Schoolnet: Publishing Reports

Audience Roles: Leadership, Staff with Specialist and/or Analyst

You can use Schoolnet to publish reports so that educators have the data they need.

Publish an Analysis Spreadsheet for Teachers

When you publish analysis spreadsheet column sets that are saved without students (report parameters only), you can find the column sets not only in the report bank, but also in the Student Analysis tab in the Classrooms module. Teachers use these column sets with their own students. Before you can publish a column set, create it, save it, and then find it in your saved reports.

1. Create an analysis spreadsheet in **School & District Data** using any student set

2. Click **Save Columns**, being sure to click the **Report Parameters Only** radio button next to **Save As**

3. In the **Organizers** section, you can define a **Grade Range** and **Subject**

   The report will appear in Classrooms only for courses tagged with a matching grade and subject.

4. Roll your cursor over the **School & District Data** header and select **Saved Reports** to locate the new saved columns

   Note that you may have to click on a plus sign to expand a section of saved items to locate the one you are looking for.

5. Click **Publish**

6. If you are a district level report manager, make this report available to all schools by selecting **School Banks**

Choose a school type to limit which schools will have access to this report.

7. For the security options, click **Select All**

8. To publish the report, click **Publish Report**

Verify that the Columns Appear in Classrooms

As a best practice, when you publish analysis spreadsheet columns, verify that the report published as you intended.

1. Roll your cursor over the **Classrooms** header and select **Student Performance**

2. Select a **School**, a **Teacher**, and a **Course** or **Section** from the **Section Chooser** menus

3. Click the **Student Analysis** tab

4. Verify that the report is there

Create and Save a Student Set

When you plan to run a variety of reports in School & District Data for the same group of students (such as LEP or Special Education), create and save a student set beforehand. Note that you are saving only the parameters of the set; the number of actual students may vary the next time you access the set. To create and save a student set of current students in one school:

1. Roll your cursor over the **School & District Data** header and select **Custom Reports**

2. Select **Define Student Set**

3. Choose a filter, such as **Enrollment**

4. Open the **School Type** menu and select a school type

5. Open the **School** menu and select a school

6. To limit the report to students who are currently enrolled, choose **Current Enrollment**

7. Click **Apply Filter**

8. Add additional filters as needed, such as **Programs**

9. To save the student set, click **Save Student Set** located in the top right

10. Enter a **Name** and **Description** for the student set

11. Click **Save Report**

Publish a Student Set

Once you have saved a student set, publish it to share with other users. If you are a district level report manager, you can publish the set to multiple school banks.

1. Roll your cursor over the **School & District Data** header and select **Saved Reports**

2. Expand the category you want by clicking the **+** sign

3. When you find the student set, click **Publish**

4. If you are a district report manager, select **School Banks** next to **Publish to** and select the desired schools

5. When publishing to multiple schools, use the default **Contextualize Student Filter** so each school student set contains its respective students

6. For the security options, click **Select All**

7. Click **Publish Student Set**

Build and Save a Complete Analysis Spreadsheet

Once you have saved a student set and an analysis spreadsheet column set without students, you can combine them so that users can run a complete report easily. Start with a saved student set.

1. Roll your cursor over **School & District Data** and select **Saved Reports**

2. Expand the category you want by clicking the **+** sign

3. Find the student set and click **Build Report**

4. Find the column set you want by clicking the **My Reports** tab

5. Select the saved column set

6. Combine the two components by clicking **Save Columns**

7. Give the new report a **Name** and **Description**

8. Use the default **Complete Report**

9. Open the **Category** menu and choose a reports category

10. If applicable, enter a **Grade Range** and **Subject**

11. Click **Save Report**

Publish a Complete Report to School Banks

Once you've built and saved a complete report, publish it. The procedure is the same for publishing pre-formatted reports, custom reports with students, and analysis spreadsheets with students.

1. Roll your cursor over **School & District Data** and select **Saved Reports**

2. To search by report type, select **Report Type**

3. Click the **+** sign next to **Complete Reports**

4. Find your report and click **Publish**

5. If you are a district report manager, select **School Banks** next to **Publish to** and select the desired schools

6. Use the default options to contextualize the report

7. For the security options, click **Select All**

8. Click **Publish Report**

Verify that the Report Published Correctly

When you contextualize a report, make sure the report published as you intended. Verify that the report published by checking a school bank other than the one used to create the report.

1. Roll your cursor over School & District Data and select **Report Bank**

2. Open the Institution menu and choose a school

3. Search by report type by selecting **Report Type**

4. Expand the COMPLETE REPORTS category by clicking the **+** sign

5. Find the report

6. Click **Run Report** and review the results

Publish and Attach a Key Report to a KPI

District report managers can use the key reports feature to highlight important reports for users who have the report bank "web part" on their home page. When you select the key report option while contextualizing a report, it will appear for all schools. If you click "Add to My Schoolnet Key Reports" for an already published report in the report bank, it appears as a key report only for the selected institution bank.

You can also attach reports to Key Performance Indicators (KPI) so that users can run the report as they review details for that KPI.

1. Roll your cursor over School & District Data and select **Saved Reports**

2. Find the report you want by clicking the **+** sign to expand the appropriate category

3. Find the report and click **Publish**

4. Next to "Publish to," select **School Banks**

5. Leave all the schools checked

6. Use the default to contextualize the report

7. Select **Publish to My Schoolnet as a Key Report**

8. Select **Include with Key Performance Indicator**

9. Select a KPI

10. For the security options, click **Select All**

11. Click **Publish Report**

Find the Report in the KPI Details

To find your report in the KPI details:

1. Click the **School & District Data** header

2. On the **KPI** you selected, click **Details**

3. Find the report under **Related Items**