

## Using the Student Details Report to list all students gender and class

Navigate to the Student Details Report in ERN.

The screenshot shows the ERN Student Details Report configuration interface. The left sidebar contains a navigation menu with the following items: ERN School Enrolment, Registration, Student Enquiry, Statewide Student Enquiry, Place Management, Extract Share Student, My School, Collegiate Transition, Court Order Maintenance, Reports, Data Change Logs, Maintain EAL/D, Personalised Learning & Support, Access Request, Disability Adjustments, Administration, School Reference Data, SOCI, and Curriculum Reference Data. The main area is titled 'Student Report' and has a 'Tick to Display in Report' section. This section includes a 'Reporting Focus' dropdown set to 'Student Group' (with a note: '(e.g. IC, 4/10, Stewart, Term3 Zoo Trip, Prefects)'). Below this are several fields with checkboxes: 'School Name' (Elanora Heights Public School), 'Student Group' (with a 'Clear' button), 'Enrolment Type' (ALL), 'Sub Enrolment Type' (ALL), 'Scholastic Year' (ALL), 'Is Census' (ALL), 'In Zone' (ALL), 'Activity Type' (ALL), 'Calendar Year' (2018), and 'Show students who' (are current members). The 'Show Roll Class' checkbox is checked.

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 place a tick in the box next to any of the fields you would like to display in the report i.e. 'Gender'

The screen should look similar to the screenshot below.

Dynamic Reports   Formatted Reports

Student Details Report   Medical Report   Language and Visa Report   Family Report

Class Management Report   Registration Management   Principal Network Report

**Student Report**

**Tick to Display in Report**

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

School Name : Wingham High School 🔍

Student Group :  🔍

Enrolment Type : ALL ▼

Sub Enrolment Type : ALL ▼

Scholastic Year : ALL ▼

Is Census : ALL ▼

In Zone : ALL ▼

Activity Type : ROL - Roll Class ▼

Calendar Year : 2018 ▼

Show students who : are current members ▼

Show Roll Class

Show factor of need

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 : ALL ▼

Permission To Publish : ALL ▼

Online Services : ALL ▼

Country Of Birth : ALL ▼

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.