

Description

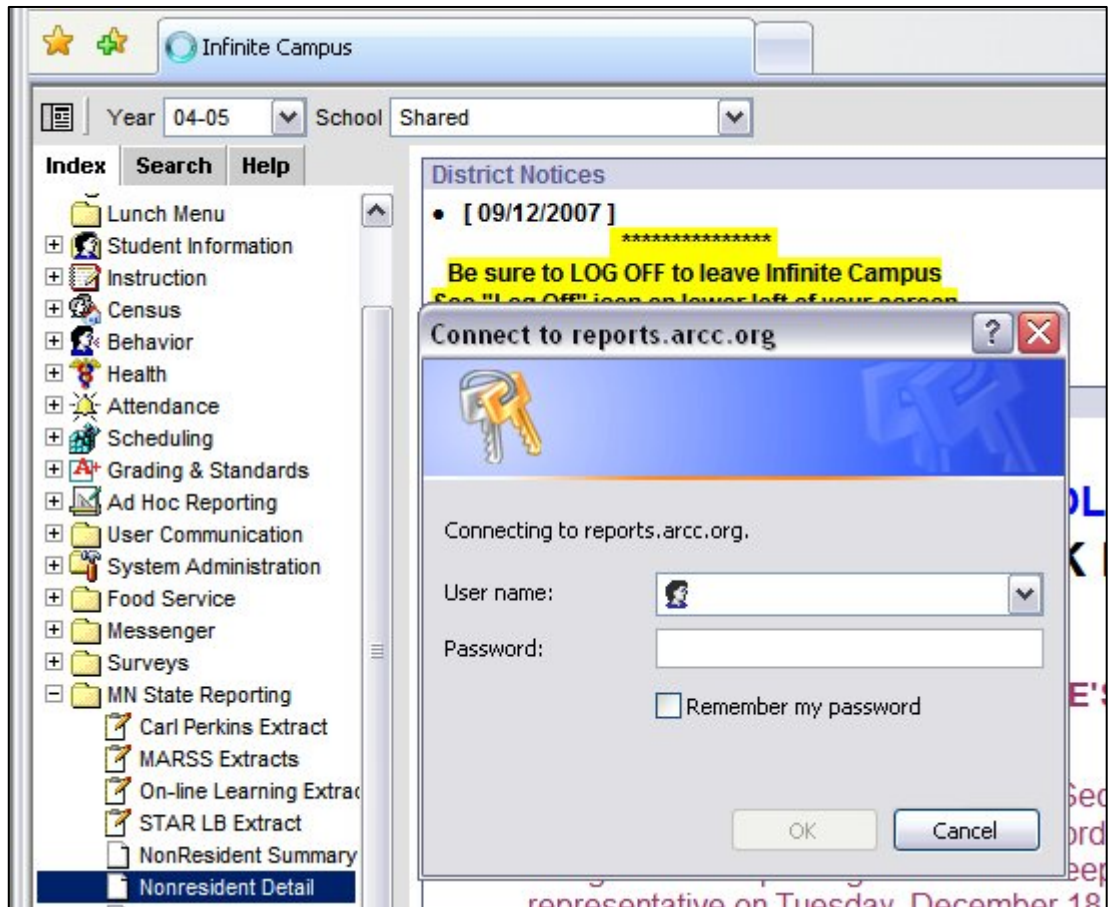
Used to tally records by Resident District for SAC Codes selected. The report is grouped by local school buildings. Student names are sorted and SAC Counts are sorted for each grade level and within each school building.

Please Note:

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

Instructions

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



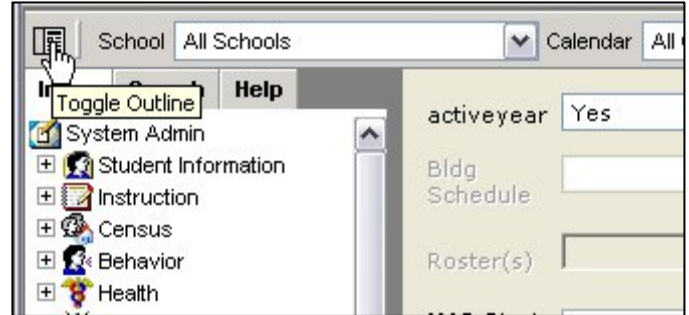
Enter Your Logon Information:

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

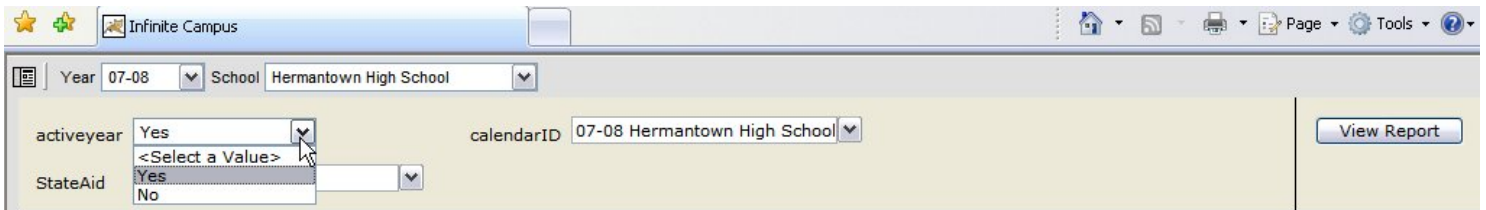
Password: use your ODBC reports password.
If you don't know the password, contact your district rep for Infinite Campus.

Report Selection Criteria

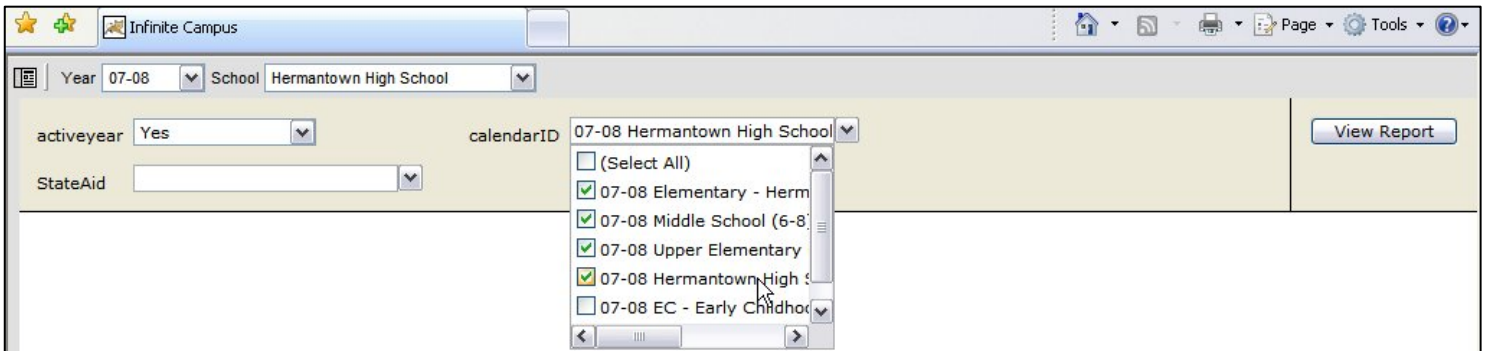
Click the 'Toggle Outline' Button: This 'turns off' the index and gives you more screen room to see all the buttons you need to filter and run your report.



activeyear: Default is 'Yes'. Selecting 'No' will allow access to ALL authorized calendars.



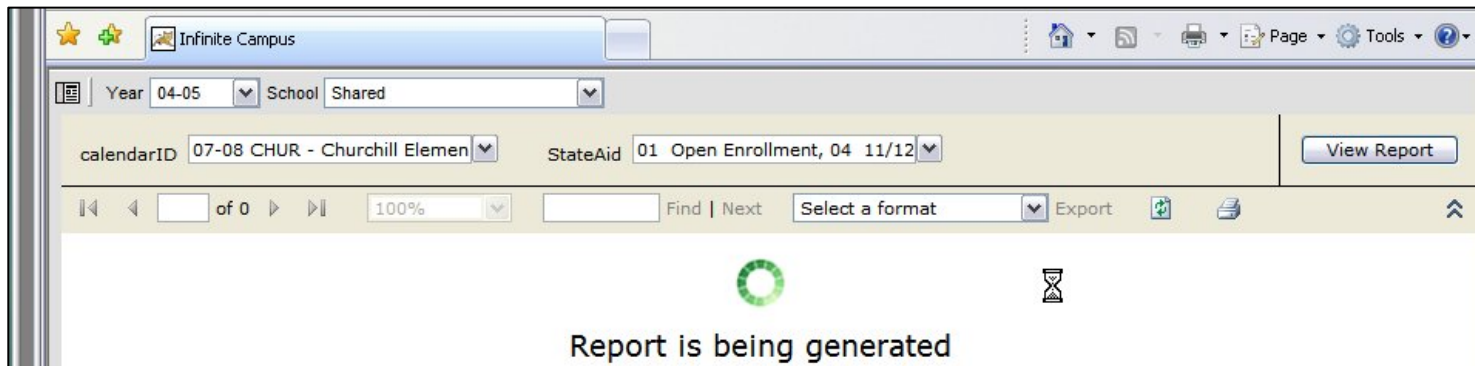
calendarID: Select desired calendars for the report. DON'T select calendars that aren't reported on MARSS, for example, 'other' census calendars.



StateAid: Select the desired State Aid Code(s) desired to be included for this report. Under normal circumstances you should avoid the 'Select All' feature when using drop list selections.



View Report: Click this button to generate the report. You should see a message indicating that the report is being generated...



Your report display should be similar to that shown below.

The screenshot shows the Infinite Campus web application interface displaying a report. The filters are the same as in the previous screenshot. The main content area shows a table with the following data:

Local School Bldg	Resident District	Grade	Student Name	State Aid Code \ Desc
Cloquet High School				
	BARNUM			
		10	Erie, Rupa	01 - Open Enrollment
		10	Hesler, Subhadra	01 - Open Enrollment
		09	Bork, Krystyna	11 - Missed Open Enr. Deadline
		11	Youngberg, Lindsay	11 - Missed Open Enr. Deadline
		12	Bork, Raket	11 - Missed Open Enr. Deadline
			NonRes Dist Total 5	
	CARLTON			
		09	Castle, Andrew	01 - Open Enrollment
		09	Garza, Desirae	01 - Open Enrollment
		09	Merrill, Trenten	01 - Open Enrollment
		09	Michaud, Benjamin	01 - Open Enrollment
		09	Nelson, Richard	01 - Open Enrollment

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!