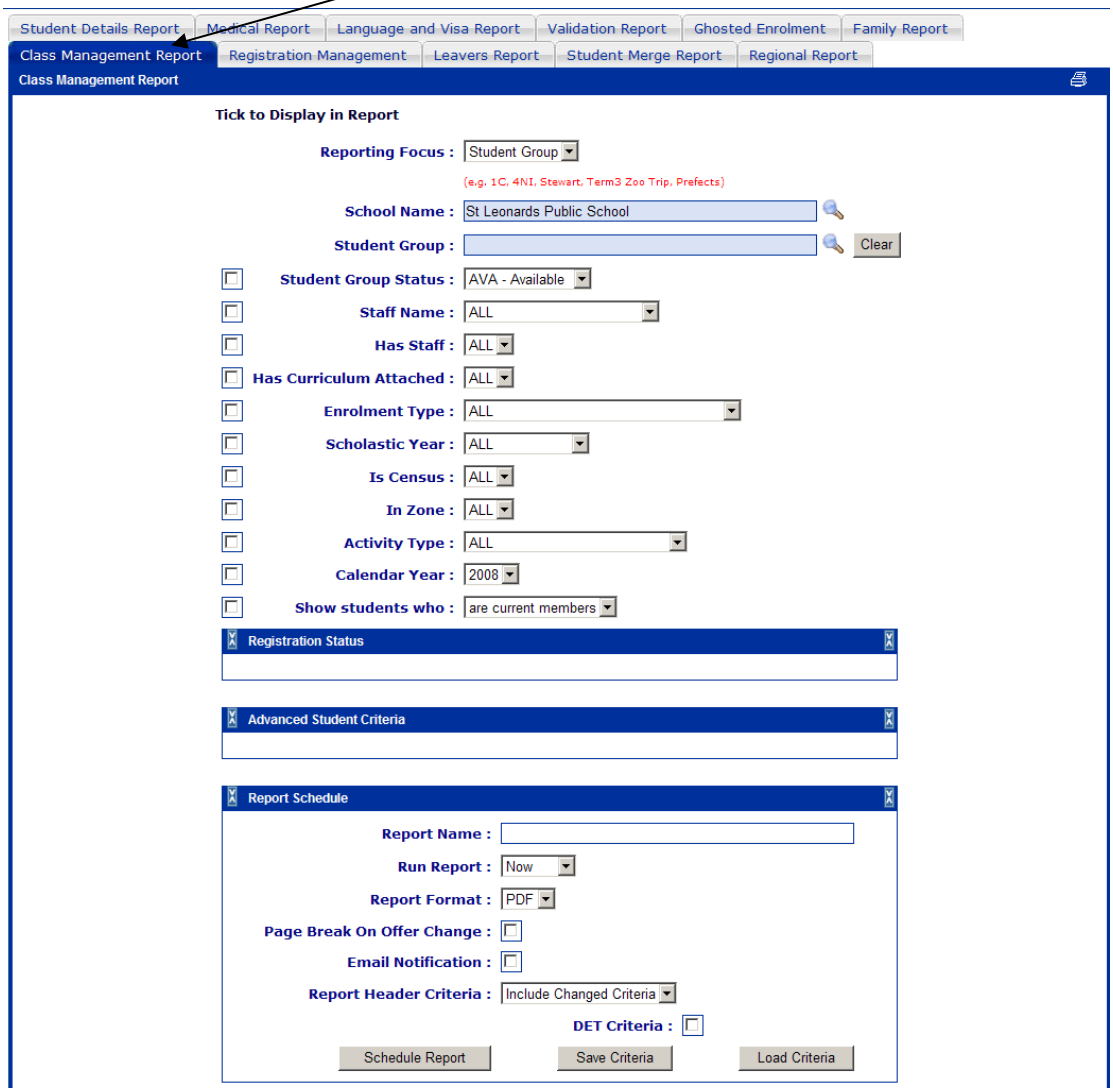
How to create a class list

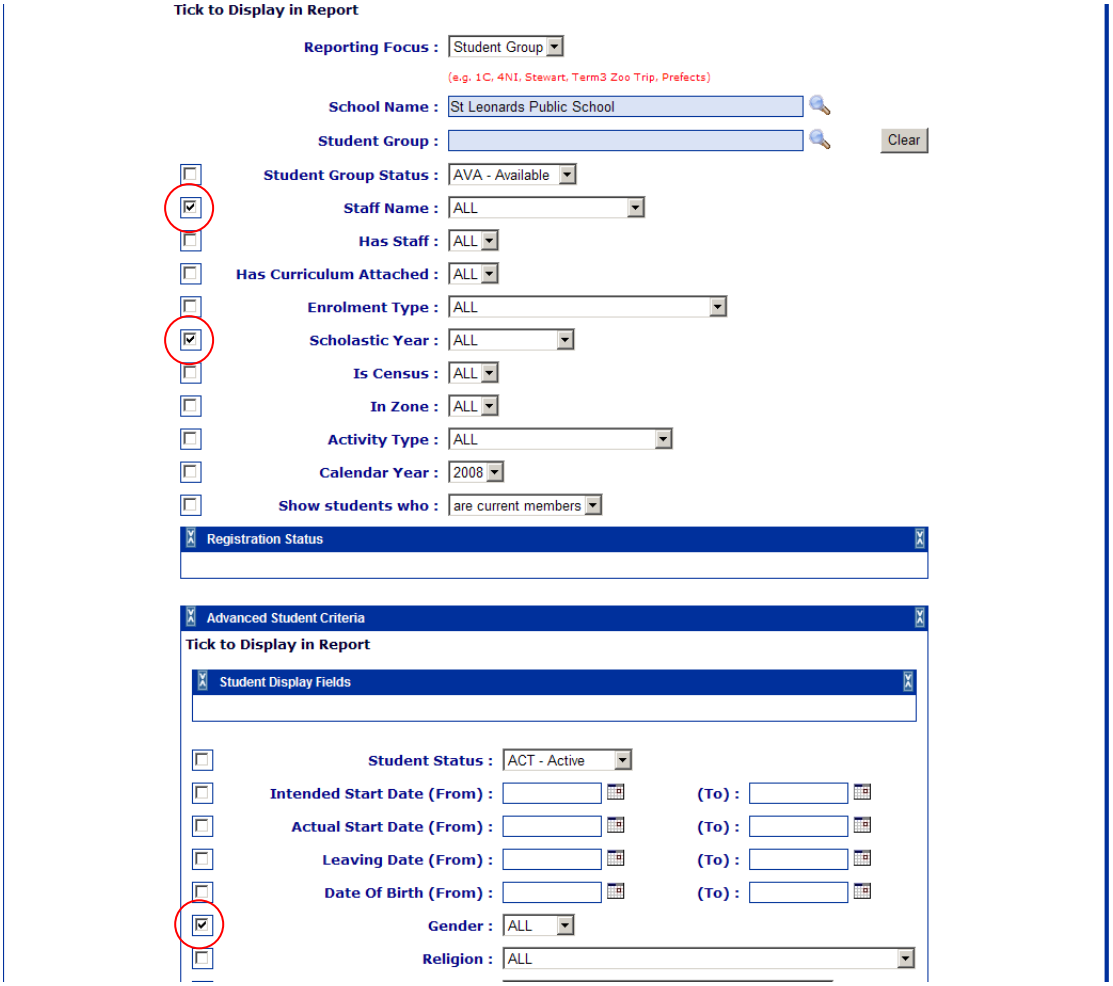
The Class List report will allow a user to produce a report similar to OASIS A1 Roll Class List report, but additionally will provide the ability to produce class lists for other uses such as excursion, sport, music, house and drama class reports

To access the class management report select the **Reports** menu Item and then the **Class Management Report** tab.



Adding a column on to the report

You can add a column to the report by ticking the checkbox next to the field name. On a class management report the Class, SRN and Student Name will automatically be displayed.

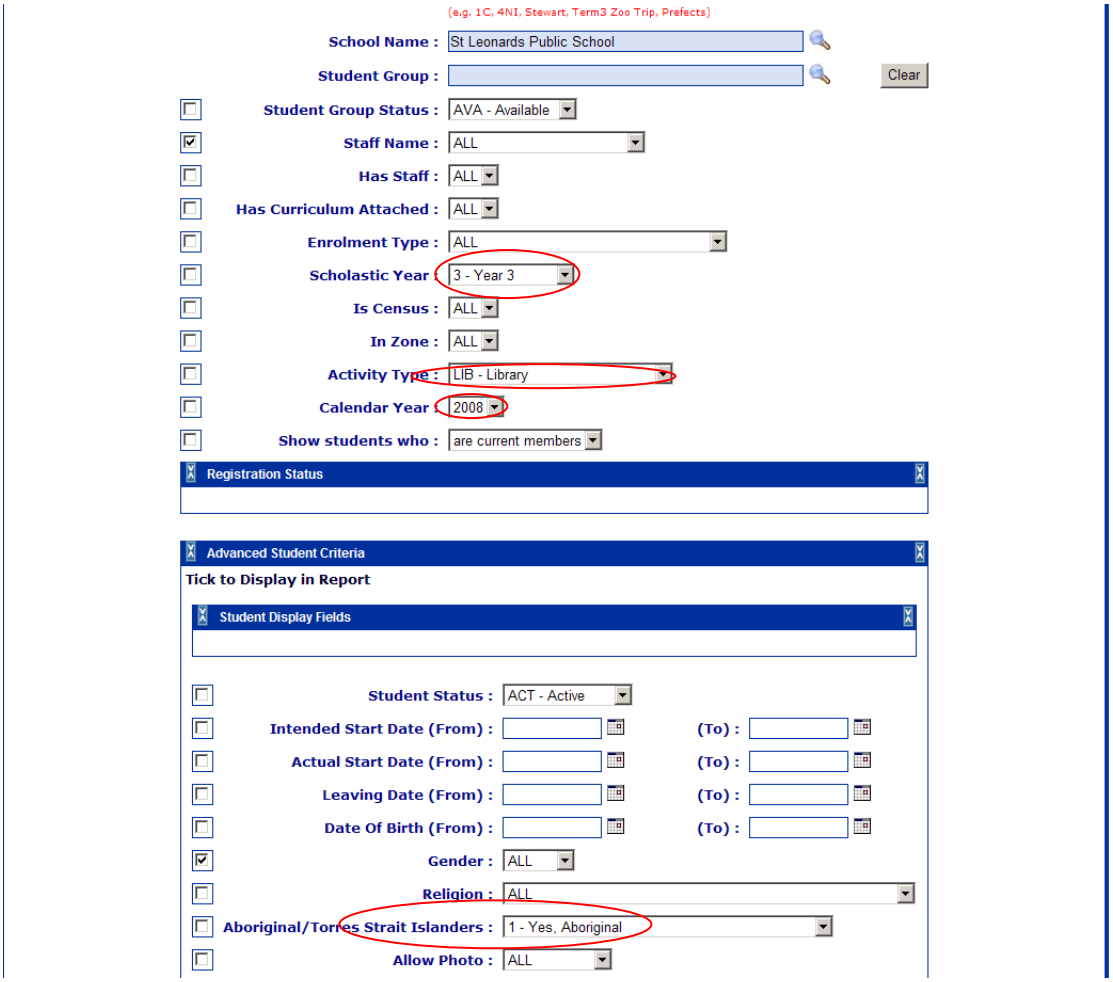


The Report above will display the class, SRN and student name and additionally the staff name relating to the class, the scholastic year and the student gender.

Specifying Report Criteria

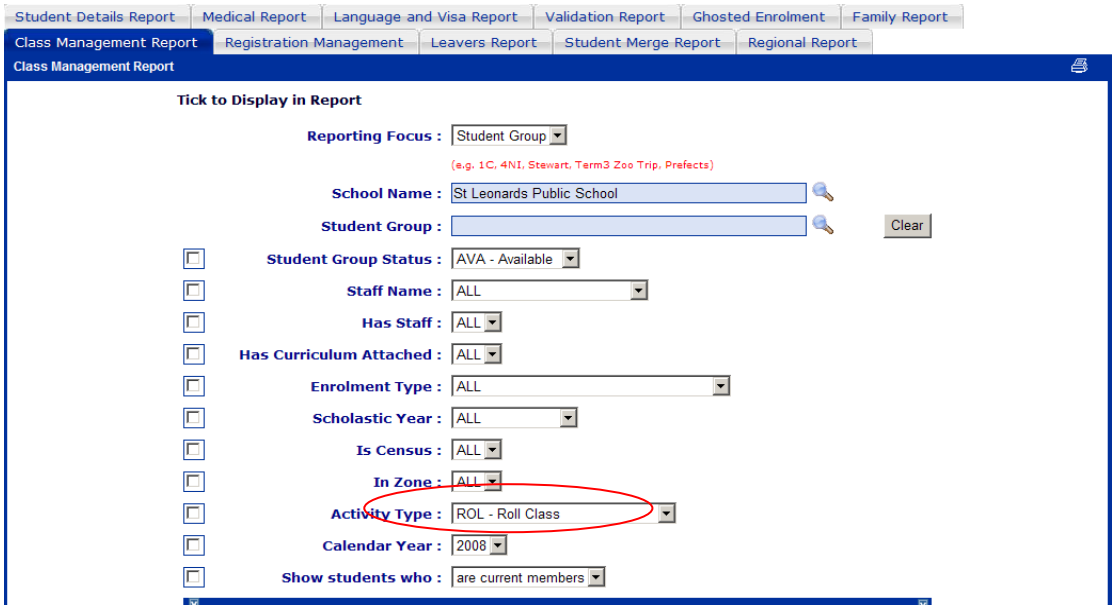
When a report is run it will automatically be generated for all students at your school. However often administrators are required to produce lists for specific groups of students. For example those in scholastic years 3 or those who are of a particular age or students who are from a non English speaking background. The ability to specify these conditions is done through filters known as Selection Criteria. The class management reports offers a suite of criteria options which will allow the user to make simple lists to complicated reports spanning the entire student enrolment record.

To specify criteria simply select the criteria value.

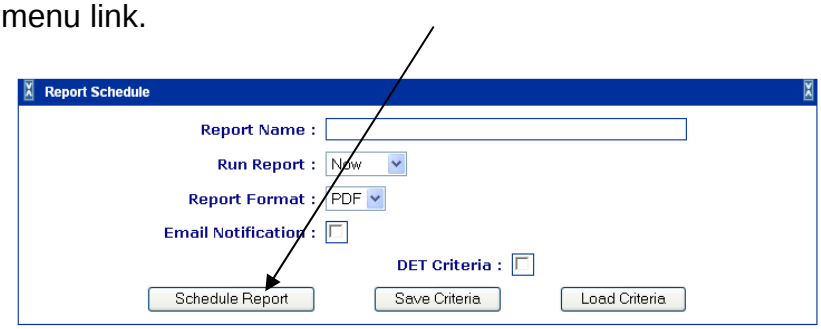


The report criteria above will produce a class list for all students in scholastic year 3 which are in a library group setup for the year 2008 and are Aboriginal.

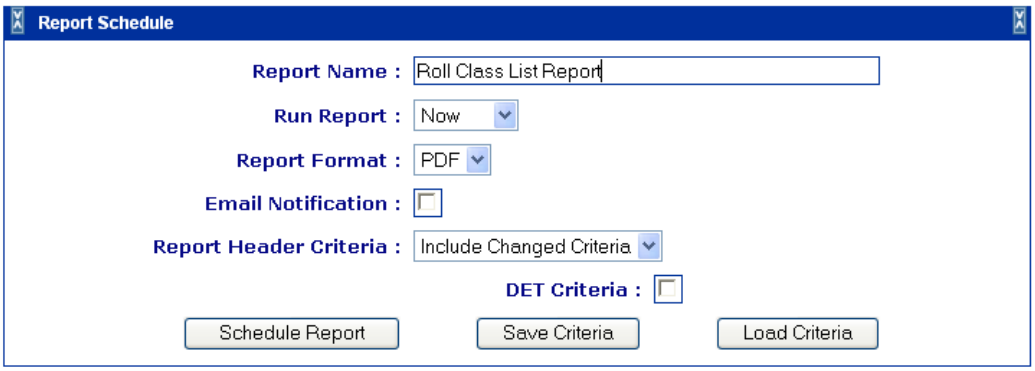
To create a standard roll class report simply select the **Activity type** to be **Roll Class** as shown in the screenshot below.



Click the **Schedule Report** button to run the report. By default the report will be sent to your "**My Reports**" page which is accessible from the **My Reports** menu link.



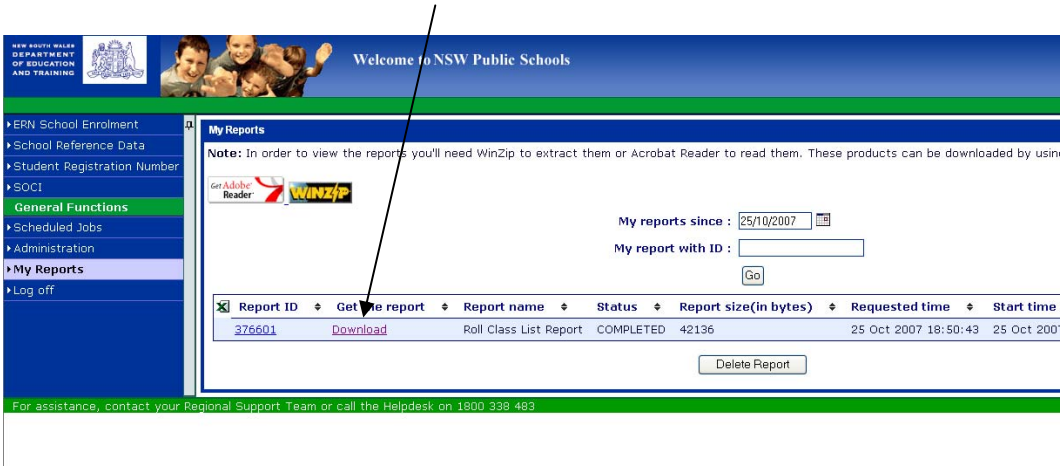
Report can be run at a later date or even scheduled to run at a regular interval such as (daily, weekly, monthly)



The Report can be given a name and the criteria may be saved if you would like to recall the criteria at a future date. The save/load criteria function should be used if you have defined complicated criteria and regularly run the report.

The Report may be created in a format which can be opened by Microsoft Excel – simply change the Report Format selection from PDF to CSV (for "comma separated value"). This is very handy for further manipulation of the report.

To open and view your generated report, go to the **My Reports**, click Download to open or save the file.



Criteria Glossary

Standard Criteria

Student Group	Choose to report on students in a specific student group at your school. Leave blank to report on all student groups at your school. For example K/1 Roll Class
Student Group Status	Choose to report on student groups that have a specific status such as those which are available, in draft or cancelled.
Staff Name	Select student groups with a particular staff member attached to them. For example show me all the classes that are taught by Andrew Jones.
Has Staff	Select student groups which have or have not, staff members attached. For example show me all the classes that have a staff member associated with them.
Has Curriculum Attached	Select student groups which have curriculum attached.
Enrolment Type	Select all the students who have a particular enrolment type such as Mainstream, Support class, International etc. For example show me all the students in the k/1 student group who have a mainstream registration only.
Scholastic Year	Selects students in a particular scholastic year. For example show me all the students in the Year 12 scholastic year
Is Census	Selects all the students who have a census or non census enrolment. For example show me all the students in K/1 that are non census
Activity Type	Selects all the student groups that are of a particular type such as roll classes, excursions, music classes, drama classes etc. For example show me all the roll classes in the school.
Calendar Year	Selects all the students that have a registration within a particular calendar year. For example show me all the students that are in the Acacia House Student Group for the year 2009.

Advanced Criteria

Student Status	Selects students that are of a particular status such as deceased, expelled, active. For example show me all the students in the K/1 Roll Class that are expelled only
Intended Start Date	Selects those students that are starting enrolment between a specific date range. For example show me all the students in the K/1 group with an intended start date between 01/01/2008 and 01/03/2008
Actual Start Date	Selects those students who had a date of enrolment between a specific date range. For example show me all the students in the K/1 group with an enrolment date

	between 01/01/2005 and 01/03/2005
Leaving Date	Selects those students that have a leaving date between a specific date range. For example show me all the students in the 12R student group with a leaving date between 1/10/2007 and 12/12/2007
Date of Birth	Selects those students that have a date of birth between a specific date range. For example show me all the students who were born earlier than 01/01/2001 and are in the Zoo Trip Excursion Group
Gender	Show me all the students who are of a particular gender. For example show e all the males in the K/1 roll class
Religion	Selects those students who are of a particular religious faith. For example show me all the Christians in K/1 Group.
Aboriginal and Torres Strait Islanders	Selects those students who are ATSI. For example show me all the students in k/1 who are Aboriginal.