- Builds confidence in presenting factual information.
- Prepares students for more complex report writing in later years.

Teaching Strategies for Non-Chronological Reports on Animals

Effective teaching methods can make the process engaging and educational:

1. Introduction to Non-Chronological Reports

- Use examples of simple reports or books.
- Discuss features and purpose.

2. Planning Phase

- Brainstorm ideas about the animal.
- Create mind maps or graphic organizers.
- Decide on sections and subheadings.

3. Research Skills

- Guide students on how to find information from books, trusted websites, or videos.
- Teach note-taking techniques.

4. Writing the Report

- Model writing sections together.
- Emphasize the use of formal language and factual accuracy.
- Encourage peer editing and feedback.

5. Incorporating Visuals

- Teach how to include diagrams or pictures.
- Practice creating simple drawings or finding suitable images.

6. Presentation and Sharing

- Organize class displays or presentations.
- Encourage students to read their reports aloud.

Examples of Popular Animals for KS2 Non-Chronological Reports

Selecting animals that fascinate children can motivate their research. Popular choices include:

- Lion
- Elephant
- Penguin
- Dolphin
- Giraffe
- Tiger
- Owl
- Frog
- Seahorse
- Butterfly

Each offers unique features and interesting facts to explore, such as adaptation, habitats, and behaviors.

Pros and Cons of Using Non-Chronological Reports in the Classroom

Pros:

- Promotes diverse research skills.
- Encourages logical organization.
- Supports the development of non-fiction writing.
- Enhances understanding of the animal kingdom.
- Suitable for individual and group work.

Cons:

- May be challenging for students unfamiliar with organizing information.
- Requires access to reliable resources.
- Could be time-consuming to complete thoroughly.
- Needs guidance to avoid superficial coverage.

Assessment and Feedback

When assessing KS2 non-chronological reports on animals, consider:

- Content accuracy and depth.
- Use of appropriate vocabulary.
- Logical structure and clarity.
- Quality of visual aids.
- Presentation skills.

Constructive feedback should praise well-organized information and suggest improvements in areas like language use or visual presentation.

Conclusion: Inspiring Young Naturalists Through Non-Chronological Reports

Non-chronological reports on animals are an excellent educational tool for KS2 students. They not only develop essential literacy and research skills but also foster curiosity and appreciation for the natural world. By engaging children in structured, factual writing, educators can nurture their ability to communicate complex ideas clearly and confidently. Through careful planning, research, and creative presentation, young learners can produce informative and inspiring reports that deepen their understanding of animals and their habitats. Ultimately, these reports lay a strong foundation for future scientific and research pursuits, encouraging lifelong learning and environmental stewardship.

Embarking on non-chronological reports about animals empowers KS2 students to become confident, well-informed writers and explorers of the animal kingdom.

Question What is a non-chronological report about animals? A non-chronological report about animals provides information on a specific animal or group of animals without telling events in order. It includes facts about their appearance, habitat, diet, and behaviour. How is a non-chronological report different from a story? Unlike stories that tell events in order over time, a

non-chronological report presents facts about animals in sections, making it easy to find specific information. What are some key features of a good animal non-chronological report? Key features include clear headings, facts presented in paragraphs, pictures or diagrams, and a conclusion or summary about the animal. What topics should I include when writing a non-chronological report about animals? Topics can include the animal's physical features, habitat, diet, lifespan, behaviour, and interesting facts. How can I make my animal report more engaging for KS2 readers? Use interesting facts, include pictures or diagrams, and write in a clear, factual style. Adding questions or fun facts can also engage readers. Why are non-chronological reports useful for learning about animals? They help you quickly find specific information about animals and develop research skills by organising facts clearly and logically.

Related keywords: animal facts, nonfiction reports, animal habitats, animal behaviors, report writing, facts about animals, KS2 science, animal classification, research reports, animal features

Download sample pyp report managebac

Download sample PYP report ManageBac is a common search query for educators, school administrators, and parents seeking to understand the structure, content, and presentation of Primary Years Programme (PYP) reports within the ManageBac platform. Managing and generating comprehensive student reports is essential for effective communication, assessment tracking, and supporting student growth in the International Baccalaureate (IB) framework. This article provides a detailed overview of how to access, utilize, and benefit from sample PYP reports on ManageBac, ensuring users can optimize their reporting processes and enhance educational outcomes.

Understanding the PYP Report in ManageBac

What is the PYP Report?

The PYP (Primary Years Programme) report is a formal document that summarizes a student's progress, achievements, and areas for improvement over a specific period. It reflects the IB's emphasis on holistic development, including academic skills, social-emotional growth, and learner profile attributes. The report typically includes:

- Academic performance in various subject areas
- Attitudes and attributes demonstrated
- Student reflections
- Teachers' comments

- Goals for future development

Importance of Sample PYP Reports

Sample reports serve as a benchmark for educators and administrators to:

- Understand the format and content expectations
- Ensure consistency across different classes and teachers
- Streamline the report generation process
- Enhance the clarity and professionalism of reports
- Improve parent communication and student feedback

How to Download Sample PYP Reports on ManageBac

Step-by-Step Guide

Downloading sample PYP reports on ManageBac is straightforward. Follow these steps to access ready-made templates or example reports:

- **Login to ManageBac:** Use your credentials to access the platform.
- **Navigate to Reports Section:** On the dashboard, find the "Reports" tab in the main menu.
- **Select PYP Reports:** Choose the "Primary Years Programme" or "PYP" report option from the list.
- **Access Templates or Samples:** Look for links labeled "Sample Reports," "Templates," or similar. These are often available under resources or help sections.
- **Download the Files:** Click on the provided links or buttons to download PDF or Word documents containing sample reports.

Where to Find Official Sample PYP Reports

Most IB-authorized platforms, including ManageBac, provide official sample reports for reference. These are often found in:

- The ManageBac Help Center or Support Portal
- IB's official website or resource portal
- Teacher training materials and webinars
- School-specific resource repositories

Utilizing Sample PYP Reports Effectively

Analyzing the Structure and Content

Once you have downloaded a sample report, analyze its components:

- **Header:** Includes student details, reporting period, and school information.
- **Academic Summary:** Highlights strengths and areas for growth across subjects.
- **Attitudes and Attributes:** Demonstrates learner profile traits like open-mindedness, caring, and risk-taking.
- **Reflections:** Student self-assessments or reflections on their learning journey.
- **Teacher Comments:** Personalized feedback for the student and parent.
- **Goals and Next Steps:** Recommendations for future development.

Understanding these sections helps educators customize reports that reflect their students' unique learning experiences.

Customizing the Sample Reports

While sample reports provide a useful template, they should be tailored to fit your school's context. Consider:

- Incorporating specific assessment criteria used at your school
- Adding personalized comments based on student performance
- Adjusting the tone and language to match school policy
- Including relevant student artifacts or work samples

Ensuring Compliance with IB Guidelines

Always verify that your reports align with IB standards. The sample reports should serve as a guideline, not a strict template. Ensure that your final report:

- Reflects the holistic approach emphasized by IB
- Provides constructive and balanced feedback
- Maintains clarity and professionalism

Benefits of Using Sample PYP Reports in ManageBac

Streamlined Reporting Process

Using sample reports can significantly reduce the time and effort required to produce comprehensive student evaluations. Templates serve as a starting point, allowing teachers to focus on content rather than formatting.

Consistency and Fairness

Standardized reports ensure that all students are evaluated fairly and consistently, which is especially important in large schools with multiple teachers.

Improved Communication with Parents

Clear, well-structured reports promote transparency and foster stronger relationships between schools and families. Parents appreciate detailed insights into their child's progress.

Professional Development for Educators

Analyzing sample reports helps teachers understand best practices in assessment and reporting, contributing to ongoing professional growth.

Additional Resources for PYP Reporting

ManageBac Support and Tutorials

ManageBac offers tutorials, webinars, and support articles to guide educators through report generation, customization, and best practices.

IB PYP Documentation and Guidelines

Consult official IB documentation for detailed criteria, learner profile attributes, and assessment standards to ensure your reports meet IB expectations.

Community and Peer Support

Join educator forums and networks to exchange sample reports, tips, and experiences with peers implementing PYP reports on ManageBac.

Conclusion

Downloading and utilizing sample PYP reports on ManageBac is an essential step toward effective

student assessment and communication within the IB framework. By understanding how to access these samples, analyzing their structure, and customizing them to fit your school's context, educators can produce professional, consistent, and meaningful reports. Remember, the ultimate goal is to support student growth, foster transparency, and uphold the standards of the International Baccalaureate Primary Years Programme.

Whether you're new to ManageBac or looking to refine your reporting process, leveraging sample reports is a valuable strategy. Regularly reviewing and updating your reports based on best practices and IB guidelines will ensure you provide valuable insights that benefit students, parents, and educators alike.

Download Sample PYP Report ManageBac: A Comprehensive Guide for Educators and Administrators

In the realm of international education, especially within the International Baccalaureate (IB) framework, managing and reporting student progress efficiently is paramount. One of the most effective tools in this domain is the download sample PYP report ManageBac feature, which allows educators to access, customize, and distribute comprehensive progress reports seamlessly. Whether you are a teacher striving to streamline your reporting process or an administrator seeking best practices for report management, understanding how to leverage sample reports from ManageBac can significantly enhance your workflow.

Understanding the Importance of Sample PYP Reports in ManageBac

Before diving into the technicalities of downloading and utilizing sample reports, it's vital to understand why these resources are crucial.

- **Consistency and Standardization:** Sample reports serve as a benchmark, ensuring all students receive uniform and comprehensive feedback aligned with IB PYP standards.
- **Time Efficiency:** Pre-designed templates reduce the time teachers spend formatting reports from scratch.
- **Quality Assurance:** Sample reports often exemplify best practices in language, structure, and content, guiding educators to produce high-quality feedback.
- **Training and Onboarding:** For new staff or teachers unfamiliar with ManageBac, sample reports provide valuable learning tools.

How to Download Sample PYP Reports from ManageBac

Step 1: Log into Your ManageBac Account

To access sample reports, you must first log into your ManageBac account. Ensure you have the necessary permissions, typically as an teacher or administrator.

Step 2: Navigate to the Reports Section

Once logged in:

- Locate the Reports tab in the dashboard menu.
- Click to enter the Reports area, where various report types and templates are stored.

Step 3: Access the PYP Report Templates

Within the Reports section:

- Look for options labeled PYP Reports or Student Reports.
- Some systems may categorize templates under "Sample Reports" or "Templates."
- If your institution has customized templates, they might be stored here as well.

Step 4: Find and Download Sample PYP Reports

- Search for Sample PYP Report or similar titles.
- Click on the report to preview its content.
- Use the Download button, typically available as a PDF or Word document, to save the sample report to your device.

Customizing the Downloaded Sample Report for Your Needs

Downloading a sample is just the beginning. Customization ensures the report aligns with your students' individual progress and your school's reporting standards.

Step 1: Review the Sample Report Content

- Analyze the structure, language, and assessment criteria.
- Note areas where personalization is needed, such as student names, specific achievements, or subject comments.

Step 2: Populate Student Data

- Insert student-specific information: name, grade level, academic year.
- Add personalized comments based on student performance and observations.

Step 3: Adjust Content and Language

- Ensure feedback is constructive, tailored, and aligned with IB PYP goals.
- Incorporate relevant assessments, reflections, and next steps.

Step 4: Incorporate Visual Elements (if applicable)

- Add charts, progress bars, or visual data summaries for clarity.
- Ensure visual elements complement the narrative and aid understanding.

Step 5: Finalize and Save

- Proofread for accuracy and clarity.
- Save the customized report in accessible formats for distribution.

Best Practices for Managing PYP Reports with ManageBac

To maximize the benefits of sample reports and overall reporting efficiency, consider these best practices:

- Establish a Consistent Reporting Schedule
 - Decide on frequency (termly, bi-annual, yearly).
 - Use ManageBac's scheduling features to automate reminders and report distribution.
- Use Templates and Samples as Starting Points
 - Maintain a repository of customizable templates.
 - Regularly update sample reports to reflect latest IB PYP standards.

- Engage in Collaborative Review
- Share draft reports with colleagues for feedback.
- Use ManageBac's collaborative tools for peer review and input.
- Incorporate Student and Parent Feedback
- Provide avenues for feedback on reports.
- Use insights to refine report content and structure.
- Ensure Data Privacy and Security
- Store reports securely within ManageBac.
- Follow your institution's data protection policies when downloading, sharing, or storing reports.

Tips for Effective Use of ManageBac Sample PYP Reports

- Stay Updated: IB and ManageBac periodically update report templates; regularly check for the latest versions.
- Personalize Thoughtfully: While templates save time, always tailor reports to reflect individual student progress.
- Leverage Visuals: Incorporate graphs or visual indicators to make reports more engaging and understandable.
- Train Staff: Conduct training sessions on how to effectively download, customize, and distribute reports using ManageBac.
- Seek Feedback: Regularly gather input from students, parents, and colleagues to improve reporting quality.

Common Challenges and How to Overcome Them

| Challenge | Solution |

| --- | --- |

| Finding the right sample report | Use ManageBac's filtering options or consult your IB coordinator

for approved templates. |

| Customization complexity | Develop standardized sections and comment libraries to streamline personalization. |

| Maintaining consistency | Implement peer review processes and standardized language guides. |

| Ensuring timely distribution | Automate report generation and sharing through ManageBac's scheduling features. |

Final Thoughts: Elevating Your PYP Reporting with ManageBac

The download sample PYP report ManageBac feature is an invaluable resource for educators committed to providing high-quality, consistent, and meaningful feedback to their students. By understanding how to locate, customize, and effectively utilize these sample reports, teachers and administrators can significantly enhance their reporting process, ultimately supporting student growth and strengthening communication with parents.

Remember, while templates and samples are starting points, the true impact lies in personalized, thoughtful feedback that reflects each student's unique journey. Leveraging ManageBac's tools and best practices will empower your school community to foster transparency, engagement, and continuous improvement in the PYP framework.

Additional Resources

- ManageBac Help Center: [Link to support articles on reports]
- IB PYP Assessment Guidelines: [Link to official IB documentation]
- Sample PYP Report Templates Repository: [Institution-specific or shared online resources]
- Training Workshops: [Information on webinars or professional development sessions]

By embracing these strategies and resources, educators can confidently navigate the process of downloading and customizing sample PYP reports on ManageBac, delivering impactful feedback that supports student success within the IB PYP framework.

Question How can I download a sample PYP report from ManageBac? To download a sample PYP report, log into your ManageBac account, navigate to the Reports section, select the PYP report template, and click on the 'Download Sample' button available in the options. **Answer** Where can I find downloadable sample PYP reports for ManageBac? Sample PYP reports are typically available in the Help Center or Resources section within ManageBac. You can also contact your school's administrator or support team for direct links to sample reports. Are there customizable

sample PYP reports available for download on ManageBac? Yes, ManageBac offers customizable sample PYP reports that you can download and edit to suit your school's reporting requirements. What formats are available for downloading sample PYP reports on ManageBac? Sample PYP reports can usually be downloaded in PDF and Word formats, allowing for easy editing and printing. Can I use a downloaded sample PYP report as a template for my own reports on ManageBac? Absolutely. Downloaded sample reports can serve as templates, enabling you to customize content while maintaining the structure for consistency. Is there a step-by-step guide to downloading PYP report samples from ManageBac? Yes, ManageBac provides detailed guides and tutorials on their Help Center to assist users in downloading and customizing report samples efficiently. Are sample PYP reports on ManageBac compliant with IB standards? Yes, sample reports provided by ManageBac are designed to align with IB PYP standards and can be used as reference templates for compliant reporting. Can I access sample PYP reports on ManageBac from mobile devices? Yes, ManageBac is mobile-friendly, allowing you to download and view sample PYP reports from smartphones and tablets. Who should I contact if I have trouble downloading sample PYP reports from ManageBac? If you encounter issues, contact ManageBac support or your school's IT administrator for assistance with downloading sample reports.

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