ProgressBook Reporting Analytics Hub Guide

Reporting

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(This document is current for v19.5.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook Reporting Analytics Hub Guide* have been made.

Product Version	Heading	Page	Reason
19.5.0	Entire Guide	N/A	Updated images to reflect the new search feature.
19.5.0	*"Favorite Reports"*	3	Updated images and text to reflect the new search feature; that the **Favorites** folder now displays the number of favorited reports out of the maximum possible; and that all ☆ are hidden when a 5th favorited report is chosen.
19.5.0	*"Search Reports"*	5	Added new section.
19.4.0	*"Run Reports"*	7	Removed note regarding blank filter value selection.
19.3.0	*"Run Reports"*	7	Added note regarding filter value selection.
19.2.0	Entire Guide	N/A	Created guide.

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Analytics Hub

The **Analytics Hub** screen lets you run any of the officially provided reports to which you have access based on security in StudentInformation and/or any private reports in the **My Reports** folder. You can also favorite reports to easily access them.

Access Analytics Hub

There are 2 ways to access the **Analytics Hub** screen.

- While signed into StudentInformation, click , navigate to **Local**, and then click **Analytics Hub**.

- While signed into StudentInformation, in the top right of the banner, click , and then click **Analytics Hub**.

Quick Report Access

You can quickly run 1 of 5 favorited reports or 1 of 5 most recently run reports from anywhere in the application.

1. With a district or school in context on any screen, in the top right of the banner, click .

The Quick Reports drop-down list displays.

2. From this drop-down list, you can do any of the following:
   - Click **Analytics Hub** to access the **Analytics Hub** screen.
   - Below **Favorites**, click a report name to run 1 of 5 favorited reports that display (see *"Run Reports"*). For more information on favoriting a report, see *"Favorite Reports."*

     Note: *If you do not have any favorited reports, this section is hidden.*

- Below **Recent**, click to run 1 of the last 5 reports you ran (see *"Run Reports"*).

Favorite Reports

1. To favorite a report, on the **Card View** version (see *"Card View"*) of the **Analytics Hub** screen, beside the report name, click ☆.

★ now displays next to the report.

Note: *You can select a maximum of 5 favorite reports. Once a 5th report has been selected, all remaining ☆ are hidden until you click ★ beside a favorited report to remove it from your favorites.*

2. In the **Favorites** folder at the top of the screen, your favorited report now displays and you can click its name to run it.

Note: *The **Favorites** folder is hidden if you have no favorited reports.*

Note: *On the **List View** version (see "List View") of the **Analytics Hub** screen, favorited reports display with ★ beside them, but there is no **Type** of **Favorites**.*

Search Reports

On the **Analytics Hub** screen, in both card and list view (see *"Use Analytics Hub"*), you can search for relevant or specific reports.

1. At the top-right of the **Analytics Hub** screen, in the **Search Name \ Description** box, enter one or more keywords from a report name or description, and then press ENTER or click .

   A message indicates the number of report results returned, and all folders that contain the relevant reports display.

2. Click to expand the folder or subfolder to locate the report you need.

Use Analytics Hub

On the **Analytics Hub** screen, you can view the available reports in **Card View** and **List View**. When you run a report, you may have to select certain report filters to narrow down the result set.

> ***Note:*** *Your security settings determine the visible folders and reports. See the* Security Roles *instructional sheet for more information.*

Card View

This is the default view for the **Analytics Hub** screen. You can also select it by clicking on the top right of the screen.

Each folder has its own accordion list, and when you expand it, subfolders may also display. Reports are listed right to left, top to bottom within each folder or subfolder.

If there are any new reports from the most recent release, New displays for 30 days beside the corresponding folder, subfolder, and report name.

> ***Note:*** *The* ***Favorites*** *folder and* ***My Reports*** *folder display only if you have a favorite report selected and if you have any privately saved reports, respectively.*

List View

The **List View** lets you view all reports at one time. You can select it by clicking on the top right of the screen.

The **Name/Description** column displays the name and description of each report, and the **Type** column displays the folder and subfolder (if applicable) to which each report belongs.

> ***Note:*** *There is no* ***Type*** *of* ***Favorites****.*

You can press CTRL + F to locate a specific report if you do not remember the folder to which it belongs.

Run Reports

1. To run a report, click its corresponding name in blue on the **Analytics Hub** screen.

For most reports, a **Filters** window opens. Otherwise, the report runs immediately.

2. (Optional) Select different **Conditions** for each filter to ensure that the data you need is returned. In most cases, it is not necessary to modify the preselected condition. Below is a list of all available conditions:
   - **Equal To** – Includes results that match the selected value.
   - **Not Equal To** – Excludes results that match the selected value.
   - **Less Than** – Includes results that are less than the selected value.
   - **Less Than Or Equal To** – Includes results that are less than or equal to the selected value.
   - **Greater Than** – Includes results that are greater than the selected value.
   - **Greater Than Or Equal To** – Includes results that are greater than or equal to the selected value.
   - **Starts With** – Includes results that start with the selected value.
   - **Not Starts With** – Excludes results that start with the selected value.
   - **Ends With** – Includes results that end with the selected value.
   - **Does Not End With** – Excludes results that end with the selected value.
   - **Contains** – Includes results that contain the selected value.
   - **Does Not Contain** – Excludes results that contain the selected value.
   - **Is Between** – Includes results that are between 2 selected values, such as a date range.
   - **Is Not Between** – Includes results that are not between 2 selected values, such as a date range.
   - **Is One Of** – Includes results that have one or more selected values.
   - **Is Not One Of** – Includes results that are not one or more selected values.

3. Select the value(s) for each filter. Values are available only if there is data to return. If you do not see any values, try changing a prior value.

   Note: *Each value you select for a filter affects the value(s) available for the next filter value; thus, it is recommended that you select the value(s) in top-down sequential order.*

   Note: *Selecting too many filters may return no results.*

4. Click **Okay** to run the report.

   The report displays.

EMIS Attendance Hours

School	Last Name	First Name	Student Number	Status	Grade	Gender	Ethnicity	Homeroom	Admission Date	Withdrawal Date	Withdrawal Reason	School Year Hours Attended	School Year Excused Hours	School Year Unexcused Hours	School Year Hours Attended Other	School Year Excused Hours Other	School Year Unexcused Hours Other	Total Enrollment Hours	Percent of Attendance	Percent of Absence
THX	Armstrong	Robin	460991170	A	9	M	W		08/22/2012 12:00 AM		**	1,031.62	58.88	6.50				1,097.00	94.04%	5.96%
THX	Ballard	Toya	252342839	A	9	F	W		08/19/2009 12:00 AM		**	1,050.80	44.07	2.13				1,097.00	95.79%	4.21%
THX	Barajas	June	223774140	A	9	F	W		02/18/2014 12:00 AM		**	1,032.97	19.50	44.53				1,097.00	94.16%	5.84%
THX	Beasley	Tracie	98662426	A	9	F	W		08/01/2009 12:00 AM		**	1,022.37	74.52	0.12				1,097.01	93.20%	6.80%
THX	Becker	Abel	343180902	A	9	M	W		08/20/2013 12:00 AM		**	1,024.92	39.48	32.60				1,097.00	93.43%	6.57%
THX	Bell	Jenna	925115922	A	9	F	W		08/01/2009 12:00 AM		**	1,050.40	6.50	40.10				1,097.00	95.75%	4.25%
THX	Bird	Kirsten	83239205	A	9	F	W		08/18/2015 12:00 AM		**	1,053.70	23.52	19.78				1,097.00	96.05%	3.95%
THX	Blackwell	Warren	295147887	A	9	M	W		08/18/2010 12:00 AM		**	1,076.20	1.23	19.57				1,097.00	98.10%	1.90%
THX	Booth	Claire	974663329	A	9	F	W		01/02/2017 12:00 AM		**	1,024.70	72.30					1,097.00	93.41%	6.59%
THX	Boyer	Susana	471625368	A	9	F	W		08/01/2009 12:00 AM		**	1,057.07	31.30	8.63				1,097.00	96.36%	3.64%
THX	Bruce	Stacy	398443165	A	9	M	W		08/01/2009 12:00 AM		**	1,084.00	6.50	6.50				1,097.00	98.81%	1.19%
THX	Carpenter	Myrna	15130372	A	9	F	W		08/01/2017 12:00 AM		**	1,013.07	45.17	38.77				1,097.01	92.35%	7.65%
THX	Carrillo	Bianca	773177125	A	9	F	W		08/01/2009 12:00 AM		**	1,073.23	23.77					1,097.00	97.83%	2.17%
									03/05/201											

5. (Optional) Click the post-filter pane icon to further narrow down the result set.

   The post-filter pane displays with a list of **Sorts** and **Columns**.

   a. (Optional) In the **Sorts** section, click ↓ or ↑ to change the sort order for fields that can be sorted.

   b. (Optional) In the **Columns** section, deselect the corresponding checkbox for each column header to hide that column in the report.

c. (Optional) Click the post-filter pane icon to collapse the pane.

School	Last Name	First Name	Student Number	Status	Grade	Gender	Homeroom	Admission Date	Withdrawal Date	Withdrawal Reason	School Year Hours Attended	School Year Excused Hours	School Year Unexcused Hours	School Year Hours Attended Other	School Year Excused Hours Other	School Year Unexcused Hours Other
THX	Armstrong	Robin	460991170	A	9	M		08/22/2012 12:00 AM		**	1,031.62	58.88	6.50			
THX	Ballard	Toya	252342839	A	9	F		08/19/2009 12:00 AM		**	1,050.80	44.07	2.13			
THX	Barajas	June	223774140	A	9	F		02/18/2014 12:00 AM		**	1,032.97	19.50	44.53			
THX	Beasley	Tracie	98662426	A	9	F		08/01/2009 12:00 AM		**	1,022.37	74.52	0.12			
THX	Becker	Abel	343180902	A	9	M		08/20/2013 12:00 AM		**	1,024.92	39.48	32.60			
THX	Bell	Jenna	925115922	A	9	F		08/01/2009 12:00 AM		**	1,050.40	6.50	40.10			
THX	Bird	Kirsten	83239205	A	9	F		08/18/2015 12:00 AM		**	1,053.70	23.52	19.78			
THX	Blackwell	Warren	295147887	A	9	M		08/18/2010 12:00 AM		**	1,076.20	1.23	19.57			
THX	Booth	Claire	974663329	A	9	F		01/02/2017 12:00 AM		**	1,024.70	72.30				
THX	Boyer	Susana	471625368	A	9	F		08/01/2009 12:00 AM		**	1,057.07	31.30	8.63			
THX	Bruce	Stacy	398443165	A	9	M		08/01/2009 12:00 AM		**	1,084.00	6.50	6.50			
THX	Carpenter	Myrna	15130372	A	9	F		08/01/2017 12:00 AM		**	1,013.07	45.17	38.77			
THX	Carrillo	Bianca	773177125	A	9	F		08/01/2009 12:00 AM		**	1,073.23	23.77				

6. (Optional) In the **Export** drop-down list, select one of the following export formats for the report: **Excel**, **PDF**, **RTF**, or **CSV**.

The exported file is automatically downloaded to your computer.