

## Using Site Reporter:

You can use your own Login—Your Last Name (Whorton) or adminw either way will get you into Site Reporter

### From the top Menu select Students

Add ALL Students—this will give you a list of all the students in your building; there is no need to save this list—you should select add all students each time you start a site reporter session.

### Viewing students with specific information:

Highlight/select any student on the list then Right Click your mouse and choose SELECT FIELDS TO VIEW then add any of the fields you would like to show to the menu on the right. For example, if I want the GPA of the student to show on the screen then I would highlight GPA and click on the arrow to move it to the right side menu. If this is the only field I want to add then I say Okay and Site Reporter will run a process to find that information and display it.

### Viewing a student's current grades:

Highlight a student and then select Reports>Choose Report Template. You then get a list of possible templates (to view all of a students grades at the same time choose Elementary Report Card Portrait style-this will allow you to see all of the grades for that student ON SCREEN at the same time). The style we chose for mid-term is Report Card Style—Term Grades. From the reports menu select PREVIEW-Selected and you will be able to view that student's report.

If you want to look at several students, highlight the first one you want hold down the shift key and highlight until you get the students desired. Then follow the steps for choosing the correct report. Once you get to the first student's report in the Print-Preview editor, you can use the RED ARROW at the top to go back and forth between students. IF YOU WANT TO PRINT- Select Print>Print Selected Student.

### Making a list of students using their id number:

Select File>New list

Select Students>Add Student enter the student(s) id numbers to create the desired list. Once you have the list created Select File> Save List As—I suggest you create a folder in the GQ9 folder that says your name (Finley's list).

## Creating a quick list

Select Students>Create a quick list

Enter the appropriate information into the data fields--- this has to be exactly as it is entered into the teacher catalog (example if the teacher information is listed Smith, R, if you enter Smith it will not find the appropriate field).

Example list: Select Students>Create a quick list

In the Teacher Field enter Baker then Select ok--- Site Reporter will generate a list of students who have Baker for a teacher.

Add as many variables as desired to create your list. You can save the list and Site Reporter will continue to update the information in that saved list.

## Query for Students:

Select Students>Query for Students—then enter the desired information.

Example list: Select Students>Query for Students—Under GENERAL CRITERIA select EDIT. Using the pull down menu select D Field Grade Level is 10 then click OK. On the bottom of the page Select Include GPA Criteria click EDIT click OK Field should say GPA then select is LESS THAN in the next box 2.5 then click OK and OK. Site Reporter will now create a list of 10<sup>th</sup> grade students whose GPA is less than 2.5. You can Save this list and Site Reporter will update the information.

## Using the List Wizard:

Create a list of the desired students then select File>Print List Wizard

From the List Wizard add the desired information needed to the Selected Field side Select Next and then Finish—Site Reporter will create the desired list.

## Using the Mailing Wizard:

Create a list of the desired students then select File>Print Mailing List Select the appropriate label size and this will give you a mailing label in order of how they are listed in your list--- Label is designed to create a label with Parent/Guardian 1 information.