

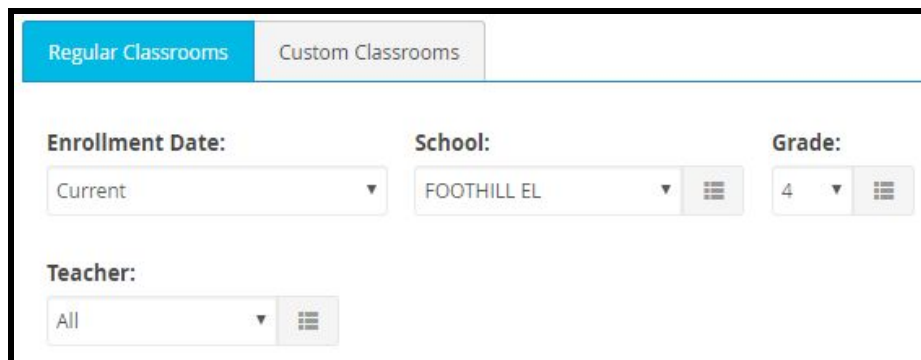
IO Assessment Enrollment Data - Report

This report is useful for basic enrollment data for a classroom, grade level, or site. It can also be used to view demographic data.

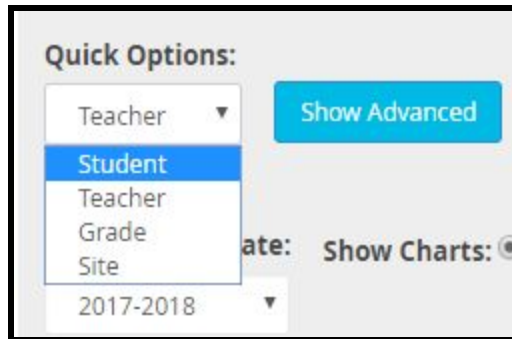
Step 1: Click on Reports > Group Reports > Enrollment Reports



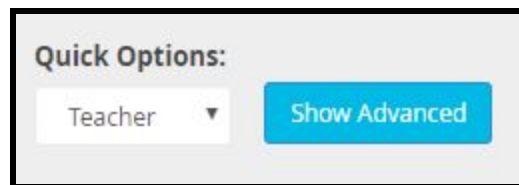
Step 2: Set your information for enrollment, school, grade, and teacher

A screenshot of a web form for filtering enrollment data. The form has two tabs: 'Regular Classrooms' (selected) and 'Custom Classrooms'. Below the tabs are four filter fields: 'Enrollment Date' with a dropdown menu showing 'Current'; 'School' with a dropdown menu showing 'FOOTHILL EL' and a list icon; 'Grade' with a dropdown menu showing '4' and a list icon; and 'Teacher' with a dropdown menu showing 'All' and a list icon.

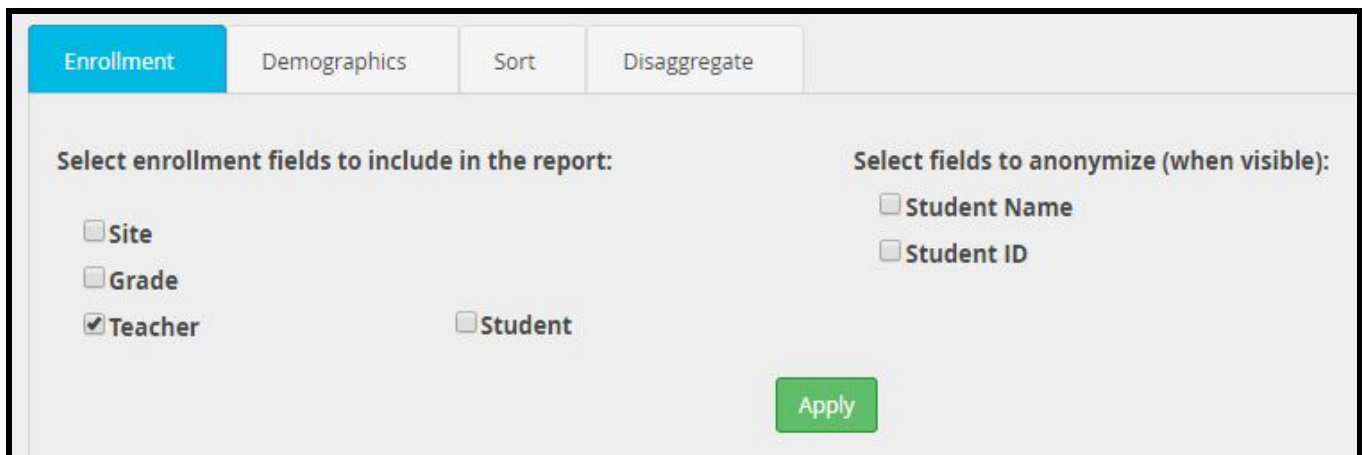
Step 3: Under Quick Options you can select view enrollment by Student, Teacher, Grade, or Site.



Step 4: Next to Quick Options you can click “Show Advanced.” Under Advanced you can add the fields of Enrollment, Demographics, Sort, and Disaggregate.



Enrollment



Demographics

Advanced Options

Enrollment **Demographics** Sort Disaggregate

Select demographic fields to include in the report:

<input type="checkbox"/> After School Program	<input type="checkbox"/> Birthdate	<input type="checkbox"/> District Mobility	<input type="checkbox"/> Dual Language Immersion Program	<input type="checkbox"/> EC PE Exemption Status
<input type="checkbox"/> EL < 12 mo	<input type="checkbox"/> EL Program	<input type="checkbox"/> Ethnicity / Race	<input type="checkbox"/> Federal Ethnicity/Race	<input type="checkbox"/> Foster
<input type="checkbox"/> Gate	<input type="checkbox"/> Gender	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Home Language	<input type="checkbox"/> Homeless
<input type="checkbox"/> Language Fluency	<input type="checkbox"/> LTEL	<input type="checkbox"/> LTEL Years	<input type="checkbox"/> NSLP	<input type="checkbox"/> Parent Ed Level
<input type="checkbox"/> R-FEP Date	<input type="checkbox"/> Race Primary	<input type="checkbox"/> Race Secondary	<input type="checkbox"/> RFEP ELA Prof. 3+ yrs.	<input type="checkbox"/> RFEP Within 2 Years
<input type="checkbox"/> School Mobility	<input type="checkbox"/> SED	<input type="checkbox"/> Special Ed Program	<input type="checkbox"/> SSID	<input type="checkbox"/> State Defined EL Subgroup
<input type="checkbox"/> Title 1	<input type="checkbox"/> USA Enroll Date			

Apply

Sort: When you click sort you can sort the data by any field you choose.

Advanced Options

Enrollment Demographics **Sort** Disaggregate

View Data Sorted By:

Sort Column 1: Teacher ▼ Ascending ▼

Sort Column 2: Select... ▼ Ascending ▼

Sort Column 3: Select... ▼ Ascending ▼

Apply

Disaggregate: this will separate your data into groups of students. For example if you disaggregate your students by gender females would be listed first followed by males.

Advanced Options

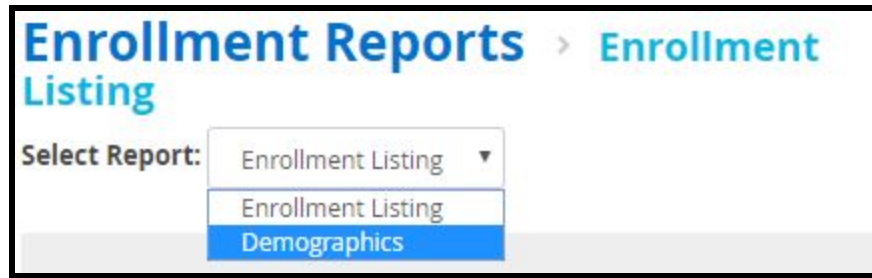
Enrollment Demographics Sort **Disaggregate**

View data disaggregated by:

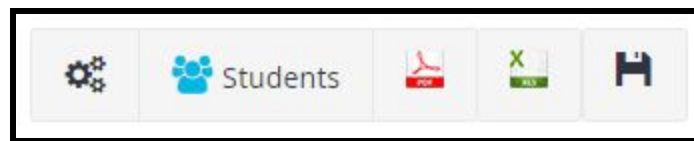
Gender ▼ Show Only Summary Data Hide Empty Tables

Apply

Step 5: You can easily look at the demographics of an enrollment group by clicking Enrollment Listing next to Select Report and switch to Demographics.



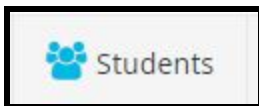
Step 6: There are 5 icons across the top left that will help you as well.



The gears will show you the Quick Options and Show Advanced or Hide the options.



Click Students will let you select a different group of students.



The PDF link will let you download the report as a PDF.



The Excel link will let you download the report as an Excel file.



The Floppy Disk will let you save the report so it can be a custom report for you or another staff member with the school district.

