Using the Student Details Report to list home language

Navigate to the Student Details Report in ERN.

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 'Scholastic Year'
    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'
    o expand the 'Language Criteria' box by clicking on the 'x' in the top right corner
    o select 'Yes' for 'Lang Other Than Eng Spoken'
    o place a tick next to 'Languages Spoken at Home' (you can choose a specific language or leave as ALL)

The screen should look similar to the screen shot below:

Scroll to the bottom of the page to the 'Report Schedule' box.
- choose CSV in the 'Report Format'
- choose 'Exclude All Criteria' in 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.

The ERN report returns more data than your custom OASIS report. To make it display as closely as possible you will need to do the following within the csv output file:
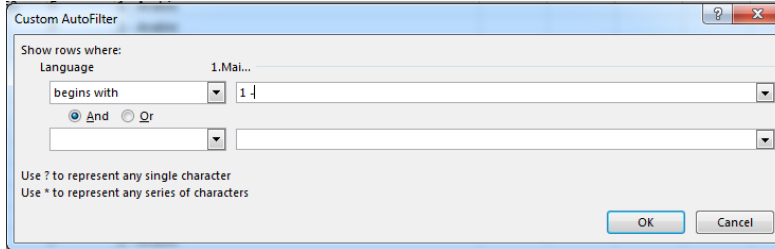- sort the data by Language then gender
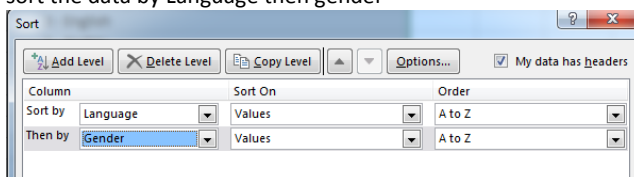
- add a filter
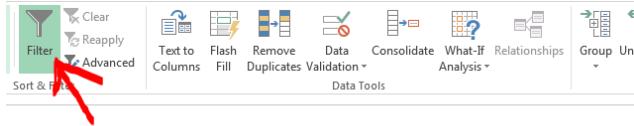
- filter the 'Language' column using a 'Text Filter' where Begins with = '1 –'

This will sort the data in the same way and show only the main language spoken at home.