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:

Conduct Action List	Conduct Totals	Suspension Notice
This report creates a list of student conduct incidents and their associated actions.	This reports the number of conduct incidents or actions, broken down by category, reported at your school during the specified date range.	This prints a letter to be sent to parents/guardians regarding their child's suspension.

Conduct Action List

School	Brocklehurst Middle
Start date	01/08/2015
End date	25/10/2015
Open actions only	☑
Action codes to include	
Students to include	All
Search value	
Primary students	
Current school records	☑
Secondary school records	☑
Secondary students	
Current school records	☐
Primary school records	☐
Sort results by	Name
Format	Adobe Acrobat (PDF)

Run   Cancel

Conduct Totals

School	Brocklehurst Middle
Start date	01/08/2015
End date	25/10/2015
Group totals by	Actions
Students to include	All
Search value	
Primary students	
Current school records	☑
Secondary school records	☑
Secondary students	
Current school records	☐
Primary school records	☐
Order by totals	☐
Format	Adobe Acrobat (PDF)

Run   Cancel

Suspension Notice

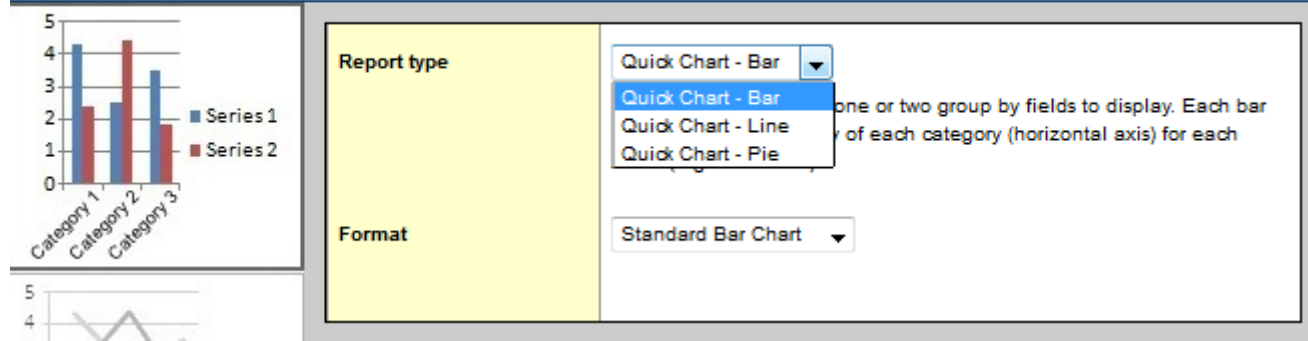|	
School	Brocklehurst Middle
Students to include	Current selection
Date	25/10/2015
Action code	SuspOut* SuspOut
Copies	All copies
Alternate mailings	☐ Check this box for divorced parents
Primary students	
Current school records	☑
Secondary school records	☑
Secondary students	
Current school records	☐
Primary school records	☐
Format	Adobe Acrobat (PDF)

Run   Cancel

School Charts & Graphs for Reports

1. Click [icon] 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
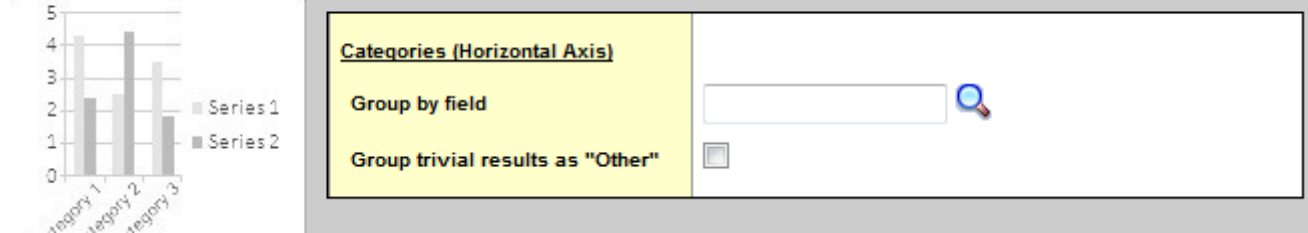

Click **NEXT** to move to the next screen
5. Select the data you want to graph (the screen shot is for a Pie Chart)

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

If you cannot find the data you want in the list click on the pull down to get additional data sets:
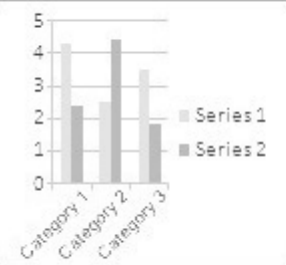
6. Type in the Report Title and click **NEXT**

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

Conduct – Reports and Charts

Sample Bar Graph
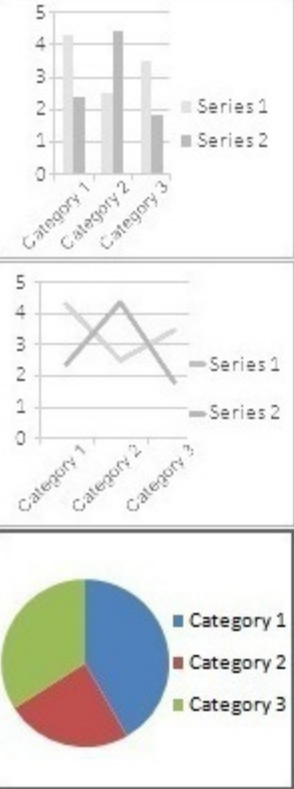
Header	
Report title	Student Conduct Incident List - Current Year

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]

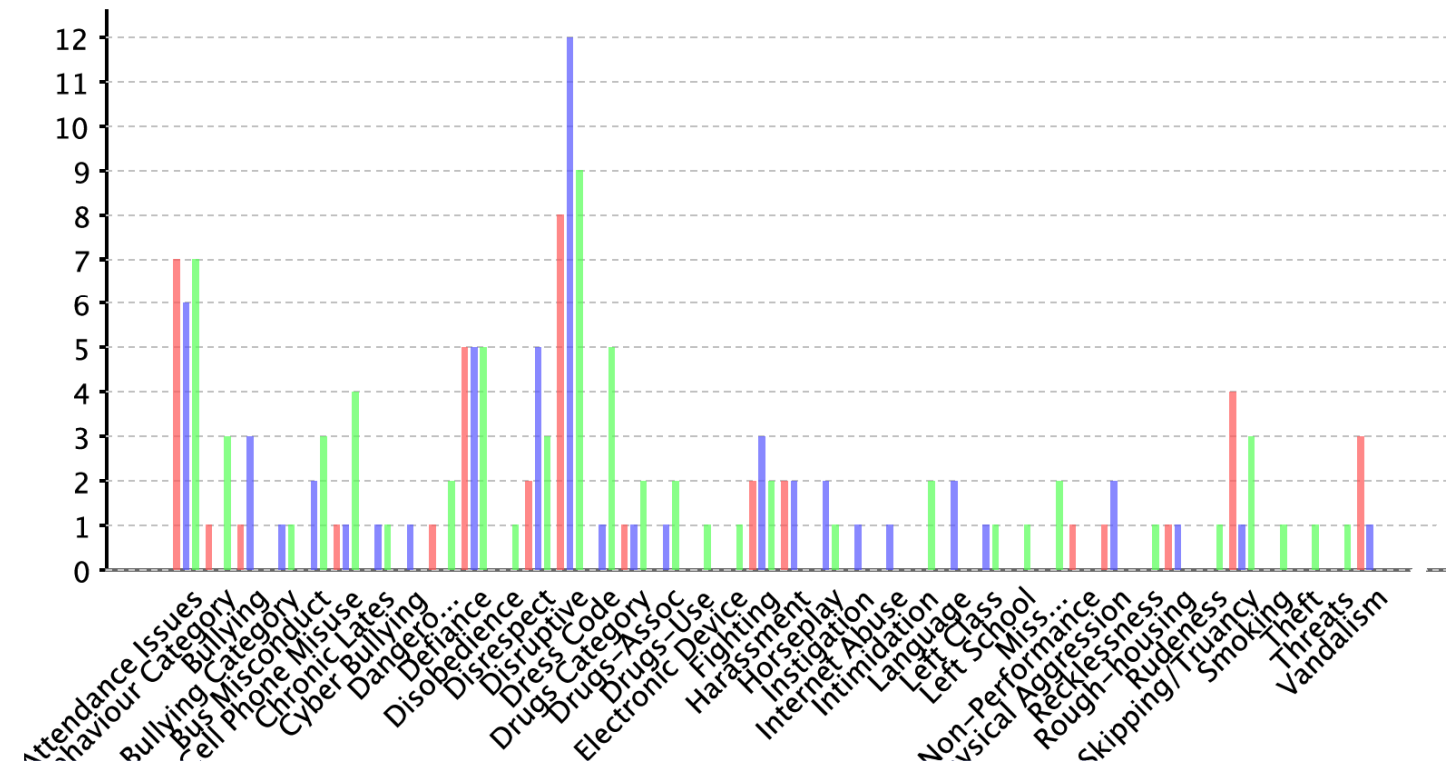**Kamloops/Thompson**

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