



# Running Reports

*For more detailed instructions on running reports and using the StudentInformation ANALYTICS HUB, see the ProgressBook Reporting Analytics Hub Guide.*

**1** The **Dashboard** screen displays your 3 most recently run reports. To run a report, click the report name.

*Note: If you want to run additional reports, click **More reports** to open the StudentInformation Analytics Hub in a new window or tab.*

The **Filters** area display on the bottom of the screen.

**2** (Optional) Select different filters to narrow the result set. You can also select different **Conditions** for each filter.

**3** Select the value(s) for each filter.

*Note: It is recommended that you select values in a top-down sequential order.*

**4** Click **Okay**.

The report displays.

The screenshot shows the Special Services Dashboard with several sections: 'Upcoming Due Dates', 'Caseload Due Dates', 'Recently Created Documents', and 'Reports'. The 'Reports' section lists 'SSID Search', 'Comprehensive Fee Analysis', and 'Discipline Actions for Special Education Students'. A red box highlights the 'Discipline Actions for Special Education Students' report, with a red arrow pointing to it labeled '1'. Below the dashboard, a 'Filters' dialog box is open, showing a table of filter options and a 'Value' dropdown menu. A red box highlights the filter table, labeled '2'. Another red box highlights the 'Value' dropdown, labeled '3'. A red box highlights the 'Okay' button at the bottom of the dialog, labeled '4'. To the right of the dialog, two yellow callout boxes provide instructions: 'Click to edit your user preferences' (with an arrow pointing to a gear icon) and 'Click for help with running reports' (with an arrow pointing to a question mark icon).

*\*see reverse side for more information*

5 (Optional) Click the post-filter pane icon to further narrow down the result set.

6 (Optional) Export the report to a PDF, Excel file, RTF (Word file), or CSV file.

The exported file is automatically downloaded to your computer.

Discipline Actions for Sp...

Export PDF

Find...

Discipline for Special Education Students

School	Student Number	Last Name	First Name	Grade Level	Status	Disability	EMIS Effective Date	Disciplinary Action Type	Disciplinary Action Duration	Disciplinary Start Date	Disciplinary End Date
TXHS	1401135	Anderson	Samson	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401163	Ballard	Samir	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401121	Battle	Steven	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401172	Baxter	Sally	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401179	Boyer	Skeet	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401170	Bradford	Siryng	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401151	Brewer	Simeon	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401146	Carroll	Salene	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401167	Collier	Sophia	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401138	Cook	Stewart	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401134	Cooke	Silas	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401128	Craft	Selena	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401150	Dean	Sheridan	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401133	Dejesus	Sarina	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401124	Dunlap	Shakar	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401169	Espinoza	Samantha	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401125	Fullton	Salisbury	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM
TXHS	1401142	Gibson	Shaelvn	10	A	10	07/01/2019 12:00 AM	In school suspension	1.00	02/24/2020 12:00 AM	02/24/2020 12:00 AM

Enter numbers or keywords to search for specific data