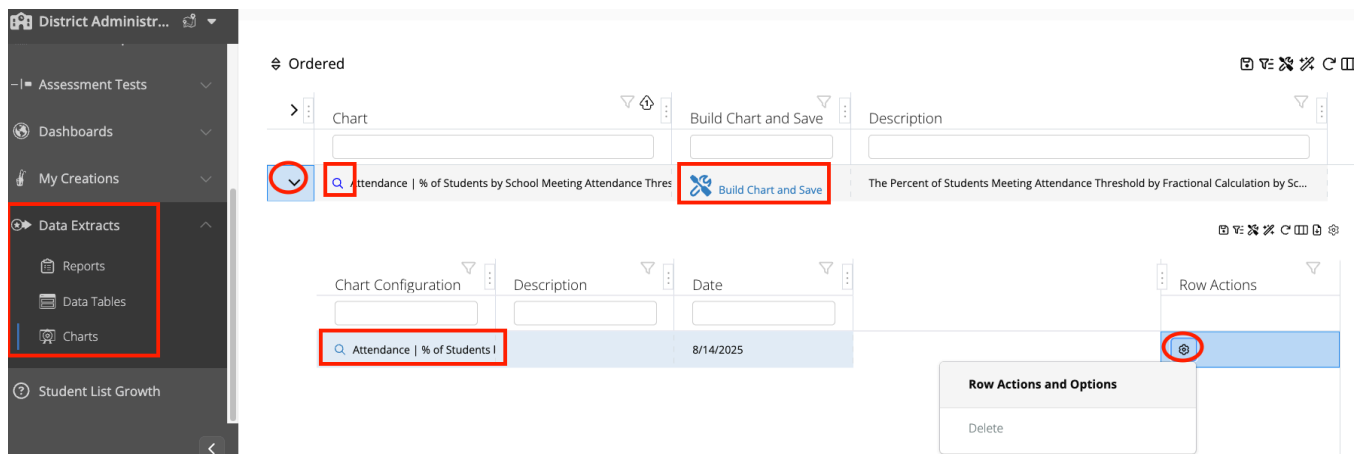


Manage Data Extracts

Here, you will learn to view various data extracts, including reports, data tables, charts, and workbooks.

1. Start under **Data Extracts** in the left navigation menu and choose one of the following.
 - **Reports**
 - **Data Tables**
 - **Charts**
 - **Workbooks**
2. Click the **arrow** to the far left to reveal embedded reports, data tables, or charts that have already been created.
3. Click the respective **report, data table, chart, or workbook column cell icon** to view, configure, generate, and download.
 - Click the **magnifying glass** to select the **School Year, School, or Sub-Groups** (Genders, Federal Race Codes, Programs/Services).
 - Click **Generate Report**.
 - The report will be automatically downloaded.

Note: a Preview window will not appear. The system may take longer to generate some reports, especially in larger districts. It will appear as “pending” during this state.



4. Click the **report, data table, chart, or workbook icon** in the **Build Report and Save** column to configure, generate, **save, and download a version**.
 - You will see the Configuration page with subpages (tabs) across the top, and it will default to the **Details** tab.
 - The **Application User Report Configuration Name** and **Definition** fields are prefilled but may be edited.
 - Fill in the **Description** field.

- Click the **Data Settings tab** at the top of the page to configure as in the **Generate Report tab above**.
 - Click the **Versions tab** to view created versions.
 - Click the **Row Actions Gear** to the far right to **View Settings** or **Delete**.
 - Click the **Deliveries tab** to manage and configure deliveries. (See Manage Deliveries for instructions)
5. Click the **Deliveries tab** to email to other recipients.

Helpful Resources: [Manage Deliveries](#)

Reports

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 the following:



Report Examples:

- **ALE:** Certificated Teacher Class Schedules by Term, Class Roster, FTE Reconciliation, ALE SLP Subject Areas, wSLP Audit Print ALL
- **Behavior:** Discipline Proportionality, Discipline Consequence Proportionality, GPS Guidance Tracker
- **Attendance/Absence Response/Chronic Absence:** Absence Proportionality, Attendance Rate Proportionality, Trending Attendance
- **Enrollment/Distributions:** Course Enrollment Proportionality, Activity Proportionality, Student Demographic Information, AP/Honors Participation and Performance Proportionality
- **Assessments:** Assessment Test Proportionality, Student Assessment Profile
- **Grades/GPA:** Class Grades Proportionality, Gradebook Grades Proportionality

Data Tables

Data Tables are a fast and easy way to generate multiple datasets. They use basic data input selections in a comprehensive spreadsheet with data columns.

Data Table Examples:

- **ALE:** Annual Course Types, No Scanner History, Scanner History, Subject/Course Progress Download
- **Identifier:** Additional Unique Identifier List, SIS Student Emergency Contact Information
- **Behavior:** Discipline Events
- **Attendance/Absence Response/Chronic Absence:** Attendance Distribution, Class Period Attendance by Student Group
- **Enrollment/Distributions:** Class Summary by Student Group, Student Classes by Student Group
- **Assessments:** WA GAP Program Statuses - Details, WA GAP Program Statuses - Summary, WA TIDE Roster Data
- **Grades/GPA:** Gradebook Class Grades, Term Grades By Student Group

Helpful Resource: [Data Table Displays](#)

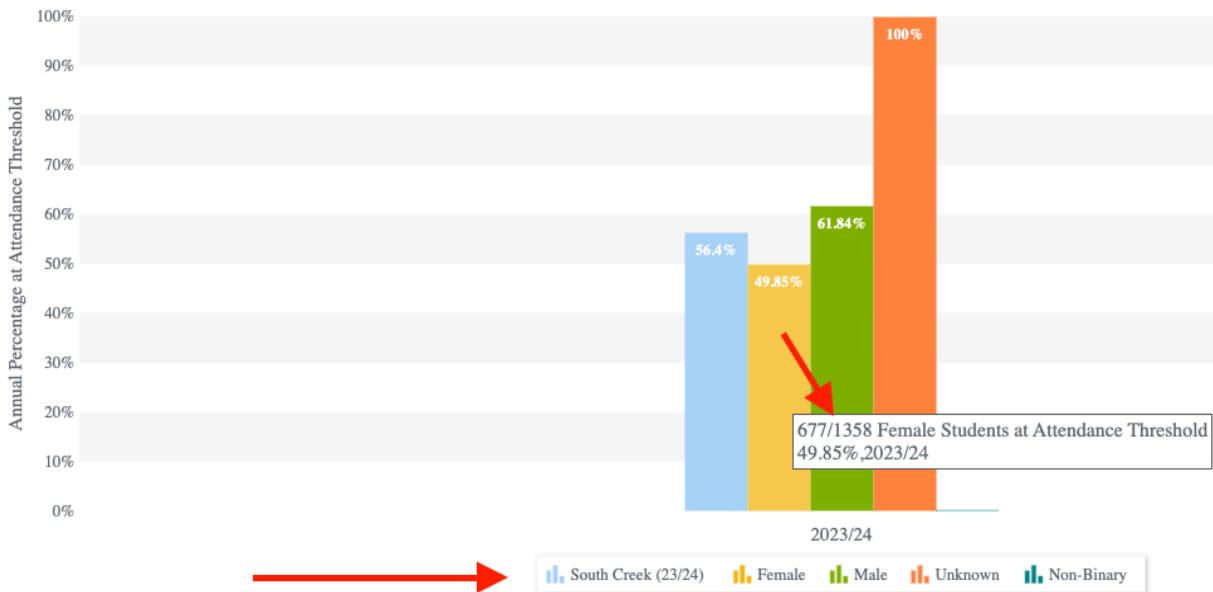
Charts

Charts enable you to share data visually, clearly, and concisely in a vertical or horizontal bar format. (e.g., show student growth evidence for TPEP, display assessment results for your school improvement plan, or compare the performance of schools for your board meetings.)

Chart Features

1. **Hover** over any bar or column to reveal included details.
2. Below the chart, click any identifier to **hide** the bar or column from the chart to narrow viewing results.
3. Click the bar or column to display a list of students contributing to the data points.
4. Customize the Chart **Data Settings:** Horizontal (Bars), Vertical (Columns), and Show Data Labels.
5. Click the **student photo/magnifying glass** to open the student spotlight for more student details.
6. Select students from the student list to create a static group for further analysis.

Gender



Helpful Resource: [Create and Manage a Static Student Group](#)

Chart Examples:

Attendance: %of Students by School Meeting Attendance Threshold by Fractional Calculation over the Previous N Weeks, Daily Average Attendance Rate for a Student Group, Average Attendance by Type by Teacher, Average Average Attendance Rate by Student Group(s) between Dates, % of Students by Student Group(s) Meeting Attendance Threshold by Half/Full Day Calculation Between Dates

Workbooks

A data administrator may generate or assign workbooks as needed here.