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## Lexile Reports – how to create a list

Go to reports

Choose item reports

Report name: item list

Format: lexile score

Sort by: lexile or title whichever you prefer

Select by: Lexile (starting with 0 and ending with 2000)

Reports: Items

File Edit Show Reports Links District Window Help

Report Name: Item List Format: Lexile Score Sort By: Lexile

Select By: Lexile

No Selection

Starting With: 000

Ending With: 2000

Cancel Create Quick Report Print

Other variations on this report are:

Run the report and select by a range

For example :

to see how many books you have on the 5<sup>th</sup> grade level select by 565 – 910  
or sort by title to easily locate the lexile scores of various titles.