ProgressBook StudentInformation Report Builder User Guide

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(This document is current for v13.3.1 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook StudentInformation Report Builder User Guide* have been made.

Product Version	Heading	Page	Reason
13.3.1	"Period G Student Core Summary Report"	N/A	Removed section. (Moved to *ProgressBook StudentInformation EMIS Guide*.)
13.3.1	"Period K Non-Graduate Core Summary Report"	N/A	Removed section. (Moved to *ProgressBook StudentInformation EMIS Guide*.)
13.3.1	"Class Master Schedule with Disabilities (R407) Report"	N/A	Removed section. (Moved to *ProgressBook StudentInformation Scheduling Guide*.)
13.3.1	"Outstanding Fee Balances by Account Code"	N/A	Removed section. (Moved to *ProgressBook StudentInformation Fees Guide*.)
13.3.1	*"Report Builder Reports"*	*1*	Added text.
13.1.1	*"Period G Student Core Summary Report"*	11	Added new section about running the Period G Student Core Summary report.
13.1.1	*"Period K Non-Graduate Core Summary Report"*	13	Added new section about running the Period K Non-Graduate Core Summary report.
13.1.0	*"Save Reports"*	*6*	Added new section for saving a report.
13.1.0	*"Class Master Schedule with Disabilities (R407) Report"*	7	Removed substeps for saving a report and added reference to *"Save Reports."*
13.1.0	*"Outstanding Fee Balances by Account Code"*	9	Added new section about running the Outstanding Fee Balances by Account Code report.
12.6.0	Entire Guide	N/A	Created guide.

Table of Contents

Report Builder Reports

Report Builder reports are available from the Report Builder screen if they have been enabled for your district and you have the appropriate user privileges. You can select required parameters and numerous optional filters and columns for displaying desired report results. Once you have selected the desired settings, you can save the report with those settings to use in the future.

For more information about running a specific Report Builder report, refer to the guide for that module.

For information on managing Report Builder reports and users' access to the reports, as well as guidelines for creating custom reports in Microsoft SQL Server Report Builder 2.0 for use in StudentInformation, refer to the *ProgressBook Report Builder Management Guide*.

Report Builder Screen

The Report Builder screen lists the reports available to you and any reports the you have previously saved. You can access the Report Builder screen using the following path.

Home > Local > Report Builder > Report Builder Reports

On the Report Builder screen, Regular Reports are those Report Builder reports available for you to run based on the school building in context and the StudentInformation role assigned to you. To hide the Regular Reports list, click Hide Regular Reports.

User Reports are those reports you have previously saved. For more information on saving a report, refer to *"Save Reports."* To hide the User Reports list, click Hide User Reports.

Report Builder Screen

When you click the View Report button in the row of a report, the StudentInformation Report Viewer screen displays.

Report Builder Reports

Each report has a different set of parameters, available filters and columns to select or remove from the report. You can save the report with the most frequently used parameters, and it will display in the User Reports section of the Report Builder screen. You can then run the user-defined report directly from the Report Builder screen without having to complete the parameters before running the report.

StudentInformation Report Viewer Screen

StudentInformation Report Viewer Screen

All Report Builder Reports are run from StudentInformation Report Viewer screen, which displays when you click a the View Report button for a report on the Report Builder screen. Though each report has its own parameters, filters and columns, the Report Viewer screen is composed of the following four areas:

- Update Report Headers
- Select Required Parameters
- Set Optional Filters
- Add & Remove Columns

Update Report Headers Area

Some reports display the Report Header field in the Update Report Headers area of the StudentInformation Report Viewer screen. The Report Header defines the value that displays in the report header at the top of the report. The header, by default, is set with a value. You can change the value in the Report Header field to display the text you want.

Update Report Headers	
Report Header:	Class Master Schedule with Disabilities (R407)

Update Report Headers Area

Select Required Parameters Area

Each report has unique parameters in the Select Required Parameters area of the StudentInformation Report Viewer screen depending on the information the report will display. Required parameters may display as text entry fields, drop-down selection lists, radio buttons or check boxes. You have to complete the Select Required Parameters area to run the report.

Select Required Parameters	
School Year:	2011 - 2012
Course Term:	1SEM, 2SEM, ALYR
Staff Name:	ALLISON , KELLY, BUDD , SHERYL

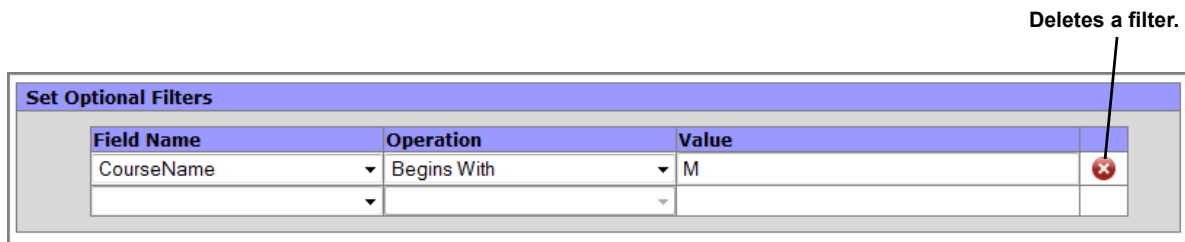**Select Required Parameters Area**

Set Optional Filters Area

In the Set Optional Filters area of the StudentInformation Report Viewer screen, you can define filters to further narrow the report results. The Set Optional Filters area consists of the following three fields:

- **Field Name** – Lists the fields by which you can filter the report.
- **Operation** – Lists the available operations you can perform on the field. The values that appear in this list depend on the type of values the field you selected in the Field Name list contains.
- **Value** – Enables you to enter or select a value, if applicable to the selected value in the Operation list. For example, if the field you selected in the Field Name list is a date, you could type a date or select a date from the calendar that displays when you click in the Value field. This field is not available when Has A Value or Does Not Have A Value is selected in the Operation list.

You can add multiple filters; however, StudentInformation applies all of the filters you enter to the report. If you create too many filters, the report will become too specific and, therefore, the generated report may not display any records.

To delete a filter, click ⊗ . The line that contains the filter is removed.

Deletes a filter.

Set Optional Filters Area

Operation List Options

The following table describes the available options in the Operations list.

Operation List Options

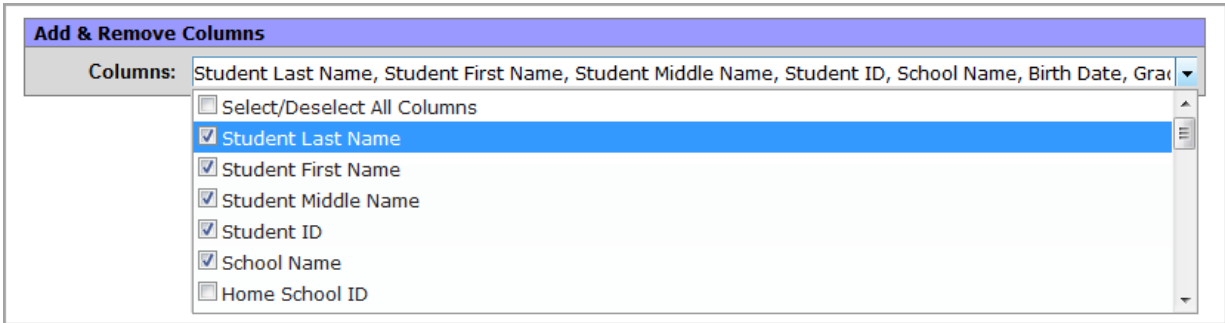| Operation	Description
Is Equal To	Returns records on the report where the values exactly match the value entered in the Value field.
Is Not Equal To	Returns records on the report where the values do not match the value entered in the Value field.
Is Before	Returns records on the report where the date is before the date entered in the Value field. This option is only available when a date field is selected in the Field Name list.
Is Before or On	Returns records on the report where the date matches or is before the date entered in the Value field. This option is only available when a date field is selected in the Field Name list.
Is After	Returns records on the report where the date is after the date you select in the Value field. This option is only available when a date field is selected in the Field Name list.
Is After or On	Returns records on the report where the date matches or is after the date entered in the Value field. This option is only available when a date field is selected in the Field Name list.
Is Greater Than	Returns records on the report where the value is greater than the value entered in the Value field. This option is only available when a numeric field is selected in the Field Name list.
Is Greater Than or Equal To	Returns records on the report where the value matches or is greater than the value entered in the Value field. This option is only available when a numeric field is selected in the Field Name list.
Is Less Than	Returns records on the report where the value is less than the value entered in the Value field. This option is only available when a numeric field is selected in the Field Name list.
Is Less Than or Equal To	Returns records on the report where the value matches or is less than the value entered in the Value field. This option is only available when a numeric field is selected in the Field Name list.
Is One Of	Returns records on the report where the value matches the value(s) selected from a list in the Value field. This option is only available for certain fields you select in the Field Name list.

Operation List Options

Operation	Description
Begins With	Returns records on the report where the beginning part of the value matches the characters entered in the Value field. For example, if you are filtering the Class Master Schedule with Disabilities (R407) report by the CourseName field, and you type **geo** in the Value field, StudentInformation will return all records where the course name begins with "geo" such as **Geo**logy, **Geo**metry and **Geo**graphy. This option is only available when an alphanumeric field is selected in the Field Name list.
Does Not Begin With	Returns records on the report where the beginning part of the value does not match the characters entered in the Value field. For example, if you are filtering the Class Master Schedule with Disabilities (R407) by the CourseName field, and you type **geo** in the Value field, StudentInformation will return all records where the course name does not begin with "geo" such as Biology, Algebra and English Literature. This option is only available when an alphanumeric field is selected in the Field Name list.
Ends With	Returns records on the report where the end part of the value matches the characters entered in the Value field. For example, if you are filtering the Class Master Schedule with Disabilities (R407) report by the CourseName field, and you type **logy**, StudentInformation will return all records where the course name ends with "logy" such as Geology, Biology and Mythology. This option is only available when an alphanumeric field is selected in the Field Name list.
Does Not End With	Returns records on the report where the end part of the value does not match the characters entered in the Value field. For example, if you are filtering the Class Master Schedule with Disabilities (R407) report by the CourseName field, and you type **logy**, StudentInformation will return all records where the course name does not end with "logy" such as Chemistry, Algebra and English Literature. This option is only available when an alphanumeric field is selected in the Field Name list.
Contains	Returns records on the report where any part of the value contains the characters entered in the Value field. For example, if you are filtering the Class Master Schedule with Disabilities (R407) report by the CourseName field, and you type **art**, StudentInformation will return all records where the course name contains "art" such as Arts & Crafts, Industrial Arts and Earth Science. This option is only available when an alphanumeric field is selected in the Field Name list.
Does Not Contain	Returns records on the report where any part of the value does not contain the characters entered in the Value field. For example, if you are filtering the Class Master Schedule with Disabilities (R407) report by the CourseName field, and you type **art**, StudentInformation will return all records where the course does not contain "art" such as Biology, Mathematics and Mythology. This option is only available when an alphanumeric field is selected in the Field Name list.
Has a Value	Returns records on the report where the field selected in the Field Name list contains a value. When this operation is selected, the Value field is not editable.
Does Not Have a Value	Returns records on the report where the field selected in the Field Name list does not contain a value. When this operation is selected, the Value field is not editable.

Add & Remove Columns Area

Some reports enable you to select the columns you want to display on the report in the Add & Remove Columns area of the StudentInformation Report Viewer screen. Fields are selected, by default, in the Columns field; however, additional fields may be available. If available, select the fields you want include, or deselect the fields you want to exclude in the Columns field.
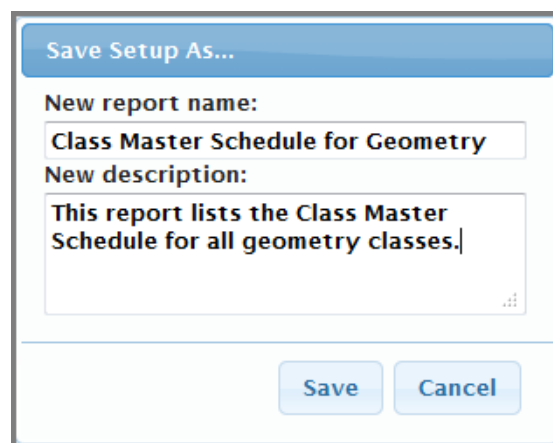

Add & Remove Columns Area

Save Reports

You can save reports you frequently run to bypass completing the Update Report Headers, Select Required Parameters, Set Optional Filters and/or Add & Remove Columns sections of the Report Viewer every time you want to run a specific report. When you save a report, the saved report displays in the User Reports section of the Report Builder screen, and you can then run it directly from that link.

1. With the report you want to save displayed on the StudentInformation Report Builder screen and the parameters completed that you want to save, click **Save Setup As**.

2. Enter a unique **report name** in the New report name field.

3. Enter the **description** of the report in the New description field. The description will display in the Description field in the User Reports grid on the Report Builder screen.

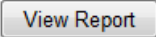**Save Setup As Screen**
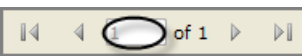
4. Click **Save**.

The following message displays at the bottom of the screen: "Report setup saved successfully."

The report is saved. You can now run it directly from the User Reports area on the Report Builder screen.
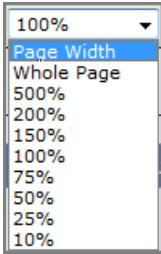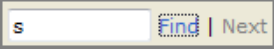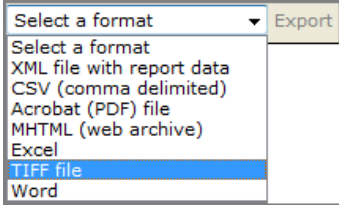
Report Builder Reports Available Features

On the StudentInformation Report Viewer screen, once you have selected required parameters and optional filters to create customized reports, you can save the report with those settings to use in the future. Once you have generated the report, numerous features are available as shown in the following table.

Features for Report Builder Reports

Feature	Description
	Click this icon to view the report.
View Report	Click this button to view the report.
	Click this icon to show report headers, required parameters, optional filters and columns.
	Click this icon to hide report headers, required parameters, optional filters and columns.
	Click this icon to save the report with the selected parameters, filters and columns; type the unique report name in the New report name field; and click Save.
	Click this icon to navigate to the next page in the report.
	Click this icon to navigate to the last page in the report.
	Click this icon to navigate to the previous page.
	Click this icon to navigate to the first page.
of 1	Type the page number in the field, and then press Enter.

Features for Report Builder Reports

Feature	Description
100% Page Width Whole Page 500% 200% 150% 100% 75% 50% 25% 10%	Select the desired percentage in the list that represents the display size. This feature is only available when using Internet Explorer.
s Find | Next	Type the word or phrase in the blank field next to Find, and click Find. Click Next to search for next instance of the word or phrase. This feature is only available when using Internet Explorer.
Select a format ▼ Export Select a format XML file with report data CSV (comma delimited) Acrobat (PDF) file MHTML (web archive) Excel TIFF file Word	Select the desired format in the list, and click Export. When prompted, click either Open or Save. If you select Open, the report opens in the software application associated with the file format you selected. You must have the appropriate application installed on your computer to read and modify the report file. The following file formats are available: • XML File with report data - Extensible Markup Language file format viewed in a Web browser with only data; there is no page formatting, headers, footers, lines or graphic images. • CSV - Comma-separated values file format in plain text format. • Acrobat (PDF) file - Portable document file format than can be viewed in Adobe Reader but not edited. • MHTML (Web archive) - Short for MIME HTML file format and also referred to as MHT. This is a Web page archive format used to bind images, Flash animations, Java applets, audio files, etc., together with HTML code into a single file. This file format can be viewed in a Web browser and is supported in the following browser versions: Internet Explorer 5.5 and later, Firefox 1.5 and later and Safari 3.0 and later. • Excel - Format provides full functionality of Microsoft Excel. • TIFF - Large graphic file format that may take longer to open than other file types and cannot be edited. • Word - Format provides full functionality of Microsoft Word.
🖨	Click this icon to print the report. If prompted to install SQL Server Reporting Services 2008 ActiveX control, continue to install it on the computer, so you can print the report. The print feature is only available when using Internet Explorer. If you are not able to install the ActiveX control, proceed to export the report to an acceptable file format, and then print the report from that software application.
⇳	Click this icon to sort the columns in ascending or descending order.
❌	Click this icon to close the StudentInformation Report Viewer window.
❓	Click this icon to view Help for Report Builder reports if available.