

Description

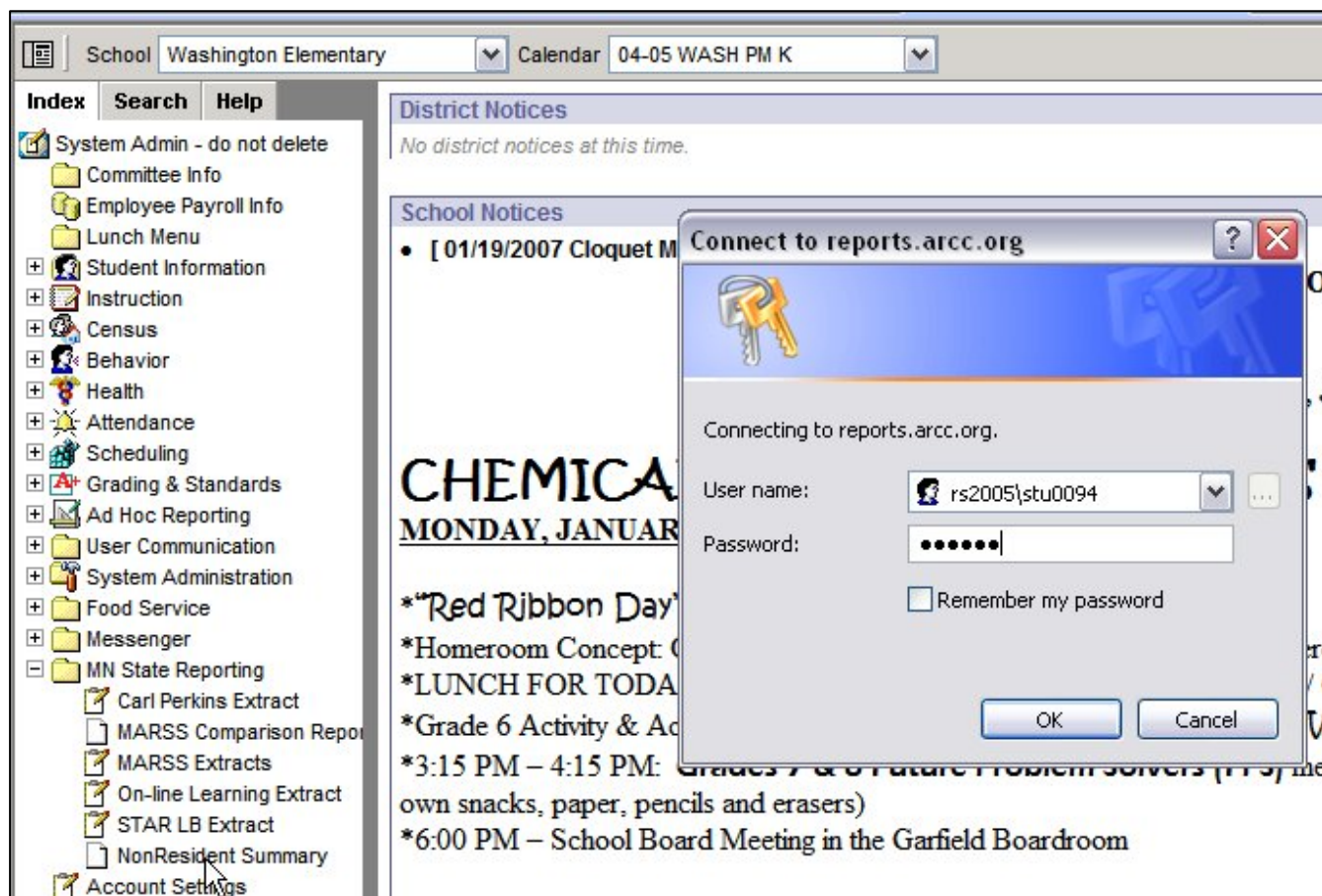
SQL Report used to summarize nonresident student counts. The report is grouped by local school buildings. NonResident Student Counts are summarized and alphabetically sorted by resident district within each school building. Select desired State Aid Codes (SAC) from a selection list prior to running this report.

Please Note:

- Report totals will vary relative to and dependent upon those SAC codes selected.
- This report runs only for the current calendars.
- Only lists counts for currently served (active) nonresident students.

Instructions

Navigate To The Report: This report can be found in the Campus Index at: MN State Reporting>NonResident Summary. (Note: If you can't navigate to that location you'll need to see your district Campus contact to get Tool Rights granted.)



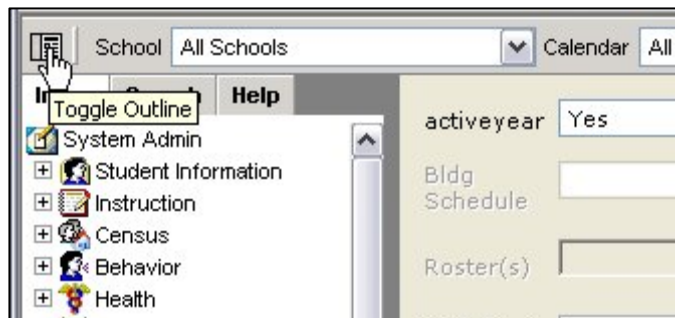
Enter Your Logon Information: (as shown above in the login screen)

User Login: rs2005\stu####
(where #### is your 4-digit district number)

Password: use your ODBC reports password.
If you don't know the password, contact your district rep for Infinite Campus.

Report Selection Criteria

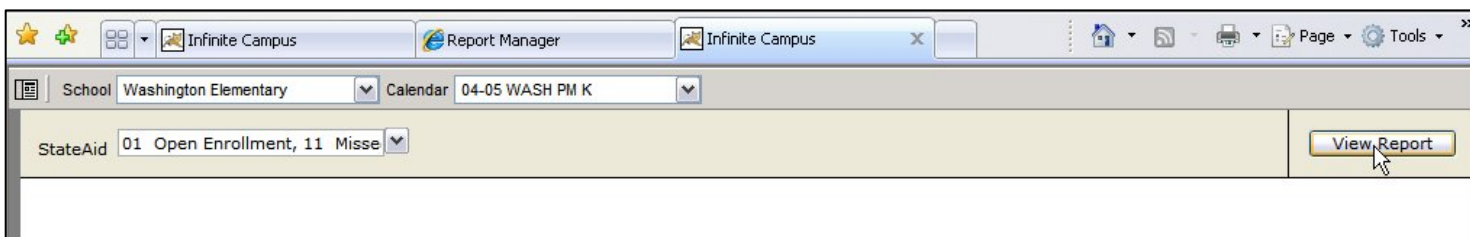
Click the 'Toggle Outline' Button: This 'turns off' the index and gives you more screen room to see all the buttons you need to filter and run your report.



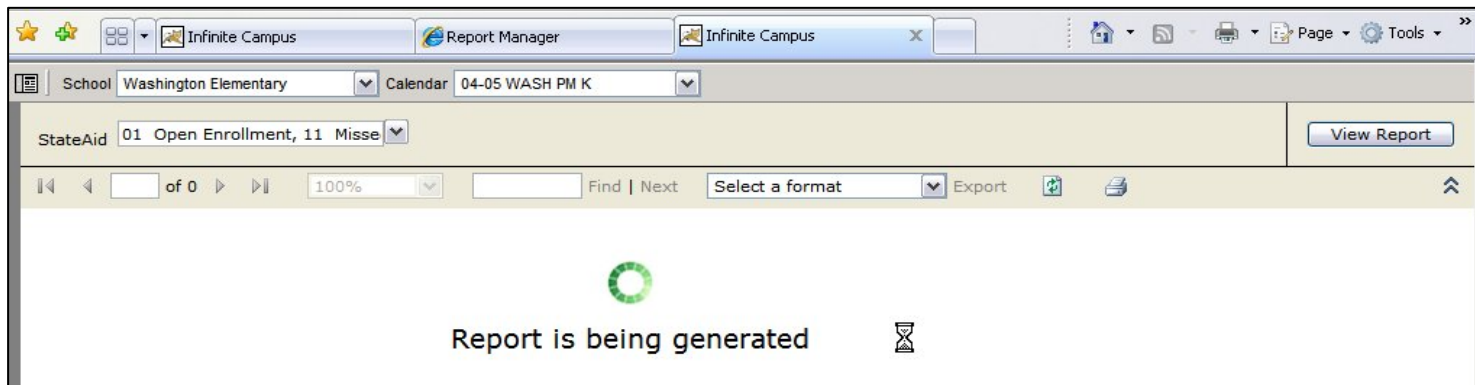
StateAid: Select the desired *State Aid Code(s)* desired for inclusion in this report.



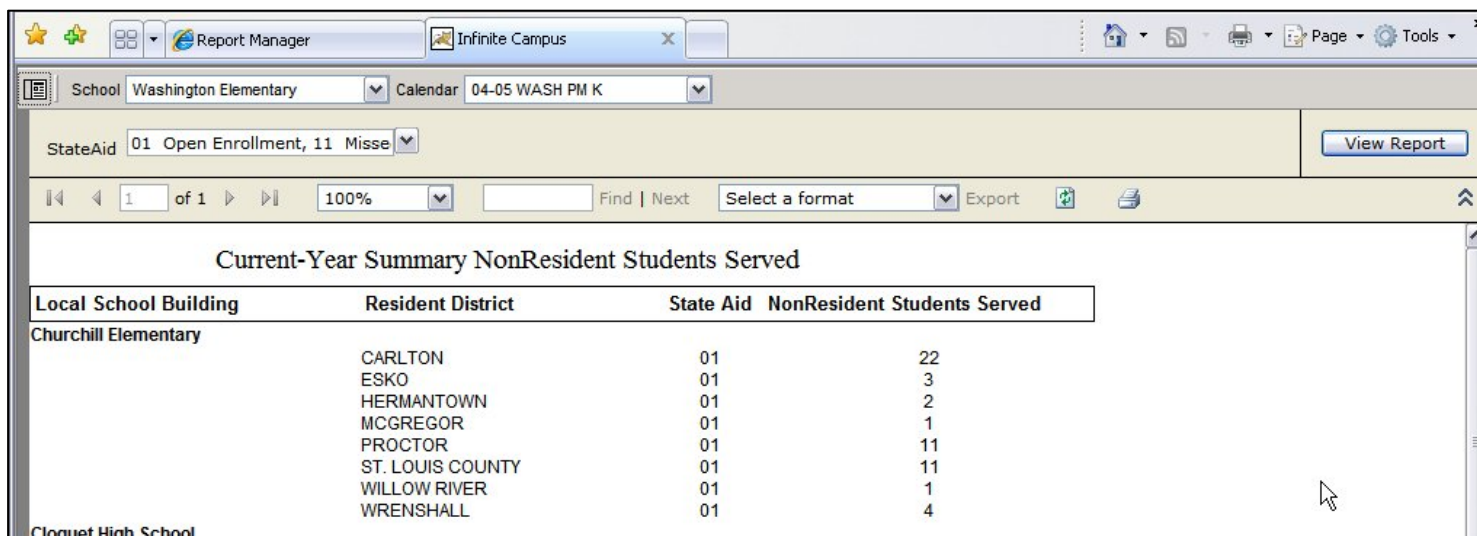
View Report: Click this button to generate the report.



You should see a message indicating that the report is being generated...Your report will look similar to the illustration, below. You can view more of your screen report by clicking the double chevrons located at the extreme right on the report control panel.



You report display should be similar to that shown below.



Exporting Data From The Report:

Select a format: This is where you determine the type of external file that will be extracted from your report. ARCC supports use of Microsoft Excel, so **select 'Excel' from the drop list.**

If you decide to select a different file type, you'll be 'on your own' when it comes to file questions.

Export: Click on 'Export'

If everything is working right, a new browser window will offer you an option to Open, Save or Cancel operations on the new Excel worksheet.

Select 'Save' from the popup window. The file should save as a Microsoft Excel worksheet to your specified destination.

After opening the file in Excel, click on 'File', Select 'Save As': Be sure to give each building file a UNIQUE name!