Key Reports

Audience: School and district level report managers

In Schoolnet, there is a Report Bank widget available for the home page. The default tab is Key Reports and can be used to provide shortcuts to popular reports. Tag important reports as key reports to provide administrators one click access to critical information.

Sample Report Bank widget

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

1. In the blue navigation sidebar, click Reporting

2. Click the Published Reports tab

3. Expand the applicable category or filter by 'View All'

4. Next to the report, click **Add to My Schoolnet Key Reports** to identify the report as a key report

Consider the following points:

- The user's default institution determines the key reports displayed on the Schoolnet home page, so the list principals will see will differ from district administrators

- 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 web part will default to the My Reports tab

- When reports are published, report managers 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.

- From Published Reports, report managers can add and remove key reports on an institution basis, separate from the publishing process