

## CREATING A COURSE PROPORTIONALITY REPORT

### Purpose

Create a course(s) proportionality report to verify enrollment with respect to gender, race/ethnicity and program status of students.

### Directions

1. Navigate to the Reports Manage Application
2. Navigate to the Course Proportionality Report using  
Create New Report → District Reports → Course Enrollment Proportionality Report
3. Select “Build Report”
4. Complete the fields as required. The following is a sample uses all Science course that are cross credited in CTE. The report will enrollment have proportionality with respect to gender, race/ethnicity and several programs.

Course Code List (Comma Delimited) (optional)

DSC348,DSC356,DSC391,WLC420

Course List Summary (Course Codes will be appended) (optional)

School (optional)

(1) Mercer Island High School

Grade (optional)

(4) 12th Grade 11th Grade 10th Grade 9th Grade

Genders (optional)

(2) Male Female

Federal Race Codes (optional)

(7) American Indian/Native Alaskan Asian Black/African American Hispanic Native Hawaiian/Other Pacific Islander

Two or more races White

Programs (optional)

(3) 504 Bilingual Education Special Education

5. Select Save and Generate (in the upper right)
6. Give the report a name and again select Save and Generate
7. The report will begin to generate, and you will be notified when the report is ready for download. The report will include the actual PDF of results and a validation report that will give you student by student details on how the report was generated.