

Using the Student Details Report to list all students and their class

Navigate to the Student Details Report in ERN.

The screenshot shows the ERN interface for configuring the Student Details Report. On the left is a navigation menu with categories like 'ERN School Enrolment', 'Reports', and 'School Reference Data'. The main area is titled 'Student Report' and contains a 'Tick to Display in Report' section with various filters:

- Reporting Focus:** Student Group (dropdown)
- School Name:** Eleanora Heights Public School (text input)
- Student Group:** (text input)
- Enrolment Type:** ALL (dropdown)
- Sub Enrolment Type:** ALL (dropdown)
- Scholastic Year:** ALL (dropdown)
- Is Census:** ALL (dropdown)
- In Zone:** ALL (dropdown)
- Activity Type:** ALL (dropdown)
- Calendar Year:** 2018 (dropdown)
- Show students who:** are current members (dropdown)
- Show Roll Class:** (checkbox)

To display the desired information in the report

- place a tick in the box next to any of the fields you would like to display in the report
- for the purposes of this report:
 - o place a tick next to 'Show Roll Class'
 - o expand the 'Advanced Student Criteria' box by clicking on the 'x' in the top right corner
 - o expand the 'Student Display Fields' box by clicking on the 'x' in the top right corner
 - o place a tick in the box next to any of the fields you would like to display in the report i.e. 'Preferred Student Name'

The screen should look similar to the screenshot below.

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

School Name :

Student Group :

Enrolment Type :

Sub Enrolment Type :

Scholastic Year :

Is Census :

In Zone :

Activity Type :

Calendar Year :

Show students who :

Show Roll Class

Show factor of need

Registration Status

Advanced Student Criteria

Tick to Display in Report

Student Display Fields

- Student Other Name
- Preferred Student Name
- Student Mobile Number
- Emergency Contact Family Name
- Emergency Contact First Name
- Emergency Contact Number

- Previous School Attended
- Pre-School Name
- Pre-School Type
- Pre-School Formal Care Hours (Wkly)

- Scripture Class

Student Status :

Scroll to the bottom of the page to the 'Report Schedule' box.

- choose whether you'd like a pdf or csv output file in the 'Report Format'
- choose whether you'd like to see header information in the output file using the 'Report Header Criteria'
- modify the other options depending on your preferences

Click the Schedule Report button.

Note: If this is a report that you anticipate running frequently, you can save the criteria using the 'Save Criteria' button. You can then use the 'Load Criteria' button at a later date to save having to go through and tick the required boxes.