

Schoolnet: Editing and Deleting Published Reports

Quick Reference Card

Schoolnet: Editing and Deleting Published Reports

Audience Roles: Leadership, Staff with Specialist and/or Analyst
You can edit or delete any published report in the report banks to which you have access.

Change the Details of a Published Report

To modify the name, description, or category of a published report:

1. Roll your cursor over **School & District Data** and select **Report Bank**
2. If you have access to multiple banks, use the **Institution** menu to navigate to the applicable bank
3. Expand the appropriate category by clicking the + sign
4. Find the report and click **More**
5. Click **Edit Name and Description**
6. Make your changes
7. Click **Save Report**

If the report is published to more than one bank (contextualized), the changes will appear in all banks.

Retract a Contextualized Report

To remove a report that was published to multiple report banks:

1. Roll your cursor over **School & District Data** and select **Report Bank**
2. Open the **Institution** menu and select one of the schools

3. Expand the appropriate category by clicking the + sign
4. Find the report and click **More**
5. Click **View Publication Details**
6. To retract the report, click **Retract Publication**

Delete a Report

Delete a report published to one bank. If you delete a report that is published to multiple banks, deleting it will remove it only from the current institution bank.

1. Roll your cursor over **School & District Data** and select **Report Bank**
2. If you have access to multiple banks, use the **Institution** menu to navigate to the applicable bank
3. Expand a filter category by clicking the + sign
4. Find the report and click **Delete Report**

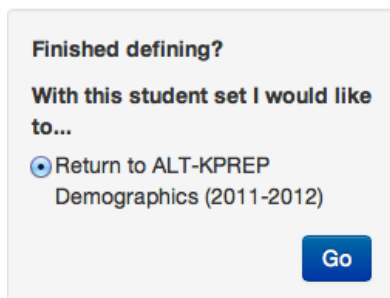
Modify the Student Set or Report Parameters

Modify a published report so you don't have to recreate a report from scratch.

1. Locate the report in the **Report Bank** under **School & District Data**
2. Run the report by clicking on the name of the report
3. Click the **Edit** button next to any of the data elements (i.e. **Student Set, Viewing Options**, etc) to make your desired changes

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4. When finished making edits, click the **"Go"** button to return to the report:



Finished defining?

With this student set I would like to...

Return to ALT-KPREP
Demographics (2011-2012)

Go

5. Click the **Save Report** link at the top of the Report Details
6. Enter the **Name** and **Description** for the edited report and select any desired **Organizers**
7. Click **Save Report**
8. **Publish** the report (see the QRC for Publishing Reports)
9. If desired, **Delete** the original report (see the Delete Report section above)