

Publishing Reports

Audience: School and District Report Managers

As a Schoolnet report manager, you can publish reports so that other users can quickly and easily access the data they need. For additional details on publishing an analysis spreadsheet, refer to *View Students in an Analysis Spreadsheet Quick Reference Card*. For concerns about who can see what data, site administrators can reference *User Permissions Concerning Reporting Quick Reference Card*.

Understanding the Report Banks

Before you start publishing reports to the report bank, it is helpful to have some background information.

Your site has a report bank for each school as well as a district level bank. Some districts have region area banks as well. Your user permissions which bank, if any, is the default. Users can only drill down to see student names of their students.

Can I Publish to All Banks at Once?

To best understand the options available, assume you wanted to make the Pre-Formatted Demographic Overview easily available to users to run. Here is how you might do that.

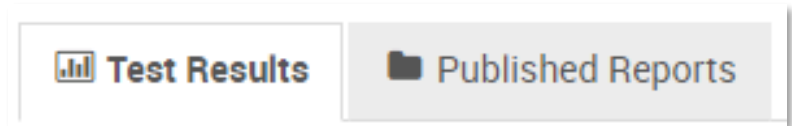
You would save and then publish the following:

- In the district level report bank, add both a district wide that shows total current enrollment and optionally another version that is 'paged' by school, meaning that the user can select which school to view in the report.

- For the school banks, save a version for one representative school and then publish it using the 'contextualization' feature. This means that although you initially created and saved it using 'Franklin' students, a version with the 'Edison' students will go in the Edison School bank automatically when you publish it.

This means that to publish a demographic overview in all report banks you need to save at least two versions: one district-wide one for the district report bank, and one school level one for all the school banks.

In some cases, you don't need to publish a report at all. If users need to see a report that covers one benchmark at one school, it would make more sense to run the built-in one from the Test Results tab of the Reporting Dashboard rather than clogging up the Published Reports tab with dozens of item analysis reports, for example.



Save and Publish a Report

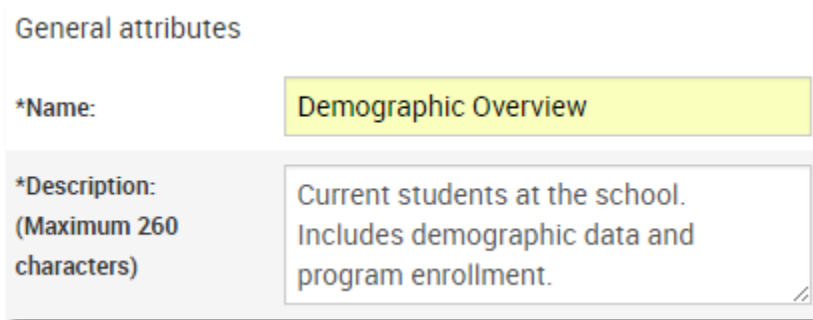
Once you have saved a student set or report, publish it to share with other users. If you are a district level report manager, you can publish the set to multiple school banks at once.

To publish:

1. Create a report
2. Click **Save Report**
3. Give the report a name using any established conventions

Publishing Reports

- For the description, be sure to include information that will help you determine the school versus district version of the same report type in your saved reports list



General attributes

*Name: Demographic Overview

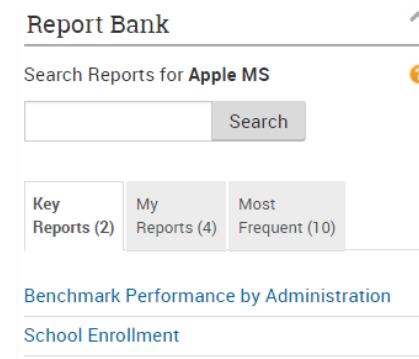
*Description: (Maximum 260 characters)
Current students at the school.
Includes demographic data and program enrollment.

If this will be published to multiple schools, avoid naming a specific school.

- As a best practice, specify a category, and if applicable, a grade range and subject
- Click **Save Report**
- In the Reports menu, select **My Saved Reports**
- Filter or search as needed to locate your report
- Click **Publish**
- If you are a district report manager, select **School Banks** next to "Publish to" and select the desired school(s)

When publishing to multiple schools, use the default contextualization option so each school student set contains its respective students and data. You can only publish to multiple schools at once if the saved report is filtered on students at one school. Note that contextualizing will publish to all schools at once: to create a district level report, save and publish a version of the report that does not filter on a school.

- Optionally, select 'Publish to My Schoolnet as a Key Report' so users have a shortcut to the report from the home page



Report Bank

Search Reports for Apple MS

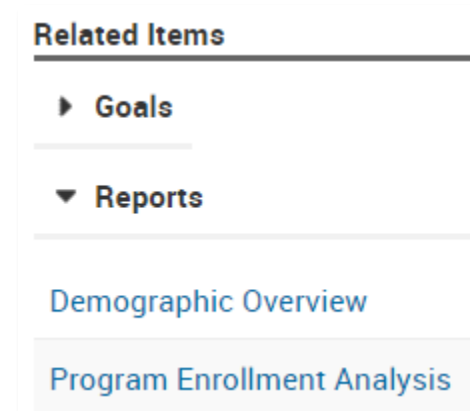
Search

Key Reports (2) My Reports (4) Most Frequent (10)

Benchmark Performance by Administration

School Enrollment

- Optionally, select 'Include with Key Performance Indicator' and select one or more related KPIs so that the KPI detail page will have a shortcut to the report



Related Items

► Goals

▼ Reports

Demographic Overview

Program Enrollment Analysis

- For the security options, click **Select All**
- Click **Publish Student Set**

How to Tell What Saved Reports are Published

The Status box provides a reminder of the status of your saved reports. Green text indicates the following:

- P – The report is published in the report bank
- C – The report was contextualized, meaning published to multiple school banks at once
- I – When published, the report was linked to a Key Performance Indicator (KPI)



Verify that the Contextualized Reports Published Correctly

When you contextualize a report, make sure the report published as you intended. Verify that the report published by checking a school bank other than the one used to create the report. Remember to also create and publish a district version of the same report if desired.

To verify the report:

1. In the Reporting menu, select **Reporting Dashboard**
2. Click the **Published Reports** tab
3. Open the Select a School menu, choose a school other than the one used to create the original report
4. Using filters as needed, locate the report
5. Click **Run Report** and review the results