

Reports Guide V2

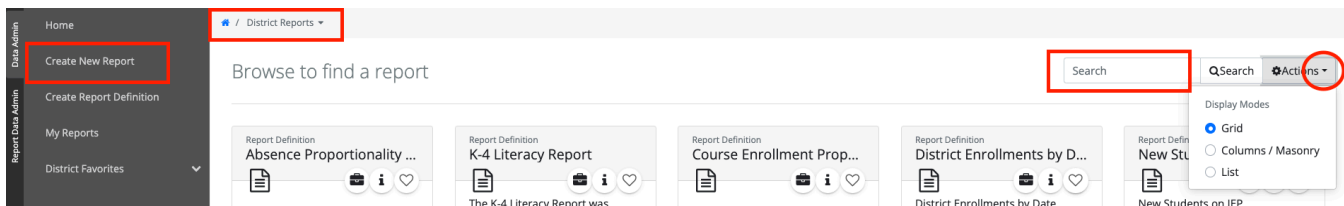
Reports are designed to help you generate form letters, produce student progress reports, and combine historical data with text to deliver meaningful information.

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 Contents** (with hyperlinks to each student's report), **Mailing Labels**, and **Reports**.

Accessing Reports





The Reports application is part of the **Data Extracts Bundle**.

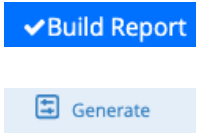
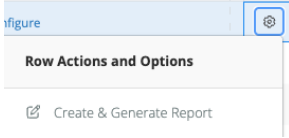

- In V2, click **Create New Report** in the left navigation menu. Then, use the search keywords at the top right to find the chart or report category you need.
 - As you browse the categories, **breadcrumbs** appear at the top of the page. These show your current location and allow you to quickly return to any previous category by selecting it from the dropdown menu.
 - Click the **Action gear** in the far-right corner to display reports in Grid, Columns/Masonry, or List views.



Report Actions

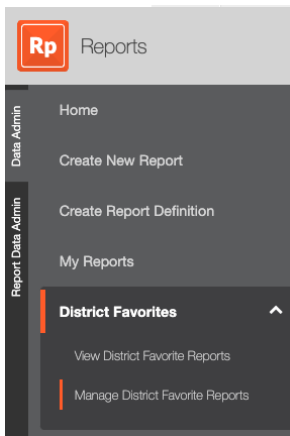
Each report has several action options:

	Click to reveal further details.
 	Report details and configurations.
	Learn More: If available, a realistic example, descriptive title, and additional information about the report will be provided to guide you.

 	<p>Build or generate a report.</p> <ul style="list-style-type: none"> • Make any necessary selections based on your data needs. • Click Generate Report to produce the report. • In V2, you may choose three options from the dropdown menu: <ul style="list-style-type: none"> ■ Save and Generate (save and download) ■ Generate Report (download only) ■ Save Configuration (save without downloading) • In Connect, the report's configuration and generation are also under the action gear to the far right. • Saved reports will appear in My Reports. Here, you can edit configurations to generate different report versions, which is useful for comparisons.
	<p>Favorites: You can favorite a report by clicking the heart icon, which makes it easy to retrieve later in the My Reports section. Here, you can edit, create shortcuts, or delete favorites anytime.</p>

District Favorites

1. Start under **District Favorites** in the left navigation menu and choose **Manage District Favorites**.



2. Click **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

3. In the popover window, select reports by clicking the **checkmark** to the left of the desired charts, then click **Add Reports**.
4. Click **Add** in the top right corner.
5. Once added, you can view these district favorites in the View District Favorite Reports.

Reports Add Reports ✕

Reports (341 records) ⚙️

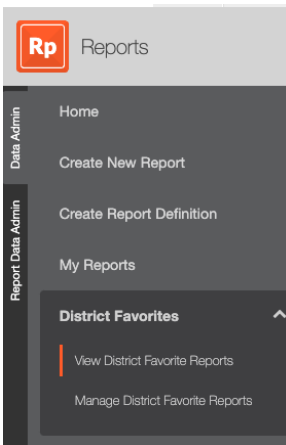
Label	Description	Is District Favorite
<input checked="" type="checkbox"/> Mid-Year Evaluation Summary	Mid-Year Evaluation Summary	No
<input checked="" type="checkbox"/> ALE - All wSLP Audit Print backup	ALE - All wSLP Audit Print backup	No
<input checked="" type="checkbox"/> Neil Test	this is neil testing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

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 ✕



The screenshot shows a navigation menu for the 'Reports' section. The menu is titled 'Rp Reports' and includes the following items:

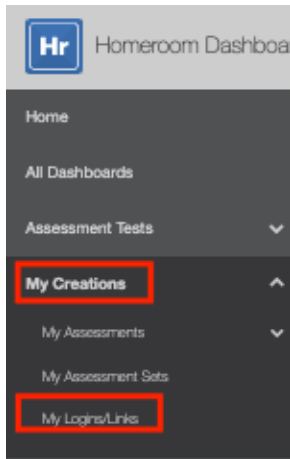
- Home
- Create New Report
- Create Report Definition
- My Reports
- District Favorites** (expanded)
 - View District Favorite Reports
 - Manage District Favorite Reports

Charts as Logins/Links

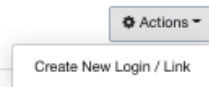
You or your district may add Popular reports to **Logins and Links in Homeroom Dashboards**. For a district-wide link, contact support@schooldata.net, or for further instructions, see the article [Logins & Links V2](#), [Logins/Links \(Connect\)](#)

1. To add a chart/report to the Homeroom Dashboards, first copy the unique URL of the report from My Favorite Reports.
2. In Homeroom Dashboards, go to **My Creations** in the left navigation menu and choose **My Logins/Links**.

3. Click the **Action Gear** in the upper right corner and select **Create new Login/Link**.
4. From the popover window, click Link, paste the report's unique URL, label it, and click **Save**.



LOGINS/LINKS
My Logins and Links



Create link



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

