

Run a report from a saved template:

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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, page numbers, and record count.

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

Run a report from a saved template:

Report Template

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

Create a new template:

Report Template Public

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

Create a new report:

Report Title Campus Options

- 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 first page of the report.

Click 1 to go back one page.

Click to go forward one page.

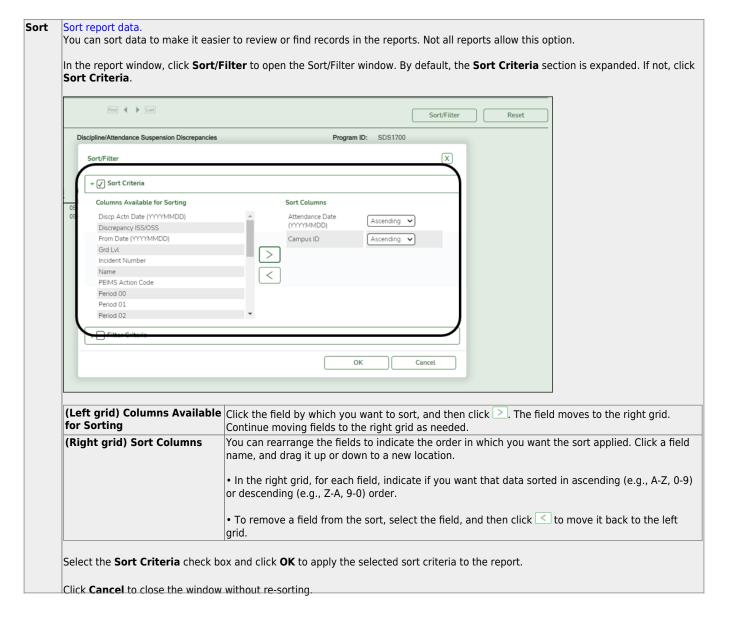
Click is to go to the last page of the report.

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:



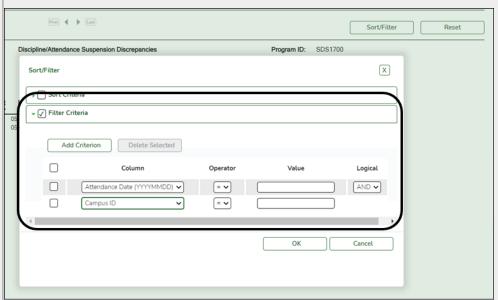
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Filter Filter report data.

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.

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.



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.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

 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.

 = Equals
 ≠ Not equals

 > Greater than
 ≥ Greater than or equal to

 < Less than</th>
 ≤ Less than or equal to

 Value
 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.

 Note: When filtering report data by date, you must use the following formats:

 • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format.

Add Criterion

Add another row.

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.

- 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.

Delete Selected Delete selected row.

Select the row, and then click the button. The row is deleted from the filter criteria.

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.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

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

Student

| | 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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