# How to Navigate Reports

Once you have logged in to your viewpoint site, click on the *Reports* tab towards the top of the screen.



You will then see a list of different filters for your reports that you can choose from. You can filter reports by year, school, grade, teacher, course, period, student, or custom group.

There are also several icons on top of the filters mentioned above. Their images and functions are:

- ![icon] - Show active students only (Click to turn red and show inactive students)
- ![icon] - Opens a batch printing queue, allowing to print multiple reports
- ![icon] - Opens the current report you are viewing in a new window
- ![icon] - Shows the help document for the current report you are viewing
- ![icon] - Shows all the help documents
- ![icon] - Minimizes the filter sidebar
- ![icon] - Allows reporting on selected demographic, programs, services, absences, discipline incidents and placement subsets (and any combination of one or all six of those areas).
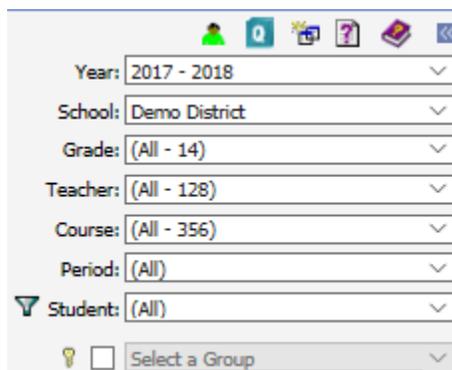


Under the filter options and icons mentioned above you will see a list of reports organized into folders such as Discipline, attendance, grade and staff reports. Once you find the report you want to view, click on it. You will then notice that an icon shows up in the middle of the screen that says *Click to View Report*. Once you click that, the report will populate.
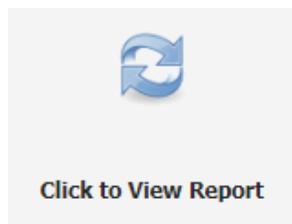


If you are viewing a report and choose to filter the results, another icon will pop up that says *Click to Reload Report Filters*. Once you click that, the report will populate with the filter applied.

Click to Reload Report Filters

When you are viewing a report, above it you will see several drop downs that allow you to further filter your reports. These filters will depend on what type of report you are viewing. Below is an example of these filters for an absence report. In this report you can filter by the year, term, unit, or absence summary. You can also choose to filter by year or date.



## Breakdown vs. Explorer

You can view reports in several different formats, including Breakdown and Explorer reports. Breakdown reports show data in graphical format. These are more useful for a way to visualize large, complicated data sets. An example of a breakdown report can be seen below as a pie graph representing different absences.

**Absence Breakdown**

| | | |
|---|---|---|
| Absent | 59 | 5.1% |
| Activity | 464 | 40.0% |
| APT | 65 | 5.6% |
| CV | 9 | 0.8% |
| DEN | 9 | 0.8% |
| Excused Absence | 224 | 19.3% |
| FAM | 15 | 1.3% |
| ILL | 169 | 14.6% |
| In School Suspension | 1 | 0.1% |
| MED | 5 | 0.4% |
| OT | 14 | 1.2% |
| PR | 25 | 2.2% |
| Present in Office | 27 | 2.3% |
| Testing | 45 | 3.9% |
| VAC | 28 | 2.4% |
| Total | 1,159 | 100.0% |
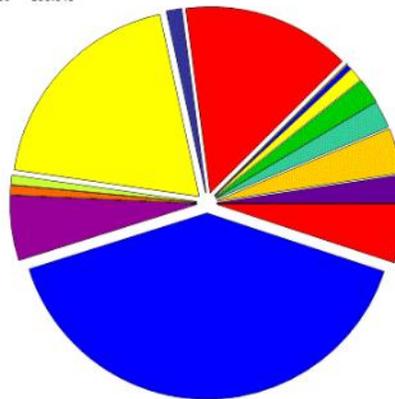


(See Next Page)

Explorer reports show data in an easy to read tabular format. These are useful to be able to view more detailed information about the reports with multiple different categories. An example of an Explorer report can be seen below as a table representing different absences.

| | Student ▲ | Grade Enrolled | Absence Year | Absence School | Absence Term | Category | Absence Date | Period Count | Gender | Federal Ethnicity | Et |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | | 09 | 2017 - 2018 | | High School | Q2 | Excused Tardy | 12/13/2017 | 1 | Male | |
| ☐ | Erika | 09 | 2017 - 2018 | | High School | Q3 | Excused Tardy | 01/29/2018 | 1 | Female | |
| ☐ | pse | 10 | 2017 - 2018 | | High School | Q2 | Tardy | 11/16/2017 | 1 | Female | |
| ☐ | np, Florencio | 11 | 2017 - 2018 | | High School | Q2 | Excused Tardy | 12/01/2017 | 1 | Male | |
| ☐ | np, Florencio | 11 | 2017 - 2018 | | High School | Q3 | Excused Tardy | 02/09/2018 | 1 | Male | |
| ☐ | np, Florencio | 11 | 2017 - 2018 | | High School | Q3 | Tardy | 02/08/2018 | 1 | Male | |
| ☐ | rystal | 07 | 2017 - 2018 | | Middle | Q1 | Excused Tardy | 09/29/2017 | 1 | Female | |
| ☐ | rystal | 07 | 2017 - 2018 | | Middle | Q3 | Excused Tardy | 02/16/2018 | 1 | Female | |
| ☐ | rystal | 07 | 2017 - 2018 | | Middle | Q1 | Tardy | 09/19/2017 | 1 | Female | |
| ☐ | rystal | 07 | 2017 - 2018 | | Middle | Q2 | Tardy | 01/16/2018 | 1 | Female | |
| ☐ | rystal | 07 | 2017 - 2018 | | Middle | Q3 | Tardy | 02/05/2018 | 1 | Female | |
| ☐ | rson | 06 | 2017 - 2018 | | Middle | Q1 | Tardy | 11/02/2017 | 1 | Male | |
| ☐ | rson | 06 | 2017 - 2018 | | Middle | Q1 | Tardy | 11/03/2017 | 1 | Male | |
| ☐ | ustin | 06 | 2017 - 2018 | | Middle | Q2 | Excused Tardy | 01/10/2018 | 1 | Male | |
| ☐ | an | 12 | 2017 - 2018 | | High School | Q1 | Excused Tardy | 09/22/2017 | 1 | Male | |
| ☐ | an | 12 | 2017 - 2018 | | High School | Q1 | Excused Tardy | 09/25/2017 | 1 | Male | |
| ☐ | Chen, Kieran | 12 | 2017 - 2018 | Dundee High School | Q1 | | Excused Tardy | 09/29/2017 | 1 | Male | |
| ☐ | Chen, Kieran | 12 | 2017 - 2018 | Dundee High School | Q1 | | Excused Tardy | 10/30/2017 | 1 | Male | |
| ☐ | Chen, Kieran | 12 | 2017 - 2018 | Dundee High School | Q2 | | Excused Tardy | 12/21/2017 | 1 | Male | |
| ☐ | Chen, Kieran | 12 | 2017 - 2018 | Dundee High School | Q3 | | Excused Tardy | 01/31/2018 | 1 | Male | |
| ☐ | Chen, Kieran | 12 | 2017 - 2018 | Dundee High School | Q3 | | Excused Tardy | 02/13/2018 | 1 | Male | |
| ☐ | Chen, Kieran | 12 | 2017 - 2018 | Dundee High School | Q3 | | Excused Tardy | 02/27/2018 | 1 | Male | |
| ☐ | Chen, Kieran | 12 | 2017 - 2018 | Dundee High School | Q2 | | Tardy | 12/11/2017 | 1 | Male | |
| ☐ | Crandall, Geran | 12 | 2017 - 2018 | Dundee High School | Q1 | | Excused Tardy | 09/27/2017 | 1 | Male | |
| ☐ | Crandall, Geran | 12 | 2017 - 2018 | Dundee High School | Q1 | | Excused Tardy | 10/30/2017 | 1 | Male | |
| ☐ | Crandall, Geran | 12 | 2017 - 2018 | Dundee High School | Q2 | | Excused Tardy | 01/10/2018 | 1 | Male | |
| ☐ | Crandall, Geran | 12 | 2017 - 2018 | Dundee High School | Q1 | | Tardy | 11/09/2017 | 1 | Male | |
| ☐ | Dennis, Ashton | 07 | 2017 - 2018 | Venture Middle | Q1 | | Excused Tardy | 09/05/2017 | 1 | Female | |
| ☐ | Dennis, Ashton | 07 | 2017 - 2018 | Venture Middle | Q2 | | Excused Tardy | 01/08/2018 | 1 | Female | |
| ☐ | Dennis, Ashton | 07 | 2017 - 2018 | Venture Middle | Q1 | | Tardy | 09/07/2017 | 1 | Female | |
| ☐ | Dennis, Ashton | 07 | 2017 - 2018 | Venture Middle | Q2 | | Tardy | 12/19/2017 | 1 | Female | |
| ☐ | Drevlow, Jack | 06 | 2017 - 2018 | Venture Middle | Q3 | | Excused Tardy | 01/26/2018 | 1 | Male | |
| ☐ | Dyrdal, Tessa | 06 | 2017 - 2018 | Venture Middle | Q1 | | Excused Tardy | 09/19/2017 | 1 | Female | |
| ☐ | Dyrdal, Tessa | 06 | 2017 - 2018 | Venture Middle | Q2 | | Excused Tardy | 12/15/2017 | 1 | Female | |

Rows/Page: 50    < 1 2 3 4 >    1-50 of 199 Rows

Once you have loaded a report, you may notice a few icons on the top right of the screen. Here is what their functions are:

- ♡ - Click this to add the current report to your favorites folder
- 🔄 - Click this to refresh the report