

overview_report_parameters

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Each report has a	a Darameters Da	ide where vou	SDECILV ODUOUS	ior running the report.

Reports > Attendance Reports > Rosters > SAT3500 D	aily Class Attendance Rost	er	
Return to Reports Report ID: SAT3500 User ID: Enter Selection Criteria: Parameter Description	Value		
Campus ID			Run Preview
Control Nbrs (Blank for All)			
Period (Blank for All)			
From Date (MMDDYYYY)			
To Date (MMDDYYYY)			
Double Space (Y,N)			
Include Courses Excluded from txGradebook (Y,N)			

Report ID	The unique ID for the report is displayed. The first three characters generally refer to the application. For example, SAT refers to Student Attendance, SGR refers to Grade Reporting, and so on.					
User ID	The ID you used to log on to ASCENDER is displayed.					
Clear Options	Click to clear all data in the Value fields if necessary.					
Parameter Description	For each row, enter data in the Value field as needed. Parameter Descriptions in bold are required.					
	If the parameter has an ellipsis button ‡ , you can type data in the Value field, or you can click the button to select a value from a lookup or directory.					
If the parameter has an calendar icon 🔜, you can type a date in the field, or you can click the icon to select a date from a calendar.						
Run Preview	Click to generate the report.					
Return to Reports	Click to return to the list of reports.					

Ellipsis Button

When you click the ellipsis button on a report parameter page, a lookup or directory opens. See the **Ellipsis Lookups & Directories** section of this guide for more information.

Student

Reports > Attenda	ance Repo	rts > Rosters > SAT3500 Dai	ily Class Attendance	Roster	
	Campus	es	×		
Return to R	Searc	h:			
Report ID: S. User ID: JS	<u>ID</u>	Campus Name			
Enter Selection	001	Agarita High School			
	003	Johnson Middle School			Run Preview
Campus ID	042	Carter Academy			
	<u>101</u>	Monarch Elementary			<u>Clear Options</u>
Control Nbrs					
Period (Blank			Canaal		
From Date (M			Cancer		
To Date (MMDI	DYYYY				

For reports, it is common for Lookups and Directories to allow you to select multiple values. When multiple values can be selected, check boxes are displayed for each value, and you can select one or more check boxes.

t ID: SAT3500 D: JSTANFO	0 ORD				
Selection Criteria	a: mater Departmine	10luo			
Palan	neter Description	Value	Run Preview		
mpus ID		001			
			Clear Options		
htrol Nbrs (Blank	(for All)				
iod (Blank for All	I)				_
nstructors					
_					
School Year 2	1018 Last Name	First Name	Campus ID 001 m Grade Level Retr	leve Select Cancel	
	907	ALVARADO, ALICIA A	001	23	- 1
	505	APONTE, AMANDA A	001	255	
	812	APPERLEY, AMANDA L	001	226	i 1
	403	ARCHIBALD, AMELIA A	001	36	
	822	Arredondo, Melisa	001	C286	
	507	BARRIENTOS, ANTONIO C	001	253	
	209	BEEMAN, ARMANDO R	001	317	
	211	BENAVIDES, ASHLEY A	001	312	
	402	BERNAL, BALDINO A	001	27	
	206	BERNAL, BALDOMERO	001	318	
	101	BEYER, BARBARA Y	001	223	
	610	BITTEL, BEATRIZ L	001	332	
	201	BLOSCH, BELINDA	001	419	
	242	BOERM, BENITO A	001	311	
	010		001	CYM.	
	706	BRIM, BONNIE L			

Many parameter descriptions will also state that you can leave the **Value** field blank to select all available values. For example, leave the **Period** parameter blank to select all periods at the campus.

Return to Reports Report ID: SAT3500 User ID: Enter Selection Criteria:		
Parameter Description	Value	
Campus ID	001	 Run Preview
Control Nbrs (Blank for All)		
Period (Blank for All)		
Energy Dates (MMDD)(0000)		

Student

Calendar Icon

For date parameters, you can type the date in the MMDDYYYY format, or you can click the calendar icon to select a date from a calendar.

Control Nbrs (Blank for All)							200	
Period (Blank for All)								
From Date (MMDDYYYY)								
To Date (MMDDYYYY)	May 2018				0			
Double Space (Y,N)								
Include Courses Excluded from txGradebook (Y,N)	Su	Мо	Tu	We	Th	Fr	Sa	
			1	2	3	4	5	
	6	7	8	9	10	- 11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			

Arrows on either side of the month name allow you to view previous and future months.

When you click a date on the calendar, the calendar closes, and the **Value** field is populated with the selected date.

If you click outside the calendar, the calendar closes with no date selected.



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