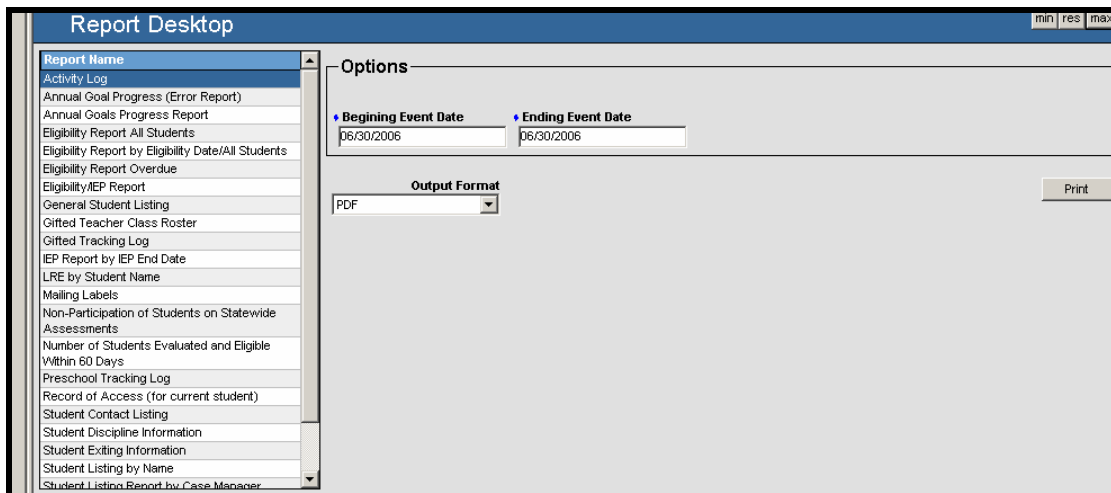


STISETSWeb – Report Desktop

Reports

Only users with *Manager* or *Administrative* rights will have access to this menu. The difference between this menu and the *Reports* menu under *Student Desktop* is that this menu allows the user to generate a listing of all students in the entire school or district, whereas the menu under *Student Desktop* restricts reporting to students on a particular teacher's caseload. Many reports come preloaded with the program (for example, the *Gifted Tracking Log*).



To print a report:

- Highlight the desired report on the left side of the screen.
- If appropriate, select **Filter Options**.
- The user may select to view only students with an Active status.
- Click the down arrow to select the *Output Format*.
 - **PDF** brings up Acrobat Reader.
 - **RTF** brings up Microsoft Word.
 - **XLS** brings up Excel Spreadsheet.
- Click **Print** to preview the report before printing.

STISETSWeb Query

This utility is designed to allow Administrators and Managers to build reports based on school-wide or district-wide listings. While the query is being built, a display of the report organization will appear at the bottom of the SETS Query screen. This allows users to view the report layout.

The following information will guide users through creating a report.

- **School:** Use the drop-down list to choose a particular school for which the report is to be built. The user may also select the *All Schools* option to build a report for all schools in the database.
- **Report Title:** Enter a custom report title in the space provided.

SNUM	Last Name	CM or L name	EXC. Code
410000000	ANGELOU	Mhoon	SLD
419000000	CLARK	ANGLIN	MR
210111111	DAY	ANGLIN	OHI
261000000	SHIELDS	Foster	
111111111	AARON	ANGLIN	MR

- **Xml, Htm, Txt:** Choose the format in which the report will be generated.
- **Totals Only:** Check this box to generate a report listing totals only.
- **Counts:** Check this box to display counts at the bottom of the screen, based on the criteria selected.
- **Report Name:** Use this text box to name the file and load or save it.
- **Run:** Click this button when you are ready to run the report.
- **Save:** Select this option to save the report.
- **New:** Select this option to clear all fields, preparing the screen for a new report.

There are three headings that contain a myriad of text fields and drop-down boxes that may be applied to the report.

- **Student Fields:** Enter data in the desired text fields to include information pertaining to the *Student Fields* in the report. Select the checkbox to include this information in the report.
- **Folder Fields:** Enter data in the desired text fields to include information pertaining to the *Special Ed. Fields* in the report. Select the checkbox to include this information in the report.
- **Form Fields:** Enter data in the desired text fields to include information pertaining to the *Form Fields* in the report. Select the checkbox to include this information in the report.

- **Form:** Click the down arrow to select a specific form.
- **Field:** Click the **Ellipsis** button to display the dialog box for selecting form criteria.

- **Form:** The form name is automatically displayed from the selection on the query screen.
- **Field:** At the top of the screen, click the down arrow to select a specific field.
- **Heading:** Enter a heading.
- **Select Properties for Field:** In the box at the left, highlight a desired property.
- **Filter Value:** Enter a filter value in the box at the right for the highlighted property.
- **Sort by this Field:** Select either *No Sort*, *Ascending* or *Descending*.
- After all selections have been made, click **OK**. The report may now be run based on the selections made.

STISETSWeb Query (Caseload)

Unlike the previous query, this query is designed to build user-defined reports based ONLY on an employee's caseload. An employee who has been assigned a security role of *Teacher* will use this report option after login.

Since the functionality of *STISETSWeb Query (Caseload)* is the same as *STISETSWeb Query*, the user may refer to "STISETSWeb Query" on page 2 for more information.

Preloaded Reports

- Activity Log
- Annual Goal Progress (Error Report)

- Annual Goal Progress Report
- Eligibility Report All Students
- Eligibility Report by Eligibility Date/All Students
- Eligibility Report Overdue
- Eligibility/IEP Report
- General Student Listing
- Gifted Teacher Class Roster
- Gifted Tracking Log
- IEP Report by IEP End Date
- LRE by Student Name
- Mailing Labels
- Non-Participation of Students on Statewide Assessments
- Number of Students Evaluated and Eligible Within 60 days
- Preschool Tracking Log
- Record of Access (for current student)
- Student Contact Listing
- Student Discipline Information
- Student Exiting Information
- Student Listing by Name
- Student Listing Report by Case Manager
- Teacher Class Roster Report
- Total Primary Exceptionalities by School and Grade