

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.

The screenshot displays the 'Class Management Report' interface. At the top, there is a navigation bar with tabs for 'Student Details Report', 'Medical Report', 'Language and Visa Report', 'Validation Report', 'Ghosted Enrolment', 'Family Report', 'Class Management Report', 'Registration Management', 'Leavers Report', 'Student Merge Report', and 'Regional Report'. The 'Class Management Report' tab is selected.

Below the navigation bar, the main content area is titled 'Class Management Report'. It features a section 'Tick to Display in Report' with the following options:

- Reporting Focus:** Student Group (dropdown)
- School Name:** St Leonards Public School (text input)
- Student Group:** (text input) with a 'Clear' button
- Student Group Status:** AVA - Available (dropdown)
- Staff Name:** ALL (dropdown)
- Has Staff:** ALL (dropdown)
- Has Curriculum Attached:** ALL (dropdown)
- Enrolment Type:** ALL (dropdown)
- Scholastic Year:** ALL (dropdown)
- Is Census:** ALL (dropdown)
- In Zone:** ALL (dropdown)
- Activity Type:** ALL (dropdown)
- Calendar Year:** 2008 (dropdown)
- Show students who:** are current members (dropdown)

Below these filters, there are three expandable sections:

- Registration Status:** (empty)
- Advanced Student Criteria:** (empty)
- Report Schedule:**
 - Report Name:** (text input)
 - Run Report:** Now (dropdown)
 - Report Format:** PDF (dropdown)
 - Page Break On Offer Change:**
 - Email Notification:**
 - Report Header Criteria:** Include Changed Criteria (dropdown)
 - DET Criteria:**

At the bottom of the 'Report Schedule' section, there are three buttons: 'Schedule Report', 'Save Criteria', and 'Load Criteria'.

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.

Tick to Display in Report

Reporting Focus : Student Group
(e.g. 1C, 4NI, Stewart, Term3 Zoo Trip, Prefects)

School Name : St Leonards Public School

Student Group : Clear

Student Group Status : AVA - Available

Staff Name : ALL

Has Staff : ALL

Has Curriculum Attached : ALL

Enrolment Type : ALL

Scholastic Year : ALL

Is Census : ALL

In Zone : ALL

Activity Type : ALL

Calendar Year : 2008

Show students who : are current members

Registration Status

Advanced Student Criteria

Tick to Display in Report

Student Display Fields

Student Status : ACT - Active

Intended Start Date (From) : (To) :

Actual Start Date (From) : (To) :

Leaving Date (From) : (To) :

Date Of Birth (From) : (To) :

Gender : ALL

Religion : ALL

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.

(e.g. 1C, 4NI, Stewart, Term3 Zoo Trip, Prefects)

School Name:

Student Group:

Student Group Status: AVA - Available

Staff Name: ALL

Has Staff: ALL

Has Curriculum Attached: ALL

Enrolment Type: ALL

Scholastic Year: 3 - Year 3

Is Census: ALL

In Zone: ALL

Activity Type: LIB - Library

Calendar Year: 2008

Show students who: are current members

Registration Status

Advanced Student Criteria

Tick to Display in Report

Student Display Fields

Student Status: ACT - Active

Intended Start Date (From): (To):

Actual Start Date (From): (To):

Leaving Date (From): (To):

Date Of Birth (From): (To):

Gender: ALL

Religion: ALL

Aboriginal/Torres Strait Islanders: 1 - Yes, Aboriginal

Allow Photo: ALL

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.

Student Details Report | Medical Report | Language and Visa Report | Validation Report | Ghosted Enrolment | Family Report
 Class Management Report | Registration Management | Leavers Report | Student Merge Report | Regional Report

Tick to Display in Report

Reporting Focus : Student Group
 (e.g. 1C, 4NI, Stewart, Term3 Zoo Trip, Prefects)

School Name : St Leonards Public School

Student Group : [Empty] Clear

Student Group Status : AVA - Available

Staff Name : ALL

Has Staff : ALL

Has Curriculum Attached : ALL

Enrolment Type : ALL

Scholastic Year : ALL

Is Census : ALL

In Zone : ALL

Activity Type : ROL - Roll Class

Calendar Year : 2008

Show students who : are current members

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 Schedule

Report Name : [Empty]

Run Report : Now

Report Format : PDF

Email Notification :

DET Criteria :

Schedule Report | Save Criteria | Load Criteria

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

Report Schedule

Report Name : Roll Class List Report

Run Report : Now

Report Format : PDF

Email Notification :

Report Header Criteria : Include Changed Criteria

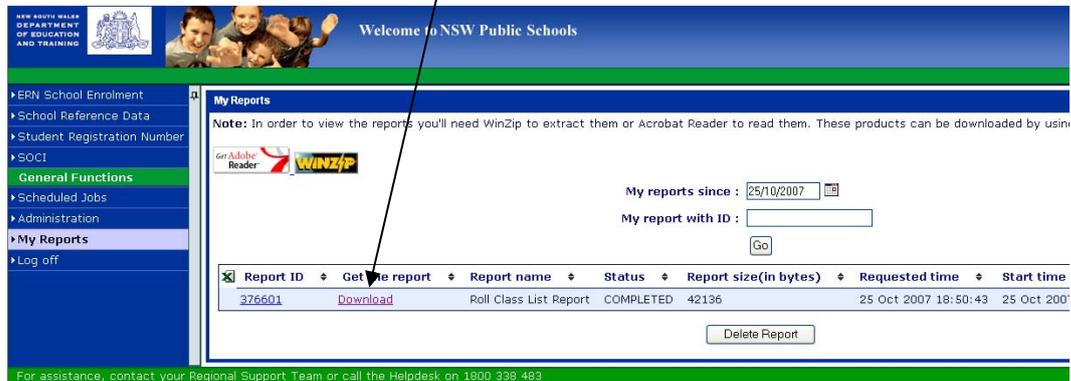
DET Criteria :

Schedule Report | Save Criteria | Load Criteria

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.



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My Reports

Note: In order to view the reports you'll need WinZip to extract them or Acrobat Reader to read them. These products can be downloaded by using [Get Adobe Reader](#) and [WinZip](#).

My reports since :

My report with ID :

Report ID	Get the report	Report name	Status	Report size(in bytes)	Requested time	Start time
376601	Download	Roll Class List Report	COMPLETED	42136	25 Oct 2007 18:50:43	25 Oct 2007

For assistance, contact your Regional Support Team or call the Helpdesk on 1800 338 483

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

Leaving Date	between 01/01/2005 and 01/03/2005 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.