

Other functions and features:

2024/06/02 07:18 i Other functions and features:

2024/06/02 07:18 ii Other funct

Table of Contents

| Other functions and features: | 1 |
|---------------------------------|--------|
| otilei Tulictions and Teatures. | Τ. |

2024/06/02 07:18 iv Other functions and features:

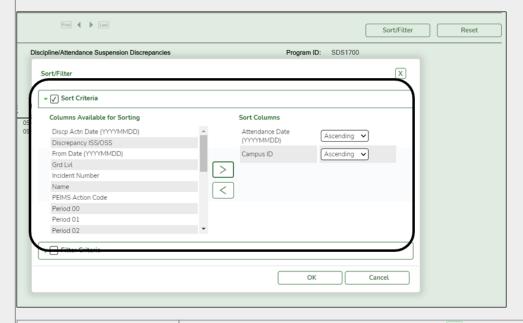
| Parameter | Description |
|---|---|
| Campus ID (Blank for All) | Type the three-digit campus ID, or click to select the campus. Leave blank to select all campuses in the district. |
| | NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID. |
| Semester (1, 2, 3, 4, Blank for All) | Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4. |
| | Leave blank to select all semesters. |
| Include Withdrawn Students (Y, N) | Y - Include withdrawn students. N - Do not include withdrawn students. |
| Grade Level (Blank for All) | Type the two-character grade level, click to select the grade level, or leave blank to select all grade levels. |
| Control Nbr (Blank for All) | Type the three-digit control number (instructor ID), click to select the control number, or leave blank to select all control numbers. |
| Student IDs (Blank for All) | Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click to select the students. Leave blank to select all students. |
| Sort Order (A = Period, B = Course Number) | A - Sort the report by period. B - Sort the report by course number. |

Other functions and features:

Sort | 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.

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**.



(Right grid) Sort Columns

(Right grid) Sort Co

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

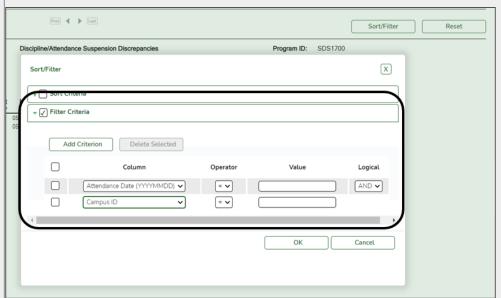
Click Cancel to close the window without re-sorting.

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
- ≤ 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.
- 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.

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.

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 the

Value field, the At Risk data is displayed.

Reset report data.

Click to restore the report to the original view, removing all sorting and filtering that has been applied.



Back Cover