



## Select Student for Reports



# Table of Contents

**Select Student for Reports** ..... 1



# Select Student for Reports

The student selection directory allows you to retrieve students at the campus.

## Select students:


Field	Description
<b>School Year</b>	The current school year is displayed. <ul style="list-style-type: none"> <li>If the report is for the current year only, the field cannot be changed.</li> <li>If the report can be run for a prior school year, the field is enabled. You can select another school year if necessary.</li> </ul>

You can search for the student by last and first names. Other options allow you to narrow the search further. Enter data in one or more of the following fields:

Field	Description
<b>Last Name</b>	Type all or part of the student's last name to retrieve students whose last name <i>begins with</i> the letters you have typed.
<b>First Name</b>	Type all or part of the student's first name to retrieve students whose first name <i>begins with</i> the letters you have typed.
<b>Campus ID</b>	<ul style="list-style-type: none"> <li>The <b>Campus ID</b> field displays to the campus ID to which you are logged on. You can <a href="#">select another campus</a> if needed.</li> </ul>

- In the **Grade Level** field, [select the grade level](#).
- The **Active Code** field select the status of the student records (i.e., *Active* or *Inactive*). The field is set to *All* by default, which retrieves active and inactive students.

Some applications may have additional criteria:

- In the Graduation Plan application, click  to [select the graduation plan](#).
- On many reports, you can filter students by program or at-risk status. Note: If you select a **Generic Type** and then change the **School Year** or **Campus ID**, the **Generic Type** list changes according to the selected school year and campus ID. You may need to re-select the **Generic Type**.

Click **Retrieve**. The students who meet the criteria are displayed.

When you find the student you want to retrieve, click the student ID. The student selection dialog box closes, and the **Value** field on the report parameter page displays the selected student ID.

If the report allows you to select multiple students, the **Select** field is displayed.

- Click **Select** for the students you want to select.
- To unselect a student, click **Select** again.
- Click the **Select** button. The student selection dialog box closes, and the **Value** field on the report parameter page displays the selected student IDs.

Click **Cancel** to close the dialog box without selecting a student.



## Back Cover