

# Lafayette Parish Workshop: Reports for Administrators

Wednesday, July 27, 2016

1. **Obtain a list of Special Ed students for the coming year.**
  - a. Go to Student Master / Lists / Testing List
  - b. Set for Year, Grade, As of Date. Place a check for "Sped Only".
  - c. In the "Columns" field, pick just items needed, plus "Exceptionality".
2. **Parent Contact Count: Report of counts of Parent Contacts by Teacher and by Student.**
  - a. Go to Student Master / Count / Parent Contact Count.
  - b. Set Year, From Date, To Date.
  - c. Counts are clickable. Tab at bottom to change from Teacher to Student counts.
3. **Court Report: Add items for Parent Contact Log, Letter Log, Log, and Call Center info.**
  - a. Either go to Discipline / Discipline Posting / Select student / Action / Court Report **OR** SBLC / RTI Editor / Select Student / Action / Court Report.
  - b. Nice report that captures the communication parts of the system, including automated phone calls for attendance.
4. **Discipline Trends: Good Report to review discipline activity by incident, action, teacher, day of week, etc..**
  - a. Go to Discipline / Trends / Discipline Frequency Report.
5. **Student Statistic Review: Handy report for students with a specified count of discipline, attendance, and gpa.**
  - a. Go to Discipline / Lists / Student Statistic Review.
  - b. Set for desired number of discipline referrals, number absences, and GPA less than.
6. **Review the Master Schedule: Use the new "Filter" button to narrow down specific information from the Master Schedule.**
  - a. Go to Scheduling / Entry / Master Schedule Editor / Filters.
  - b. Set for specific Teacher, Course, or Course Group.
7. **Assignment Audit: A great report to help monitor teacher posting of grades in gradebook.**
  - a. Go to Grades / Count / Assignment Audit.
  - b. Set for current grading period, then classes with assignment count greater than 0.
  - c. "Detailed" setting will break out the counts by category.
8. **Grade Distribution: A good report to help monitor grades before report cards go out.**
  - a. Go to Grades / Count / Grade Distribution.
  - b. Set for current grading period.
  - c. Cells are clickable. Grand Total count is handy for all classes.
9. **Possible Failures: Good report that can now project a final at third marking period.**
  - a. Go to Grades / Lists / Possible Failures.
  - b. Set for "F 0 0, grading perid, search for D's and F's, then check option for projected final.
10. **Test Scores by Roster: Handy quick way to get test scores for a listing of students.**
  - a. Go to Grades / Lists / Test Scores by Roster
  - b. Reminder: Teachers have a Test Scores by Roster too.... Gradebook / Reports / Roster / Test Scores by Roster