

Reports Guide

Reports are designed to help you generate form letters, produce student progress reports, and combine historical data with text to deliver meaningful information.

WHAT IS INCLUDED IN YOUR CUSTOMIZED REPORTS PACKAGE?

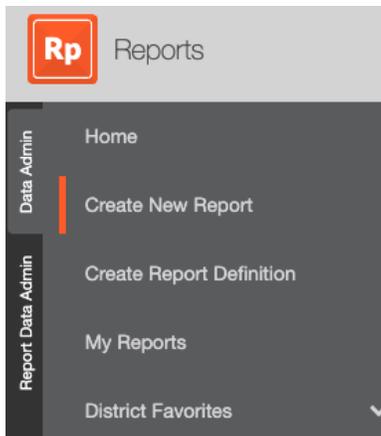
Once a report is generated, it is compiled into a downloadable PDF for saving and printing. Most of our reports include a Title Page, Table of Content with hyperlinks to each student's report, Mailing Labels, and Reports.

QUICK LINKS

ACCESSING REPORTS	MY REPORTS
BREADCRUMBS	DISTRICT FAVORITES
BUILD A REPORT	CHARTS AS LOGINS/LINKS
FAVORITES	

ACCESSING REPORTS [\(QUICK LINKS\)](#)

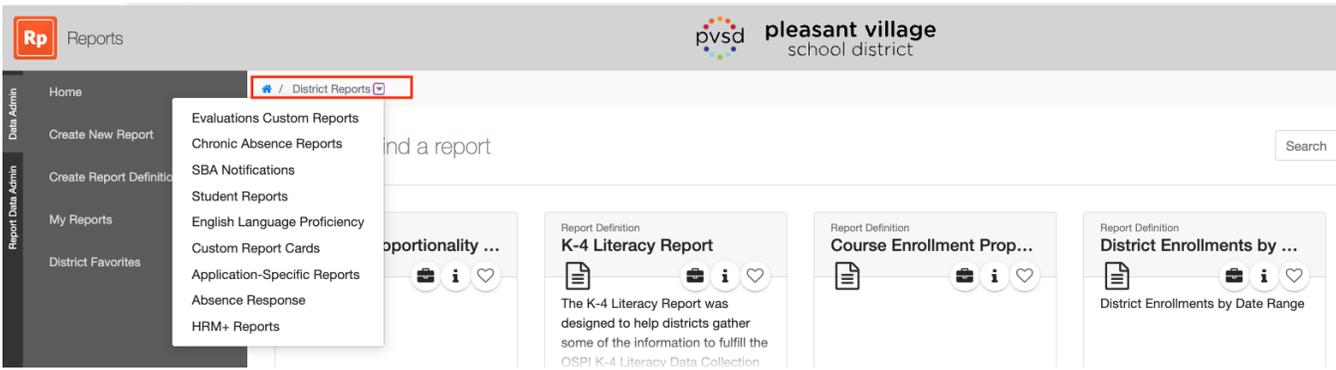
Reports may be accessed by navigating to the **Reports App** within the **Data Extracts Bundle** and clicking **Launch App** and then clicking **Create New Report** from the left navigation menu.



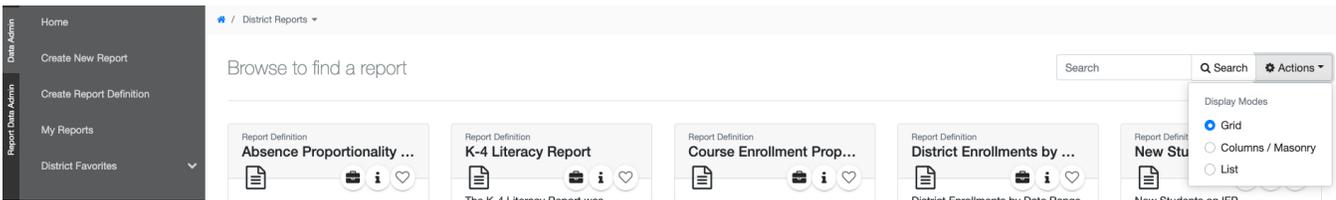
Next, browse to find a chart of your choice and click [Browse Category](#).

BREADCRUMBS [\(QUICK LINKS\)](#)

As you browse the categories, notice that the breadcrumbs at the top of the page indicate where you are and how you got there. Those breadcrumbs also allow you to return to any category or related category by clicking them.



Reports may be viewed in various ways. First, select the **Actions Gear** in the far right corner to display as a **Grid**, **Columns/Masonry**, or **List**. Here you may also search for a table by using keywords.

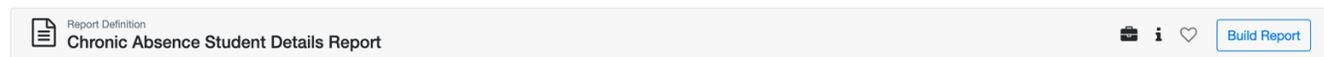


Each Report includes the following actions:

	Click to reveal a further description of the Report.
	Report details and configurations.
	Learn More - A realistic example, if available, a descriptive title, and an informative description.
	FAVORITES - Mark the Report to retrieve easily at a later time.

BUILD A REPORT [\(QUICK LINKS\)](#)

Once you've identified a Report that meets your needs, the next step is to configure it by clicking **Build Report**.



Make selections, then click **Save and Generate**. You may also choose to Download the report only (**Generate Report**) or **Save Configuration** (without downloading).

Saved reports may be found in your [My Reports](#).

K-4 Literacy Report

View Description Save And Generate

- Generate Report
- Save Configuration

Please Make a Selection for All Required Fields

Assessments (required) Select School Year (optional) Select

2015-16 K-2 DRA Year Growth x 21/22 x

FAVORITES [\(QUICK LINKS\)](#)

When you find a Report that meets your needs, it's often helpful to mark it as a "Favorite," which is done by clicking the "heart" icon. This way, you can find it again easily by navigating to the **My Favorite Reports Folder** under [MY REPORTS](#).

 Report Definition
K-4 Literacy Report

▼ 🛠 📄 📄 ❤️

Build Report

To edit, create shortcuts or delete favorites, simply locate the chart and click on the **Action Gear**.

 Report Definition
K-4 Literacy Report

▼ ⛶ 📄 ⚙️ ❤️

Build Report

🔧 Edit Item

📄 Create Shortcut

🗑 Delete

MY REPORTS [\(QUICK LINKS\)](#)

When you save or favorite a report, it becomes available on the **My Reports** page. Here we see a list of every report rendered and saved. When we select a saved report, we can see each version of the report that we have configured and generated. You can keep an up-to-date version at any time or change the configuration options to create multiple reports used for comparisons.

 Reports

Data Admin
Home

Report Data Admin
Create New Report

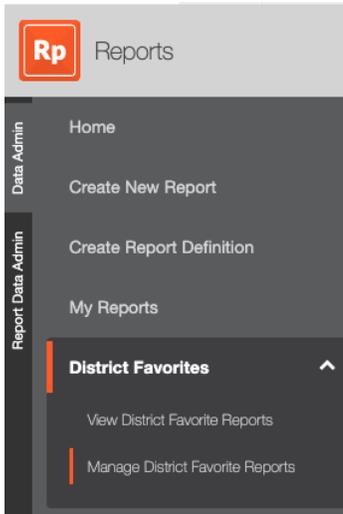
Report Data Admin
Create Report Definition

Report Data Admin
My Reports

Report Data Admin
District Favorites ▼

DISTRICT FAVORITES [\(QUICK LINKS\)](#)

Navigate to the **Manage District Favorites** under **District Favorites** in the left navigation pane.



Select **Add Record** in the top right corner.

Manage District Favorite Reports

Manage District Favorite Reports (5 records) + Add Record

Report	Description	Type	Author
REP-1789 w/ Selections in Dev		Configuration	Nathan.Kelm Nathan.Kelm
Test generation for Report 222		Configuration	Deidra McCollum

Click **Select**, choose your charts by clicking the checkmark in the new window, and click **Add Reports**.

Add Record + Add

Chart Definitions Select

Charts required

Percent Of Attended Classes, by Grade Level, for Student Group × Percent Of Attended Classes, by Federal Race, for Student Group ×

Reports + Add Reports

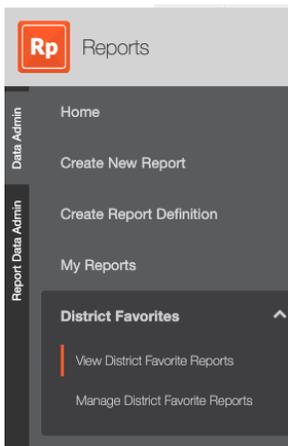
Reports (341 records)

Label	Description	Is District Favorite
<input checked="" type="checkbox"/> Mid-Year Evaluation Summary	Mid-Year Evaluation Summary	No
<input checked="" type="checkbox"/> ALE - All wSLP Audit Print backup	ALE - All wSLP Audit Print backup	No
<input checked="" type="checkbox"/> Neil Test	this is neil testing various xml/xsl. no touchy	No

Click **Add** once more.



District favorites will now appear under **View District Favorite Reports** in the left navigation pane.

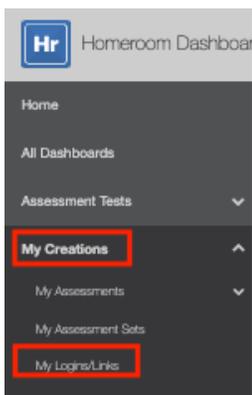


CHARTS AS LOGINS/LINKS [\(QUICK LINKS\)](#)

Popular reports may be added to **Logins and Links in Homeroom Dashboards** by yourself or your district. For a district-wide link, contact support@school data.net, or for further instructions, check out the [Homeroom Dashboards - Login & Links](#).

From the Report application, copy the unique URL for the Report. If favorited a Report, the unique URL from the **My Favorite Reports** category can be added instead or in addition.

In Homeroom Dashboards, click **My Creations** from the left-hand navigation menu, then click **My Logins/Links**.



Next, click the Action Gear in the upper right-hand corner and select **Create New Login/Link**.

LOGINS/LINKS
My Logins and Links

Actions ▾
Create New Login / Link

From the pop-up window, click Link, then paste in the unique URL for the Data Table, type in the label, and [Save](#).

Create link

Login **Link** ✕

Link	URL (required) <input type="text" value="http://"/>
	Label (optional) <input type="text"/>

✓ Save