

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