

Running Reports in HIST for 2011-2012 School Year

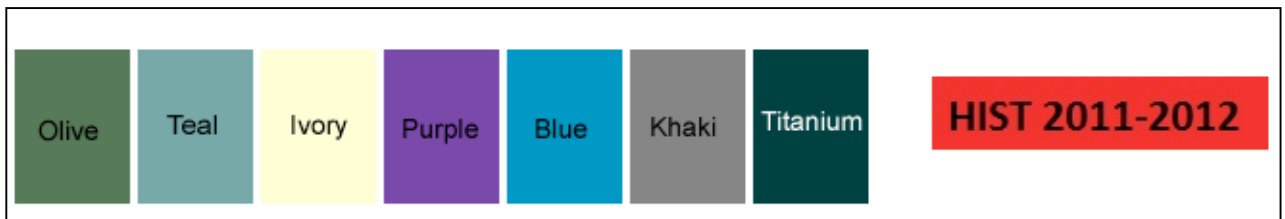
Run Year End Reports

Each year, schools run reports from the HIST database. CIS staff collects these reports and copies each to a CD. Cds are distributed to schools so that the current HIST information is still available to schools after Year End Transition. (YET will move the 2011/12 data to HIST, replacing 2010/11 data.)

Each school will run these reports twice. The first run will be for currently enrolled students. The second time reports will run on an extract of withdrawn students.

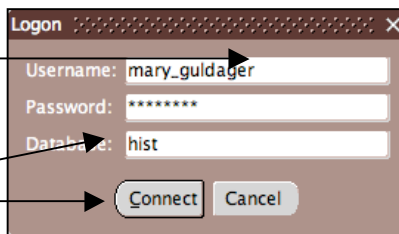
Follow directions on this handout. Save reports to the **desktop**. If you are running reports from your building, attach these reports to an email to me. If you are at a work session in the Ed Center classroom, leave your computer ON so that your reports can be downloaded to a flash drive.

To run reports for your school, open to the eSIS start screen.



Select the red color block

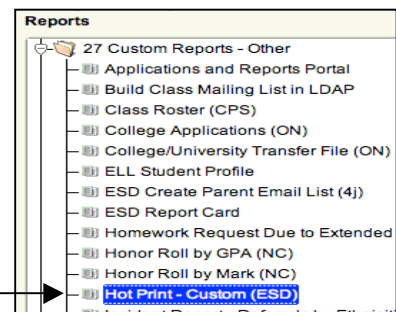
Use the database HIST



Click on the Reports Tab.

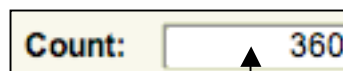
Click on the + sign in the shield to the left of Folder #27, Custom Reports – Other.

Double click on Hot Print – Custom (ESD)

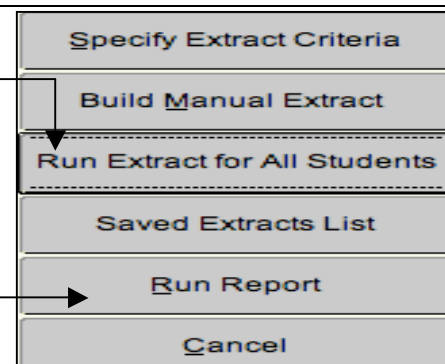


Select the "Run Extract for All Students" button.


The total number of students will display in the Count box.




Click the "Run Report" button.



School	Program Name		Program Description
503	att800p	<input checked="" type="checkbox"/>	Enrollment & Attendance Roster
503	att570p	<input checked="" type="checkbox"/>	Attendance Summary
503	att100p	<input checked="" type="checkbox"/>	Condensed Attendance Summary
503	pps760p	<input checked="" type="checkbox"/>	Elementary Report Card - 4j
503	stu224p	<input checked="" type="checkbox"/>	Student Directory (BPS)
503	sch030p	<input checked="" type="checkbox"/>	Enrollment by Grade, Race & Gender (KS)
503	stu500p	<input checked="" type="checkbox"/>	Admission/Withdrawal
503		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

 Seven report titles will display. Check the Program Name column here to be certain you have all reports listed. Type in any that are missing.


Check the box to the left of each title to have eSIS run each report for you.

 Select the Save Icon.

Click the Printer icon to start running reports.



Click the OK button when asked if you want to run the reports now.

 The program name and number will display for each report requested.

Click the OK button to continue.


 Class List Report Set Up is:


Leave in 1st Quarter →

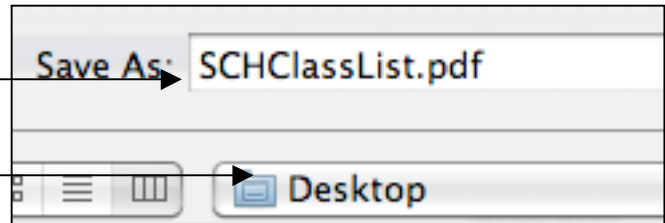
Enter these dates:

From: 9/7/11
To: 6/13/12

Select the Printer icon to start this report


 When the Class List report displays on the screen, navigate to File > Save as or Save a Copy...

 Enter the first 3 letters of your School and Class List in the Save As: window



Save this report to the Desktop

Click the Save icon. Use the door icon to exit.

 Review each report setup.

Report dates are:

From: **09/07/2011**

To: **06/13/2012**

Sort: **Alpha**

Show authorized Totals

Select the printer icon to run this report.

Save this report to your desktop:
SchAttSum

Select the door icon to exit.

Click the OK button when asked if you want to run the reports now.

Click the OK again to acknowledge the Program Name.

Continue each report by checking the set up and clicking the printer icon.

Save each report to the desk top

The screenshot shows a window titled "Report Title" with a text input field containing "Condensed Attendance Summary". At the bottom right, there is a "Print in background?" dropdown menu set to "No" and a printer icon.

Elementary School Report Cards must be run in SPANISH first. (language version on lower left of screen)

Check for this set up.

Save this report to the desktop as
1. SchSpanishRptCard

The screenshot shows the "Adams Elementary School Report Card" configuration window. The "Language Version" dropdown menu is circled and set to "SPANISH". Other settings include "Sort by" (Alpha), "Current Reporting Period" (Term 2), "Performance Scale" (EUG Clave de rendimiento), and "Effort Scale". There are checkboxes for printing parent signature, school message, and addresses, and a "School Message" text area.

Next run the same Report Cards with English in the Language Version window, and the same Term 2

Check for this set up.

Save this report to the desktop as
2. SchNameEnglishRptCard

Get out of the report, and use the door icon to exit the screen.

The screenshot shows the same configuration window as above, but the "Language Version" dropdown menu is circled and set to "ENGLISH".

Check for this set up for the Student Directory report.

Click the printer icon to start the report.


Save this report to the desktop as;
SchStuDirect

Exit the report and use the door icon to exit the screen.

The screenshot shows a window titled "Report Title" with a text input field containing "Student Directory". Below the input field is a "Sort" dropdown menu set to "Alpha". At the bottom right, there is a "Run in Background?" dropdown menu set to "No" and printer and door icons.

 Check for this set up for the Enrollment by Grade, Race and Gender (KS).

Click the printer icon to start the report.

 Save this report to the desktop as;

SchGradeRaceGender

Get out of the report and use the door icon to exit the screen.


Report Title

Enrollment By Grade, Race & Gender (KS)

Effective Date: 10/01/2011

Display: Ethnicity Totals Race Totals

School: Adams Elementary School

 Check this set up for the Admission/Withdrawal Report.

Click the printer icon to start the report.

Save this report to the desktop as;

SchAdmWdraw

Get out of the report and use the door icon to exit the screen.

Report Title

Admission/Withdrawal

Previous Enrolment Total: 0

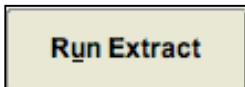
Date Range: From: 09/01/2011 To: 06/13/2012

Sort by: Pupil Name

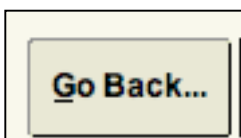
After all reports are run and saved with your school's full extract, the first 5 reports need to be run for all Withdrawn students. (The Enrollment report and Admission/Withdraw reports will not change, so you do not need to re-run them with this extract.)

To get these students, go to Demographic Extract and click on Specify Extract Criteria.

Select the Misc 2 tab. On the right side of the screen, enter the second day of school date and the next to the last date of school in the Withdraw Date Range.



Click the Run Extract Button.



When the extract is complete, click the Go Back button and then the exit icon.

Re-run the first **5** reports in Folder #27, Hot Print using **this extract** of students.

Label each report with the first 3 letters of your school, WD and the abbreviated title of the report as you did before. Example: SchInitalsWDAttSum

If you are running these reports from your building, kindly attach them to an email to me, so that I can put them in a folder and make Cds for you over the summer.

Run any additional reports that you would like included on your 2011-12 Archival Disc.