



Conduct – Reports and Charts

Student Reports

1. Click the **Student** top tab and find the student and click the  next to the student name
2. Click the **Conduct** side tab
3. Click **Reports**, then **Conduct History**
4. Complete the dialogue box, and click **Run**

**Conduct History**

Start date	01/08/2015
End date	25/10/2015
Format	Adobe Acrobat (PDF)

Run Cancel


School Reports

1. Click the **Conduct** top tab, **Incident History** side tab
2. Click **Reports**, you have 3 different reports to select from:

<p><b>Conduct Action List</b> This report creates a list of student conduct incidents and their associated actions.</p>	<p><b>Conduct Totals</b> This reports the number of conduct incidents or actions, broken down by category, reported at your school during the specified date range.</p>	<p><b>Suspension Notice</b> This prints a letter to be sent to parents/guardians regarding their child's suspension.</p>
<p><b>Conduct Action List</b></p> <p>School: Brooklehurst Middle</p> <p>Start date: 01/08/2015</p> <p>End date: 25/10/2015</p> <p>Open actions only: <input checked="" type="checkbox"/></p> <p>Action codes to include: [ ]</p> <p>Students to include: All</p> <p>Search value: [ ]</p> <p><u>Primary students</u></p> <p>Current school records: <input checked="" type="checkbox"/></p> <p>Secondary school records: <input checked="" type="checkbox"/></p> <p><u>Secondary students</u></p> <p>Current school records: [ ]</p> <p>Primary school records: [ ]</p> <p>Sort results by: Name</p> <p>Format: Adobe Acrobat (PDF)</p> <p>Run Cancel</p>	<p><b>Conduct Totals</b></p> <p>School: Brooklehurst Middle</p> <p>Start date: 01/08/2015</p> <p>End date: 25/10/2015</p> <p>Group totals by: Actions</p> <p>Students to include: All</p> <p>Search value: [ ]</p> <p><u>Primary students</u></p> <p>Current school records: <input checked="" type="checkbox"/></p> <p>Secondary school records: <input checked="" type="checkbox"/></p> <p><u>Secondary students</u></p> <p>Current school records: [ ]</p> <p>Primary school records: [ ]</p> <p>Order by totals: [ ]</p> <p>Format: Adobe Acrobat (PDF)</p> <p>Run Cancel</p>	<p><b>Suspension Notice</b></p> <p>School: Brooklehurst Middle</p> <p>Students to include: Current selection</p> <p>Date: 25/10/2015</p> <p>Action code: SuspOut* (SuspOut)</p> <p>Copies: All copies</p> <p>Alternate mailings: <input type="checkbox"/> <b>Check this box for divorced parents</b></p> <p><u>Primary students</u></p> <p>Current school records: <input checked="" type="checkbox"/></p> <p>Secondary school records: <input checked="" type="checkbox"/></p> <p><u>Secondary students</u></p> <p>Current school records: [ ]</p> <p>Primary school records: [ ]</p> <p>Format: Adobe Acrobat (PDF)</p> <p>Run Cancel</p>

**Conduct – Reports and Charts**

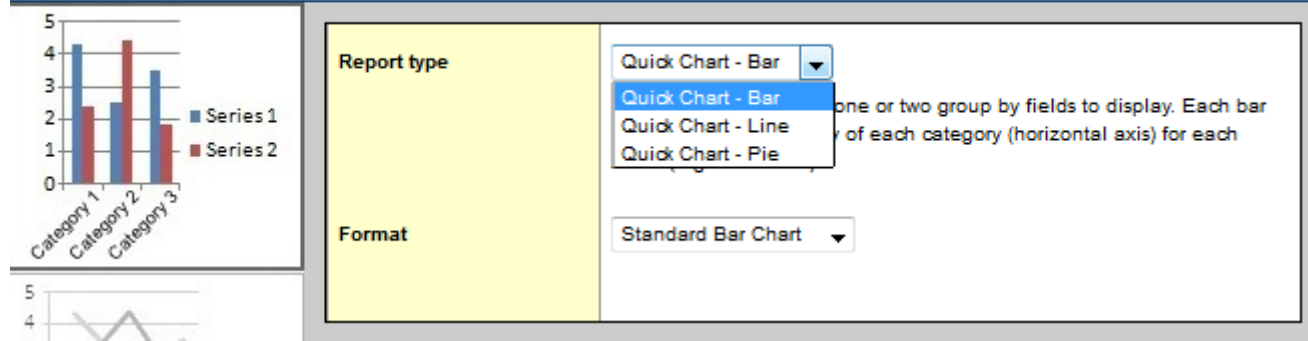
**School Charts & Graphs for Reports**

1. Click  icon on the right hand side of the screen
2. Select **Create Quick Chart**, a wizard will open
3. Select:
  - a. New report to create a new chart
  - b. Saved report to re-use the format of a chart from a previous session

Once selected, click **NEXT**

4. Select chart type

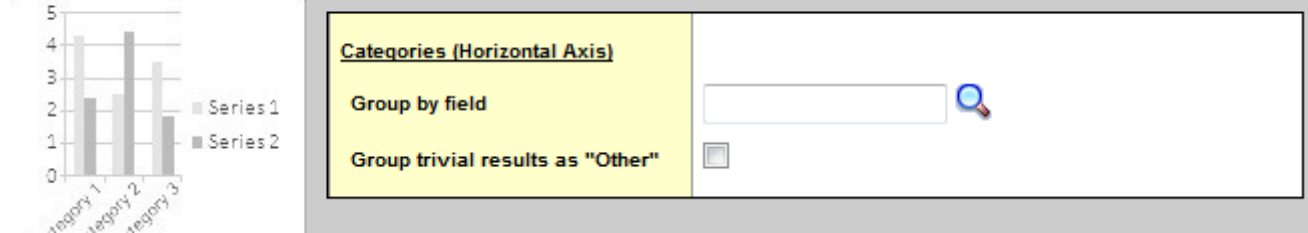
**Quick Chart: Report Type** Step 2 of 5



Click **NEXT** to move to the next screen

5. Select the data you want to graph (the screen shot is for a Pie Chart)

**Quick Chart: Field Selection** Step 3 of 5



When you click on the magnifying glass you will get this popup:

**Conduct – Reports and Charts**

**Group by field** Current Field Set >>

Available Fields Sort A-Z

Student Conduct Incident

- Incident ID
- Primary code
- Additional codes
- Incident Date
- Incident Time
- Location
- Description
- Meeting date
- Activity date
- Investigation status
- Workflow
- Expiration Date
- Globally Unique Identifier
- Time Description
- Narrative

OK Cancel

Incident name/label

Location of incident

If you cannot find the data you want in the list click on the pull down to get additional data sets:

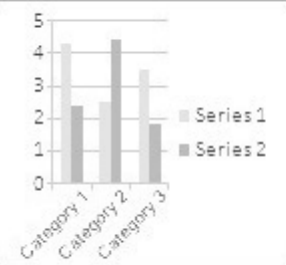
**Group by field** Current Field Set >>

Available Fields Sort A-Z

Student Conduct Incident

6. Type in the Report Title and click **NEXT**

**Quick Chart: Format Options** Step 4 of 5

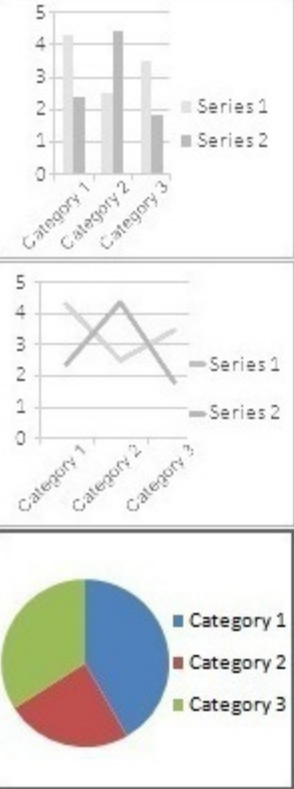


<b>Header</b>	
Report title	Student Conduct Incident List by Primary code - Current
Print date	<input checked="" type="checkbox"/>
<b>Footer</b>	
Chart summary	<input checked="" type="checkbox"/>
	<b>Page Break</b> <input type="checkbox"/>

**Conduct – Reports and Charts**

- 7. Save the chart formatting if you think you might re-use it.

**Quick Chart: Save Options** Step 5 of 5



The first thumbnail is a bar chart with two series, Series 1 (light grey) and Series 2 (dark grey), across three categories. The second is a line chart with two series, Series 1 (light grey) and Series 2 (dark grey), across three categories. The third is a pie chart with three categories: Category 1 (blue), Category 2 (red), and Category 3 (green).

**Save Options**

Don't save  
 Save  
 Save as

**Select this if you think you might use this report format again**

---


**Name**

**Owner**

**Type**  **Change to School so that other Admin in the school can use the chart**

**Name** Epp, Bradley

**Click here when done**



< Back    Next >    Finish    Cancel



Conduct – Reports and Charts

Sample Bar Graph

**Header**  
Report title: Student Conduct Incident List - Current Year

**Categories (Horizontal Axis)**  
Group by field: Primary code  
Group trivial results as "Other":

**Series (Legend Entries)**  
Group by field: Grade level  
Group trivial results as "Other":

**Format**  
Standard Bar Chart

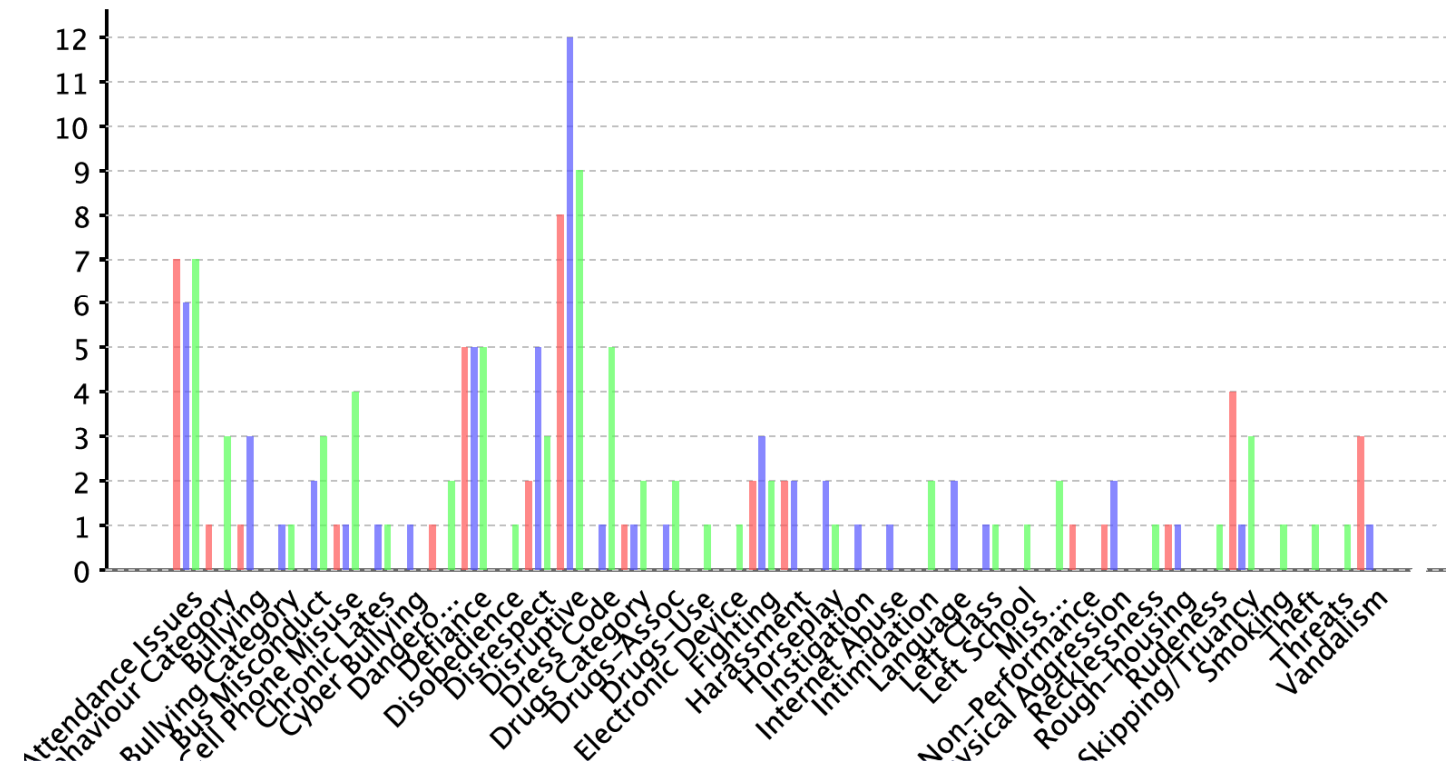
OK Cancel

Kamloops/Thompson

Student Conduct Incident List - Current Year

Page 1

October



A PDF file is created that can be downloaded to your computer's desktop to be used in school reports