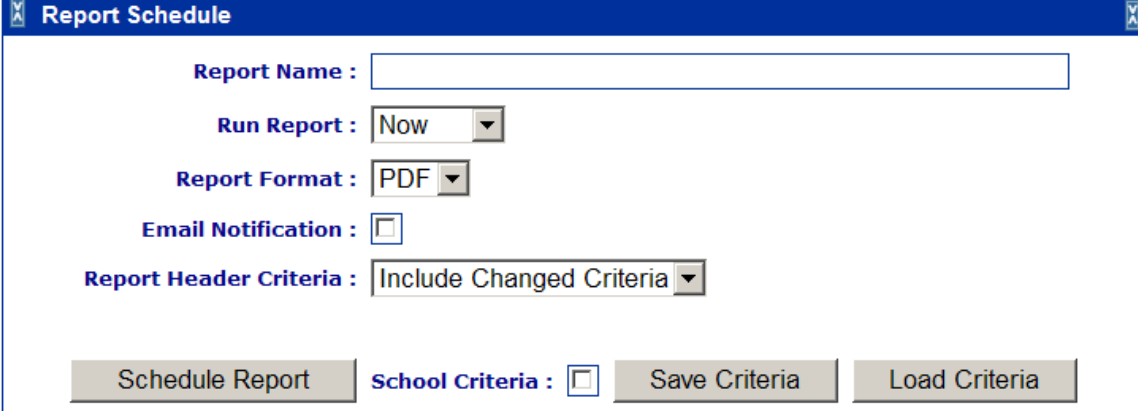


## How to Load and Run the AEDI Background Data Report

This report may help teachers to complete the background information for the Australian Early Development Index (AEDI) checklist. The report will need to be run for each kindergarten class in your school, the report can be printed to PDF or exported in CSV format.

From the ERN go to **Reports** tab → **Student Details Report**

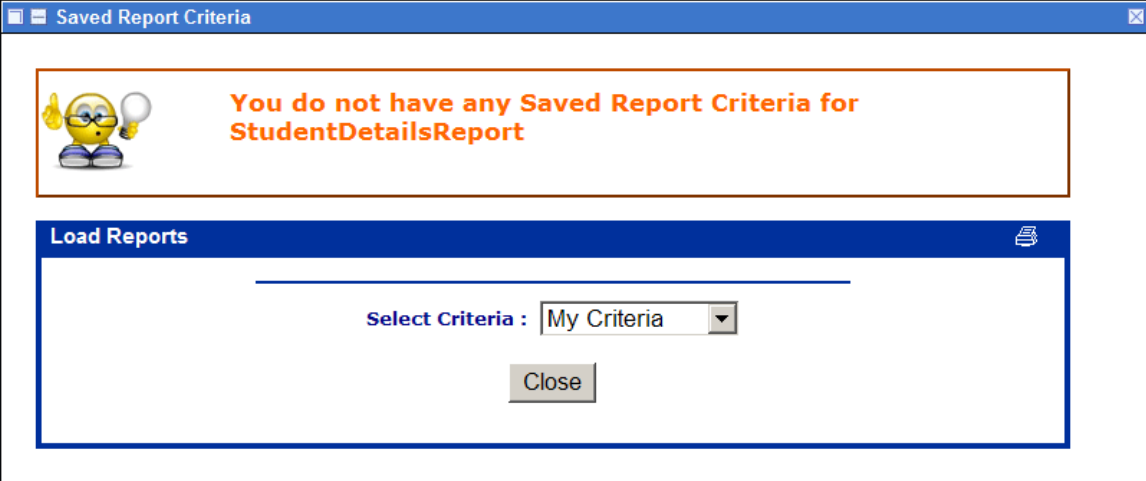
Scroll down to the **Report Schedule** section



The screenshot shows a web form titled "Report Schedule". It contains the following fields and controls:

- Report Name :** A text input field.
- Run Report :** A dropdown menu with "Now" selected.
- Report Format :** A dropdown menu with "PDF" selected.
- Email Notification :** An unchecked checkbox.
- Report Header Criteria :** A dropdown menu with "Include Changed Criteria" selected.
- At the bottom, there are four buttons: "Schedule Report", "School Criteria : ", "Save Criteria", and "Load Criteria".

Click the **Load Criteria** button

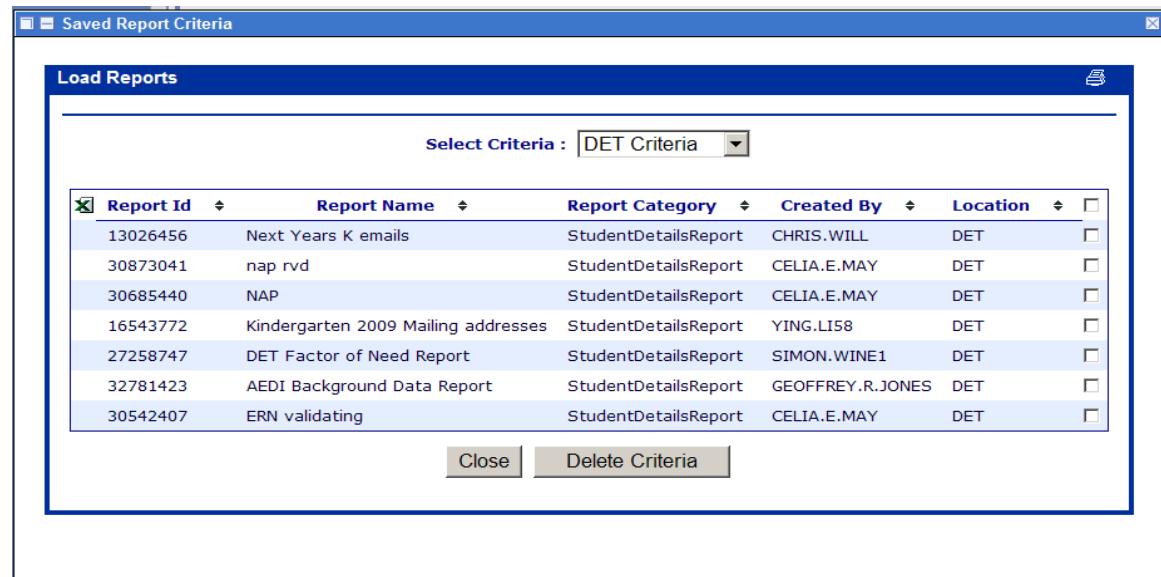


The screenshot shows a dialog box titled "Saved Report Criteria". It contains the following elements:


- A message box with a cartoon character and the text: "You do not have any Saved Report Criteria for StudentDetailsReport".
- A section titled "Load Reports" with a dropdown menu labeled "Select Criteria : My Criteria".
- A "Close" button at the bottom.

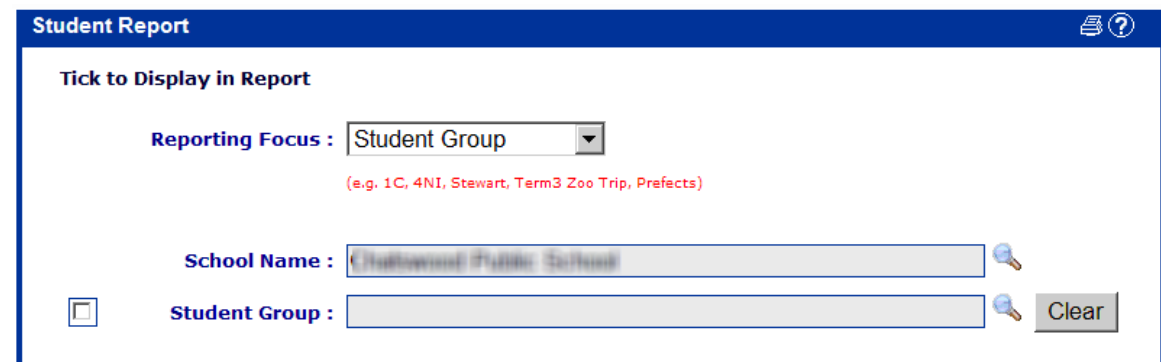
**NOTE:** A list of criteria might come up if you have saved criteria previously.

Click the drop down list to select the **DET Criteria**.

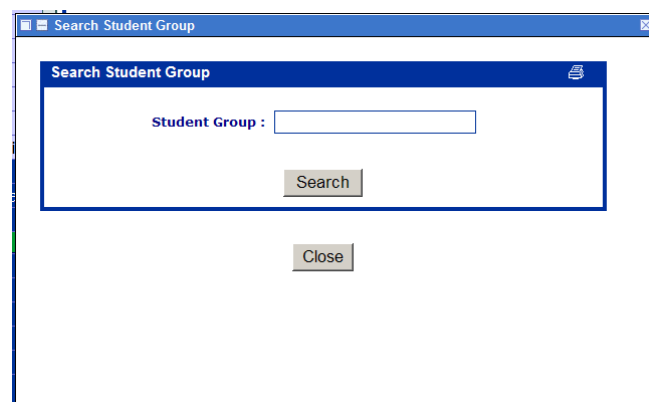


Click the **AEDI Background Data Report**

Select the roll class to print by clicking the  next to the **Student Group** field



Enter the roll class name and then click the **Search** button



Select the roll class you wish to run the report for from the list. In this example the roll class is 'KV'

Search Student Group

Student Group : kv

Search

Results

<input checked="" type="checkbox"/> Student Group Name
KV
KV (Kindergarten) Creative Arts
KV (Kindergarten) English
KV (Kindergarten) HSIE
KV (Kindergarten) Literacy
KV (Kindergarten) Mathematics
KV (Kindergarten) Numeracy
KV (Kindergarten) PDHPE
KV (Kindergarten) Science and Technology
KV Languages Other Than English

Close

The screen will return to the report main page with the roll class name appears in the **Student Group** field

Student Report

Tick to Display in Report

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

School Name : Chifferswood Public School

Student Group : KV Clear

Change the **Report Format** at the bottom of the page to '**CSV**' if required to export to a spreadsheet.

Click the **Schedule Report** button to run the report.

Report Schedule

Report Name : AEDI Background Data Report

Run Report : Now

Report Format : PDF

Email Notification :

Report Header Criteria : Include Changed Criteria

DET Criteria :

Schedule Report School Criteria :  Save Criteria Load Criteria

## Collect the report from the 'My Reports' Tab

**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 the following links.

Get Adobe Reader

My reports since: 08/05/2009

My report with ID:

Go

Report ID	Get the report	Report name	Status	Report size(in bytes)	Requested time	Start time	End time
32795427	<a href="#">Download</a>	AEDI Background Data Report	COMPLETED	16425	08 May 2009 13:21:36	08 May 2009 13:21:42	08 May 2009 13:21:50

Delete Report

Details relating to the data produced in the report and how they apply to the AEDI checklist can be found [HERE](#)