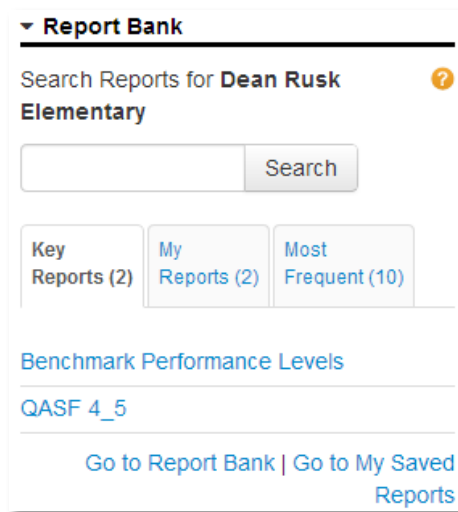


Schoolnet: Key Reports

Audience Roles: Leadership, Staff with Specialist and/or Analyst For School and District Report Managers

Tag published reports as key reports so that they will appear on the home page for any user who has the Report Bank web part. Typically, both teachers and administrators have the Report Bank web part on the home page.



To add or remove a report from the Key Reports list:

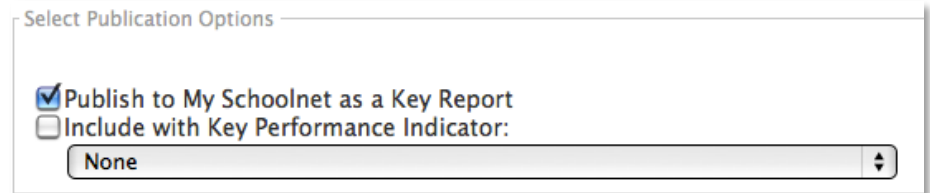
1. Roll your cursor over **School & District Data**, then click **Report Bank**
2. Next to the report, click **Add to My Schoolnet Key Reports** to identify the report as a key report

Alternatively click **Remove from My Schoolnet Key Reports**

Remember the following key points:

- The user's default institution determines the key reports displayed on the Schoolnet home page
- The key reports are listed in alphanumeric order
- A maximum of 10 key reports can be displayed per institution
- Users at an institution with no key reports will not see the tab; instead, the Report Bank web part will default to the My Reports tab
- Removing a key report will also remove it from the Key Reports list
- When reports are published, users have the option to tag them as a key report

Reports that are published to all schools (contextualized) can be added as a key report for all schools simultaneously.



- Add and remove key reports on an institution basis, separate from the publishing process

Students with 10-20 absences Current students at the school. more	<table border="1"> <tr> <td>Category</td> <td>Student Attendance and Enrollment</td> <td>Run Report</td> </tr> <tr> <td>Grade</td> <td>Kindergarten - Ungraded</td> <td>• Add to My Schoolnet Key Reports</td> </tr> <tr> <td>Subject</td> <td>N/A</td> <td>• Add to My Saved Reports</td> </tr> <tr> <td>Modified</td> <td>5/29/2013</td> <td>• Delete Report</td> </tr> <tr> <td>Report Type</td> <td>Attendance & Discipline Totals</td> <td></td> </tr> </table>	Category	Student Attendance and Enrollment	Run Report	Grade	Kindergarten - Ungraded	• Add to My Schoolnet Key Reports	Subject	N/A	• Add to My Saved Reports	Modified	5/29/2013	• Delete Report	Report Type	Attendance & Discipline Totals	
Category	Student Attendance and Enrollment	Run Report														
Grade	Kindergarten - Ungraded	• Add to My Schoolnet Key Reports														
Subject	N/A	• Add to My Saved Reports														
Modified	5/29/2013	• Delete Report														
Report Type	Attendance & Discipline Totals															