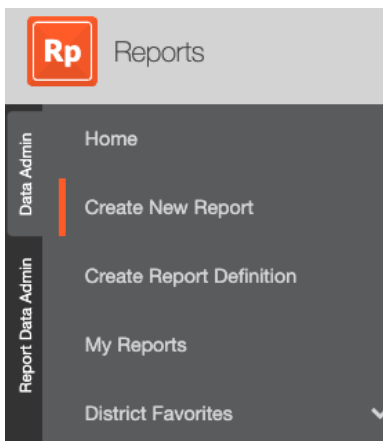


## Course Proportionality Report V2

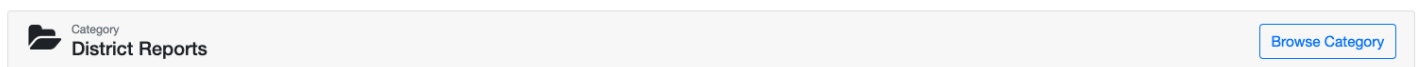
Create a course(s) proportionality report to verify enrollment concerning gender, race/ethnicity, and program status of students.

### ACCESSING REPORTS

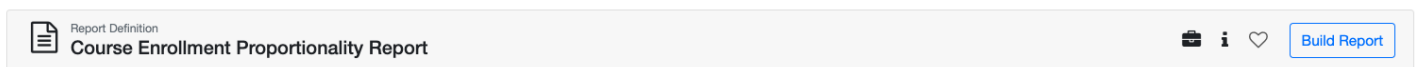
Reports can be accessed by navigating to the Reports App within the Data Extracts Bundle, clicking Launch App, and then selecting Create New Report from the left navigation menu.



Next, browse to the District Reports Folder and click Browse Category.



Locate the Course Enrollment Proportionality Report and click Build Report.



Complete the fields as required. The following sample uses all Science courses that are cross-credited in CTE. Therefore, the report will ensure proportionality regarding gender, race/ethnicity, and various 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

Select Save and Generate (in the upper right)

Give the report a name and again select Save and Generate

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 the results and a validation report that provides student-by-student details on how the report was generated.