Campus Ad Hoc Reporting Training

WELCOME!

Data Privacy

- This is student data! Data privacy policies must be followed.
- Adhoc reporting tools provide access to most of the data in Campus based on your Campus security.
- Shred student data when you are done with it!
- There are items that you cannot use – Economic Indicators, heath care information.
- Remember what directory data is: Name and address.

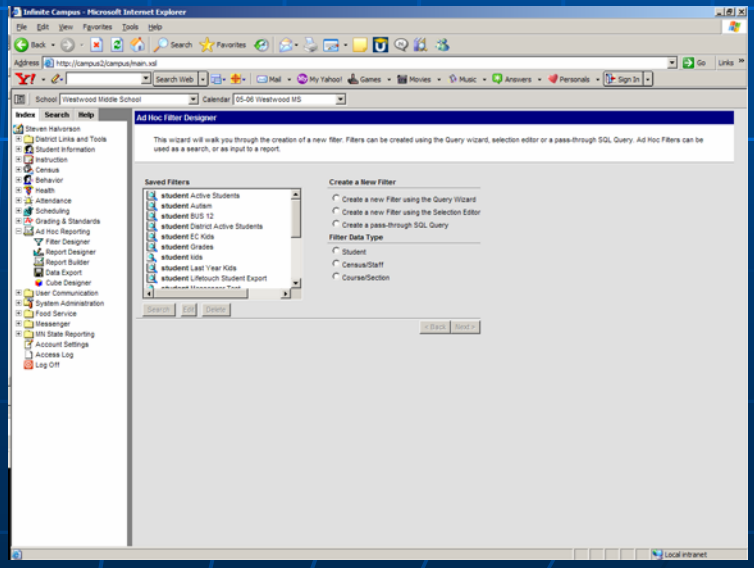
Uses for Adhoc Reporting

- Student Lists
- Birthday Lists
- Finding student id numbers
- Marss data
- Student Schedule
- Teacher Class Roster
- List of students failing a certain course
- Students absent on one period of the day
- Graduation Standards
- Transcripts
- Scheduling structure/design reports

- Health
- Immunizations
- Discipline
- GPA
- Testing
- BST
- Grades
- Mailing Lists

Requirements for using the Ed Hoc Reporting.

- Understanding of the Campus Student System.
- Relational database concepts.
- Campus Schema.
- Microsoft Access or Excel

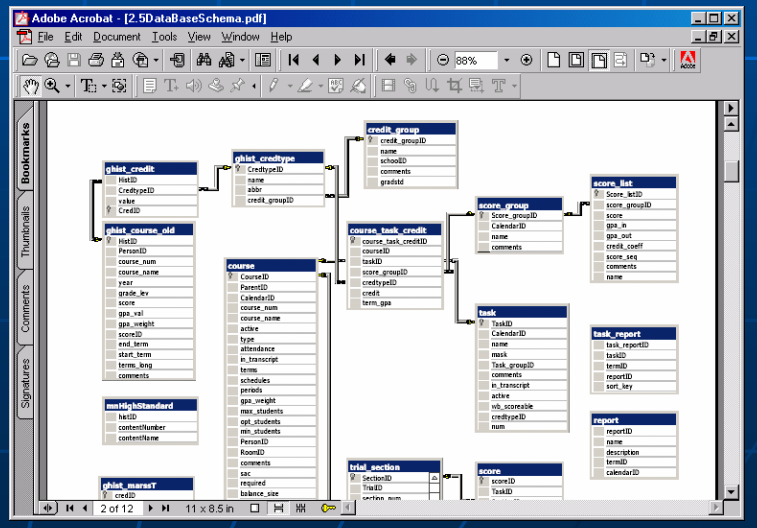


Database Overview

- A database is a collection of information that's related to a particular subject or purpose, such as tracking student information.
- Data in organized into containers call tables. Person, address and contact information are examples of tables in Campus.
- Within each of the tables are fields. For example in the identity table, the following fields are found: first name, last name, gender, birth date.
- Table are related to each other using a special type of a field called a key. PersonID is an example of a key that is used to connect the person table to the multiple tables in Campus.
- To find and retrieve data that meets conditions that you define, including data from other tables, you can create a query.
- The Ad Hoc Reporting tool uses tables, fields and queries to create a report.

Campus Schema Overview

- The Campus Schema is a document that outlines the database design of the Campus SQL database.
- The schema contains the database tables and fields.
- The relationship between the tables is detailed with interconnecting blocks.
- The schema document is a valuable tool if you are working with data from Campus.



What is Ad Hoc Reporting?

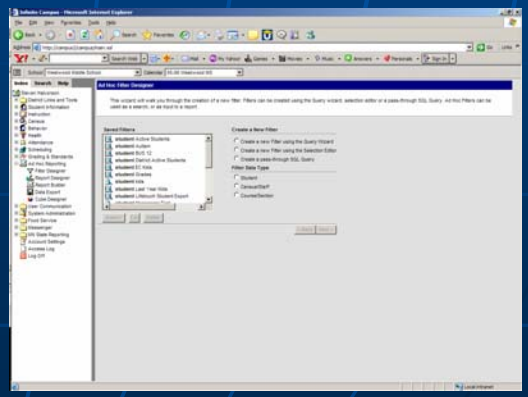
- A web based reporting tool to extract data from Campus
- Data can be exported to PDF, HTML, Text, Access Or Excel.
- Uses a wizard concept to prompt the user for information to build a report.
- Search criteria can be entered to minimize your search.
- Reports can be saved and recalled at a later time.
- Consists of 5 Modules
  - Filter Designer (Training Session 1)
  - Report Designer (Session 2)
  - Report Builder (Session 2)
  - Data Export (Session 1)
  - Cube Designer (Session 3)

Limitations/Issues

- The report wizard is a web based tool designed to create simple reports using Campus data.
- It provides basic filtering and multiple table and field selections. It cannot do complex reporting or sorts.
- Spreadsheets or databases programs will still be required to manipulate and analyze your data.
- Double check your results
- Need an understanding of Campus database structures, can be a confusing tool to use.

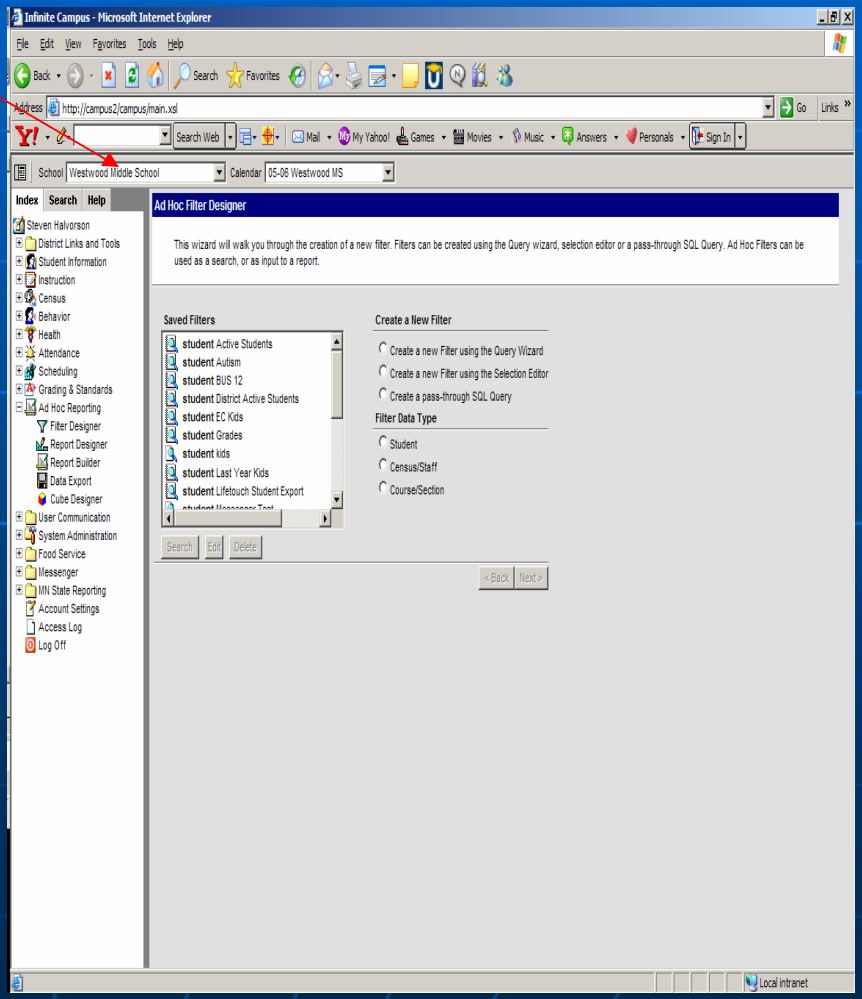
Session One Filter Designer and Data Export

- The Filter Designer and Data Export modules are located in the Ad Hoc Reporting Folder.
- The system administrator grants rights to the Ad Hoc Reporting modules. Users only have rights to export data that they are authorized to view based on their Campus security rights.
- The Filter Designer is used to design, edit and assign filter queries. Filter queries search for information.
- When a filter is run it creates a list of information. This list can be exported using the Data Export Module to a variety of formats.



Tip

Select the calendar that you wish to use first.



Process To Export Data

- Step 1 – Determine report requirements
- Step 2 – Design a filter using the filter designer.
- Step 3 – Export your data using the filter that you created to Html, Excell, Access or PDF.
- Step 4 – Filters can be used when searching for information.

Step 1 - Determine filter requirements

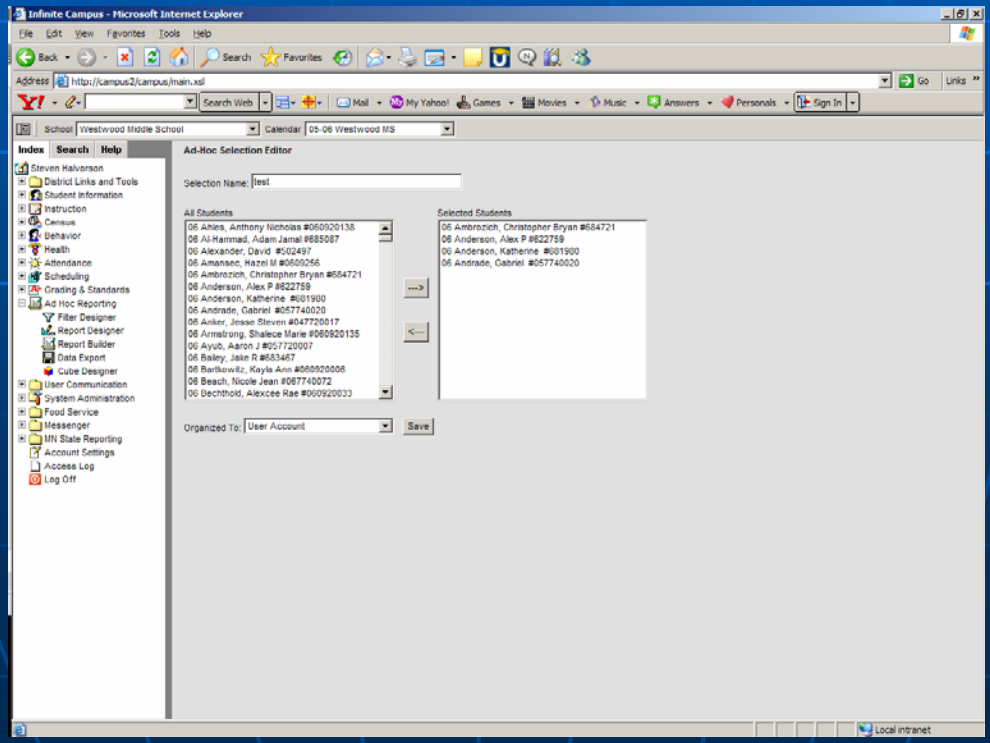
- What will be on the report?
- Is the report a student, census/staff or a course/section report?
- What fields will be needed on the report?
- What search criteria will be required to filter the data?
- How will the report be printed or exported?

Step 2 - Building a filter

- Three filter types:
  - Query Wizard
  - Selection Editor
  - Pass-through SQL Query (Future Session)
- Three Filter Data Types
  - Student
  - Census/Staff
  - Course/Section

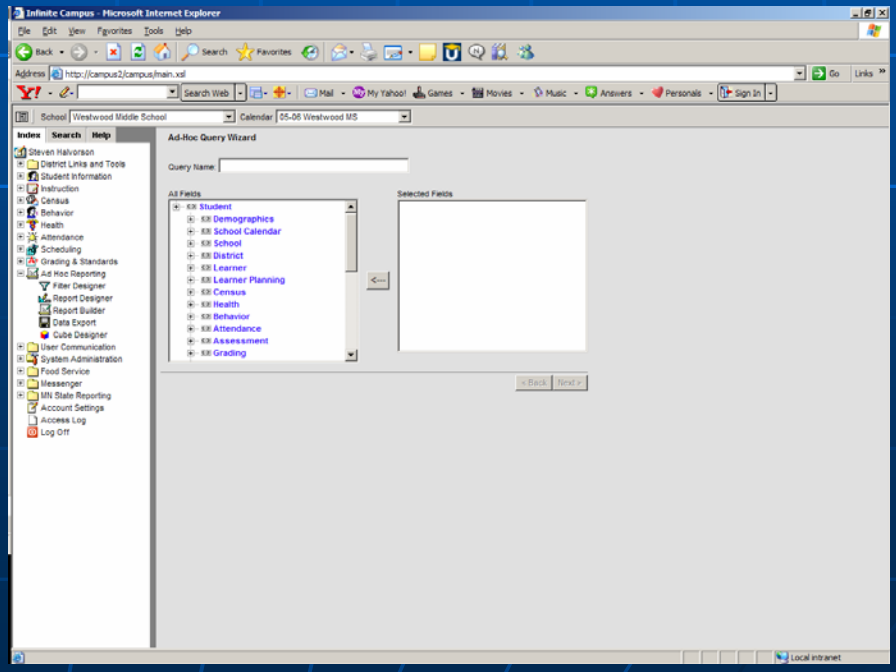
Step 2 - Building a filter – Selection Editor

- Demo
- Practice – Create a Selection list of students



Step 2 - Building a filter

- Select the type of report that you wish to build. Student , Census or Course. Clicking NEXT will display the next screen.
- A list of folders will be displayed. Opening each folder will display the fields that are available.
- Lets explore the folders and field options available.
- Click on the field to add it to the selected fields box.
- When you have selected all the fields click on NEXT.

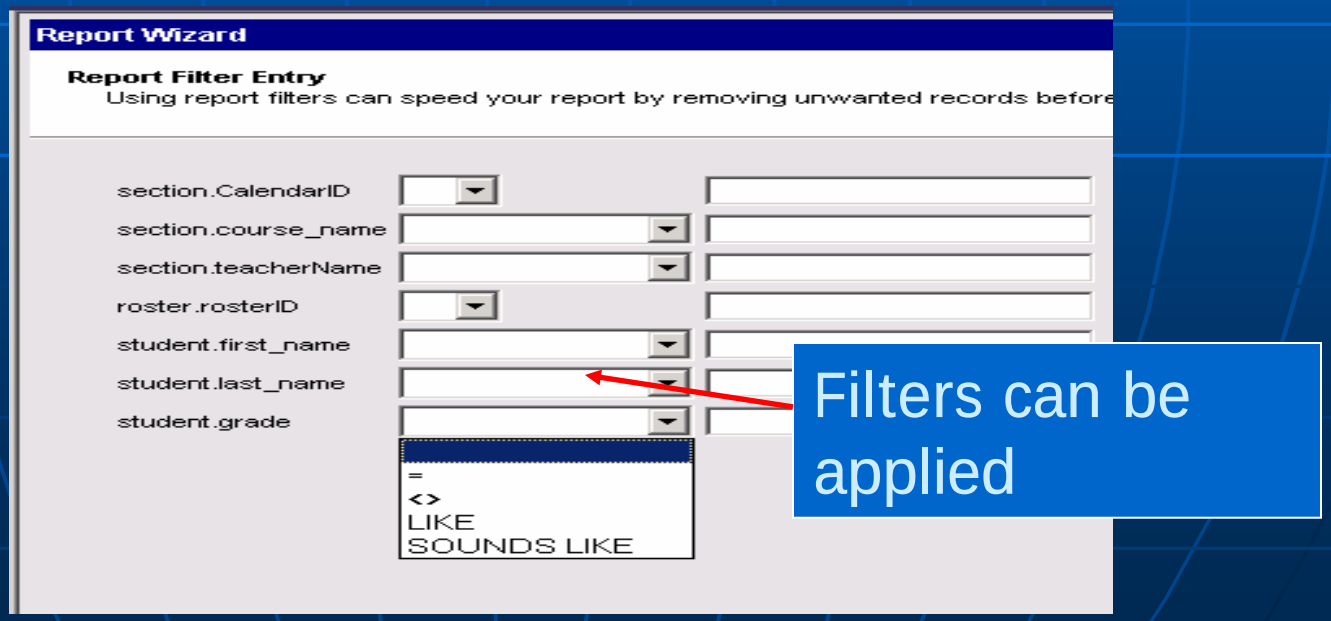


Step 2 - Building a filter

Each field that is selected can have a filter applied. Select the type of filter and enter the criteria in the space provided. All data will be returned if a filter is not specified.

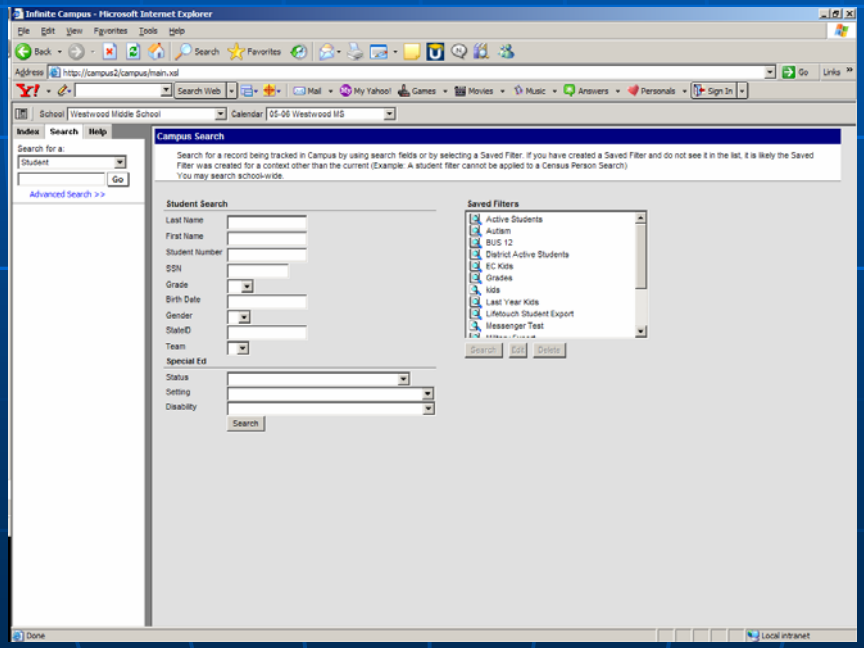
Depending on the type of field you will have different options that you can select from.

This take a little experimentation to see how different filter options work.



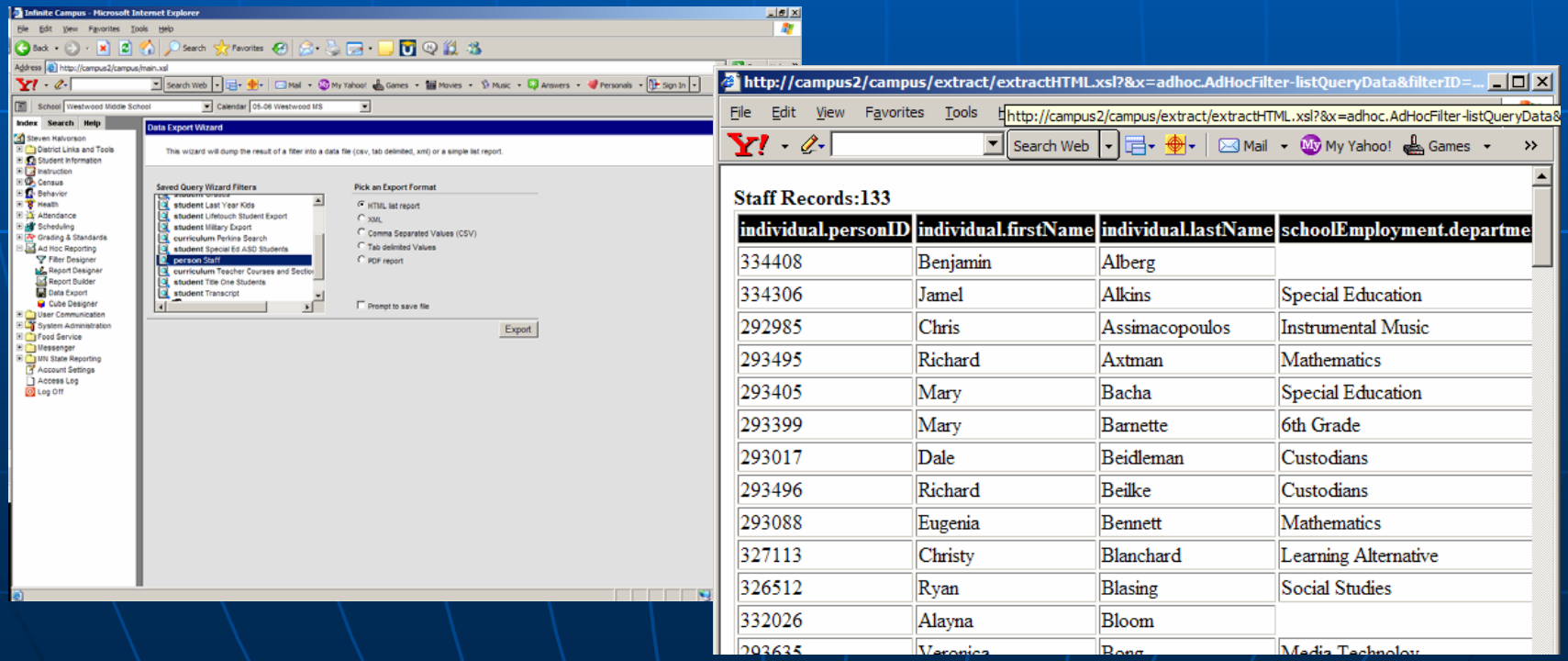
Step 2 - Building a filter

- Name your query when you are done and click on SAVE. Your query can then be run in the Data Export module.



Step 3 - Data Export

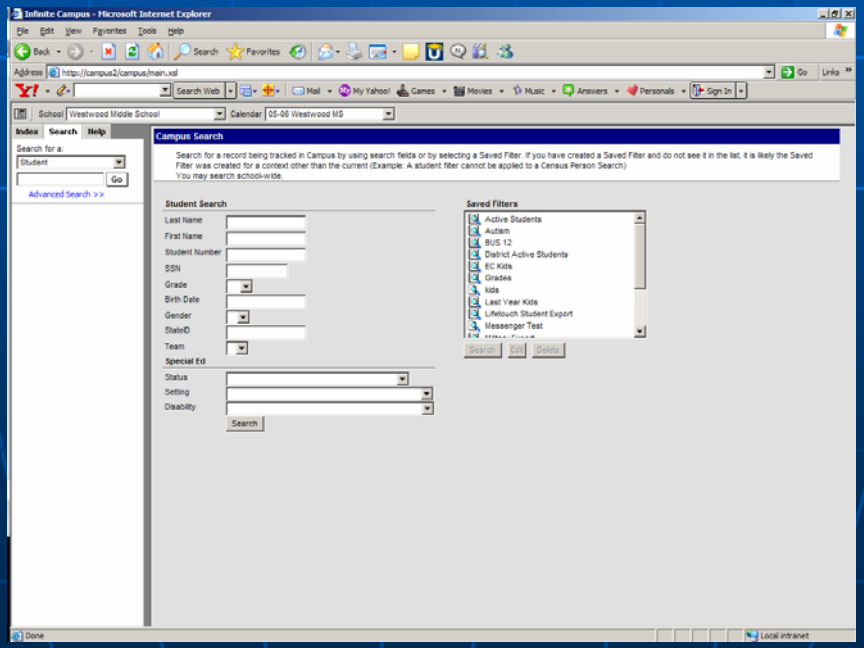
- Demo
- Practice – Export a defined Query using the different Export Formats



individual.personID	individual.firstName	individual.lastName	schoolEmployment.departme
334408	Benjamin	Alberg	
334306	Jamel	Alkins	Special Education
292985	Chris	Assimacopoulos	Instrumental Music
293495	Richard	Axtman	Mathematics
293405	Mary	Bacha	Special Education
293399	Mary	Barnette	6th Grade
293017	Dale	Beidleman	Custodians
293496	Richard	Beilke	Custodians
293088	Eugenia	Bennett	Mathematics
327113	Christy	Blanchard	Learning Alternative
326512	Ryan	Blasing	Social Studies
332026	Alayna	Bloom	

Step 4 – Searching with a filter.

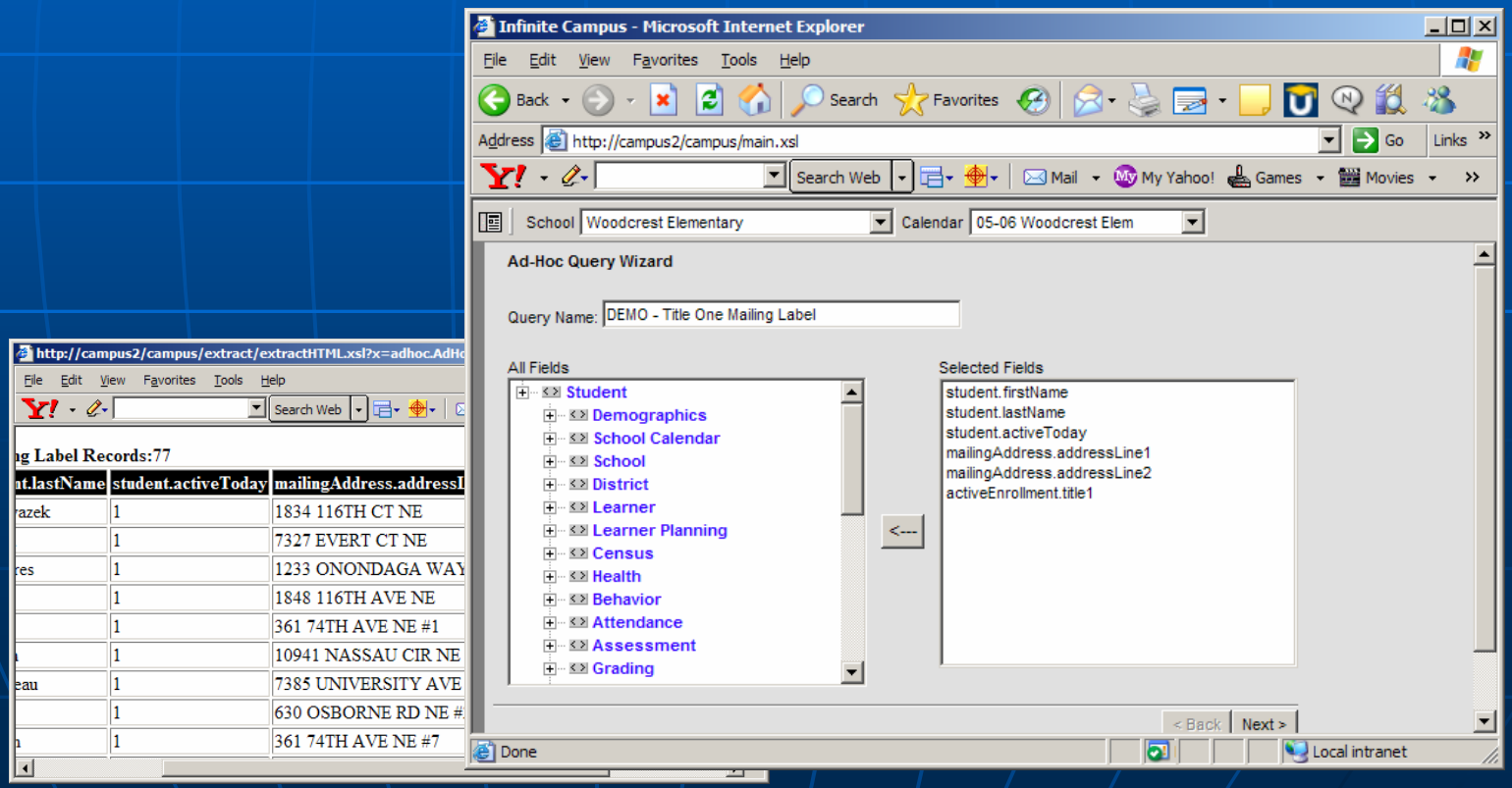
- Saved Queries can also be used when searching for information on the Campus SEARCH tab. Clicking on Advance Search will allow you to use a filter as a search option.
- DEMO



Example

Create a list of active title one students for a mailing label.

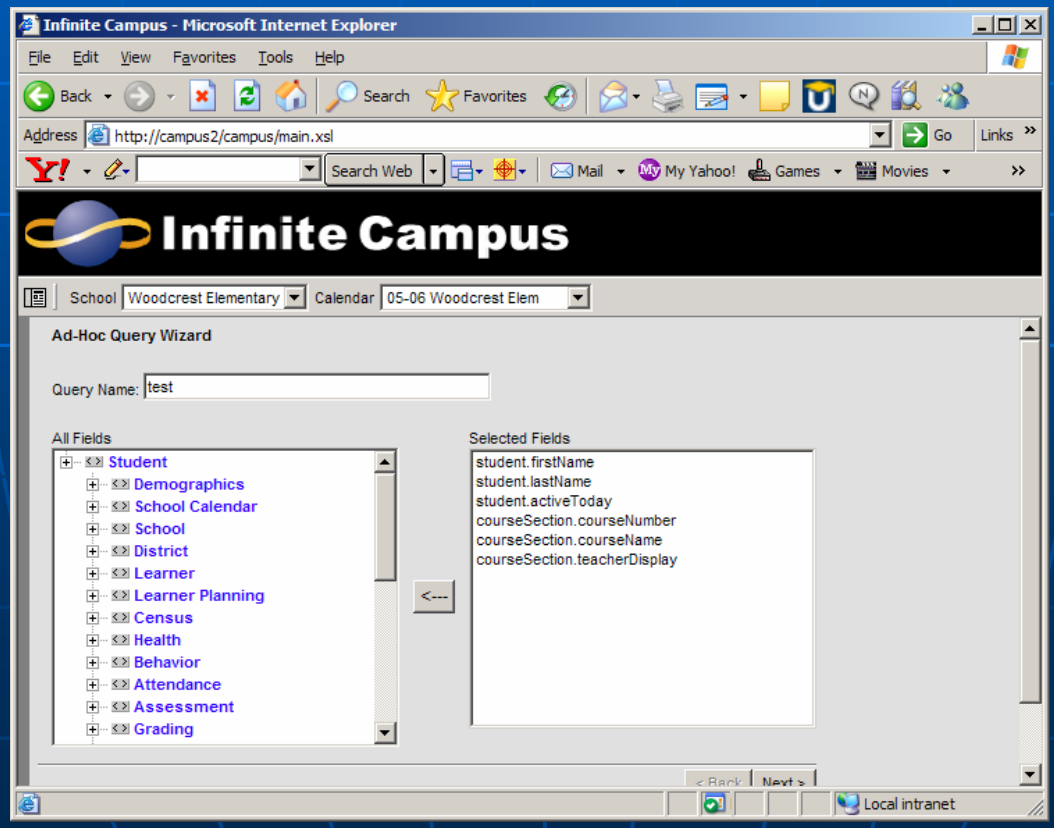
Fields: student.firstname, student.lastname, student.activetoday=1, mailingAddress.addressLine1, mailingAddress.addressLine2, activeEnrollment.title1=Y



Example

Create a list of active students, their current courses and teachers.

Fields: student.firstname, student.lastname, student.activetoday=1, courseSection.courseNumber, courseSection.courseName,courseSection.teacherDisplay



Help

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