



Rules Reports Maintenance

This feature allows you to define the custom configuration, processing, and display of Rules (for the Rules Reports), which is done using the reports on the Config Tools tab, Rules Reports Maintenance folder. These reports are: Rule Maintenance and Rule Option Maintenance.

In order for a custom Rule to be available to the Rules Reports (on the Reports tab) you will need to complete the following actions:

1. Setup the rule on the Rule Maintenance report
2. On the Rule Option Maintenance report:
 - a. Define the parameters for the particular rule domain (occurrence count, course grades/marks, test score, proficiency scale, etc.)
 - b. Process the rule
 - c. Publish the rule

The rule data categories/domains are:

- Absence
- Course Grades
- Demographics
- Discipline
- Test Results

Rule Maintenance Report

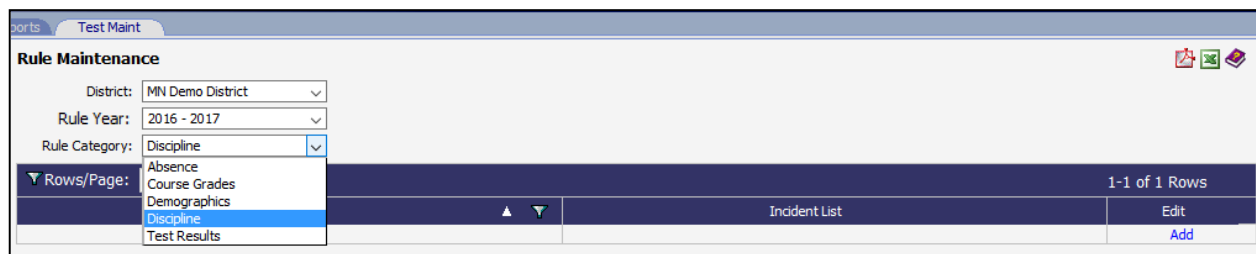
Steps for creating/modifying a Rule

1. Create/Modify Rule

- a. On the menu in the Rules Reports Maintenance folder, click on Rule Maintenance.
- b. Select the District, Rule Year and Rule Category. Click on “Add” in the Edit column of the last row...

Or

...click “Edit” in the Edit column of the row you wish to edit.



- c. Enter/modify the name for the rule you are creating/modifying and click “OK”.

- d. In the [Incident] List column for the new/modified rule click on the “Add Year and [Incident] Options”. Note: the link label will vary depending on the rule category you are creating/modifying (i.e., Course Grades label is “Add Year and Course Options”).

Rule Maintenance		
District:	MN Demo District	
Rule Year:	2016 - 2017	
Rule Category:	Discipline	
Rows/Page:	50	1-2 of 2 Rows
Rule Name	Incident List	Edit
2016-2017 - Disruptive and Insubordination	Add Year and Incident Options	Delete Add

The resulting box will allow you to filter down your choices for the rule category/domain.

2. Select the School Year, Term and any other dropdowns (which vary by domain).
3. Select/highlight (by clicking) in the Available Types (left) panel the selection(s) you want included in the rule category/domain....

2016-2017 - Disruptive and Insubordination

Incident Year:

Term:

Incident Summary:

Available Incident Types				Available Count: 52	Selected Incident Types				Selected Count: 0
School Year	Term	Incident Type	# Incidents		School Year	Term	Incident Type	# Grades	
2016-2017	Year	Disruptive Behavior	556	<input type="button" value=" >>"/> <input type="button" value=" >"/> <input type="button" value=" <"/> <input type="button" value=" <<"/>					
2016-2017	Year	Dress and Grooming	0						
2016-2017	Year	Drive/Careless	0						
2016-2017	Year	Explosives, Possession	0						
2016-2017	Year	False Reporting	3						
2016-2017	Year	Fighting	67						
2016-2017	Year	Fire Alarm-False	0						
2016-2017	Year	Gambling	0						
2016-2017	Year	Harassment	25						
2016-2017	Year	Hazing	0						
2016-2017	Year	Ignition Device	4						
2016-2017	Year	Inappropriate Affection	1						
2016-2017	Year	Inappropriate Material	3						
2016-2017	Year	Inappropriate Physical Contact...	16						
2016-2017	Year	Inappropriate Play	157						
2016-2017	Year	Insubordination	469						
2016-2017	Year	Insubordination-Gross	77						
2016-2017	Year	Interference, Disruption or Ob...	16						

Bolded item(s) represent incident types returned based on the current filters



Note: Should you want to **delete a rule**, on Rule Maintenance report in the Edit column of the row for the rule you want to delete, click on “Delete”