



ASCENDER GUIDES



Create Discipline Report

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Create Discipline Report

Discipline > Reports > Create Discipline Report

The Create Report page allows you to create a customized report within an application for students at one campus or all campuses. The data is pulled from the most current student record for the selected school year. Only information linked to a student is retrieved.

The report heading includes the county-district number, campus ID(s), report title, school year, date and time, and page numbers.

The report can be sorted or filtered (see below).

Run a report from a saved template:

Report Template	Begin typing all or part of the name of an existing report template, or press the space bar to view all the templates. As you begin to type, a drop-down list displays report templates with titles that match the letters you have typed. From the drop-down list you can select the template. Only templates you created are listed in the drop-down list.
Report Template Directory	If you do not know the name of the report template, or if you are looking for a public report template, click Directory to select a report template from the directory. From the directory, you can select templates you created as well as public templates.

Once the template is selected, press ENTER to populate the selections.

Create a new template:

Report Template	Type the name of a new report template. Only alphanumeric characters are allowed. WARNING: If you type a name that is already used, it will overwrite the previous template.
Public	Select to make the report accessible to other users. All users in the district who have access to this page will be able to use the template.

After entering the title and selecting the columns to include, click **Save**.

Create a new report:

Report Title	Type a title for the report, up to 35 characters.
Campus Options	Select Campus to print information for the campus to which you are logged on. Or, select All Campuses to print information for all campuses in the district to which you have access (according to your security settings).

Semester Options	Select All semesters to print information for all semesters. Or, select the semester (1-4) for which you want to print information.
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The fields are grouped by student table.

- Select the fields for which you want to print information.

You can select an entire group of fields by selecting the group name (e.g., **Demographic Information**).

- Click **Create Report** to generate the report.

[Review, save, and/or print the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

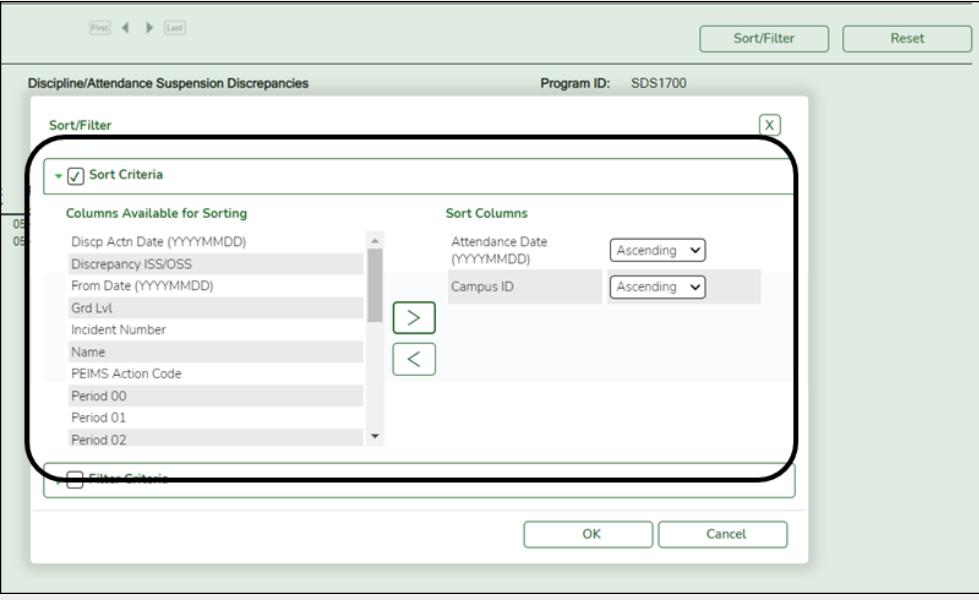
The report can be viewed and saved in various file formats.

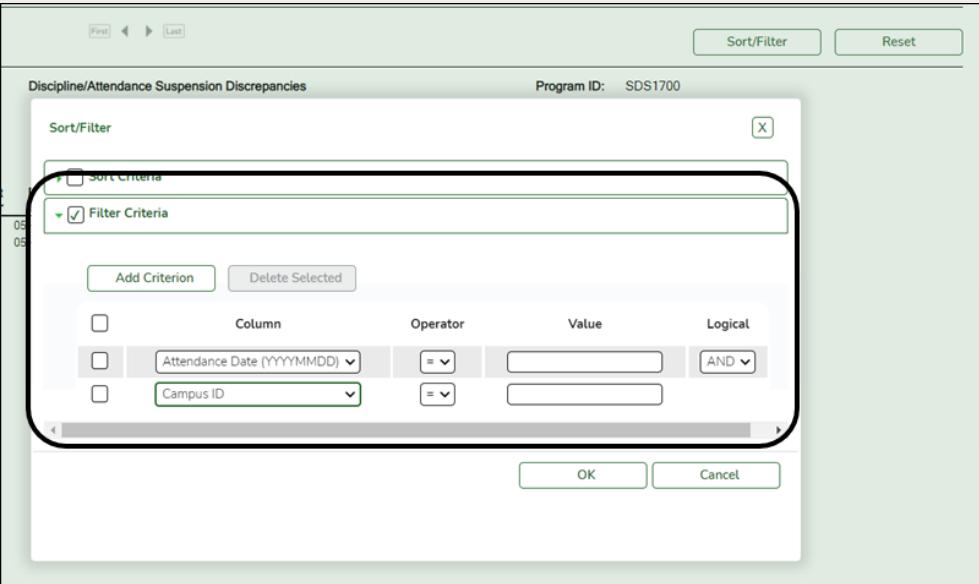
Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Other functions and features:

Sort	<p>Sort report data. You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.</p> <p>In the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria.</p>
	
	<p>(Left grid) Columns Available for Sorting Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.</p> <p>(Right grid) Sort Columns You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a field from the sort, select the field, and then click  to move it back to the left grid.
	<p>Select the Sort Criteria check box and click OK to apply the selected sort criteria to the report.</p> <p>Click Cancel to close the window without re-sorting.</p>

Filter	<p>Filter report data.</p> <p>Filter When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.</p> <p>From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section.</p>  <p>If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available.</p> <p>Click Add Criterion to add new filter criteria. A blank row is added to the grid.</p> <table border="1" data-bbox="192 1057 1473 1507"> <tbody> <tr> <td data-bbox="192 1057 298 1084">Column</td><td data-bbox="298 1057 1473 1084">Select a field by which to filter the data. The drop down lists the columns that appear on the report.</td></tr> <tr> <td data-bbox="192 1084 298 1111">Operator</td><td data-bbox="298 1084 1473 1111">Select an operator.</td></tr> <tr> <td data-bbox="298 1111 314 1134"></td><td data-bbox="314 1111 1473 1304"> <ul style="list-style-type: none"> = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to </td></tr> <tr> <td data-bbox="192 1304 255 1331">Value</td><td data-bbox="255 1304 1473 1331">Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.</td></tr> <tr> <td data-bbox="298 1372 314 1394"></td><td data-bbox="314 1372 1473 1507"> <p>Note: When filtering report data by date, you must use the following formats:</p> <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format. </td></tr> </tbody> </table> <table border="1" data-bbox="192 1545 1473 1837"> <tbody> <tr> <td data-bbox="192 1545 346 1572">Add Criterion</td><td data-bbox="346 1545 1473 1572"> <p>Add another row.</p> <p>Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row.</p> <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both. </td></tr> <tr> <td data-bbox="192 1792 362 1819">Delete Selected</td><td data-bbox="362 1792 1473 1819"> <p>Delete selected row.</p> <p>Select the row, and then click the button. The row is deleted from the filter criteria.</p> </td></tr> </tbody> </table> <p>Click OK to apply the selected filter criteria to the report.</p> <p>Click Cancel to close the dialog box without applying a filter.</p> <p>NOTE: Some applications allow you to filter by specific data:</p> <p>In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the Value field. For example, if you filter report data for the At Risk program by selecting Equals in the Operator field and Yes in the Value field, no data is displayed; however, if you select 1 in the Value field, the At Risk data is displayed.</p>	Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.	Operator	Select an operator.		<ul style="list-style-type: none"> = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to 	Value	Type the value by which you want to filter. 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Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
Delete	Delete a report template. Select the template in the Report Template field and click Delete .



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