

# Running MBA Reports in the MBA Report Creator

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This document will allow you to run reports from the MBA Report Creator.

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## Overview

This document will cover the following process: **Running Reports from the MBA Report Creator**

Step 1-Select the Student(s) you would like to run a report for or make selection on the Run Reports page

Step 2- Navigate to the MBA Report Creator-Run Reports page

Step 3- Select the Report you would like to run and select options for running the report

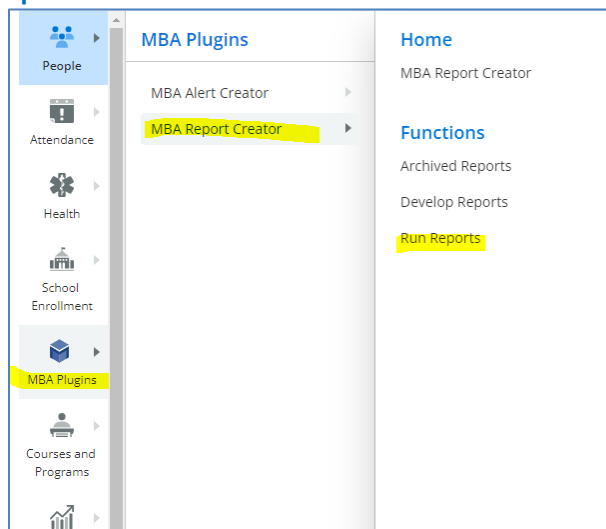
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## Running Reports in MBA Report Creator:

### 1. Select the student(s) :

- From the Start Page select the student(s) you wish to run the report for, keep in mind if you wish to select an entire grade or all student's in the building, you can do this from the Run Reports page

### 2. Navigate to the Report Creator-Run Reports page: [Start Page](#) > [MBA Plugins](#) > [MBA Report Creator](#) > [Run Reports](#)



- Make Selections based on the following:
    - Report to run from the dropdown menu
    - Student Selection-All Students in the building or Current Selection
    - Grade Level-you can select the grade level to run the report for
    - Sort Order-You can sort by Student Info or Period
    - Can include Dropped Courses if you check the box
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- Can Include Transferred Out Students if you check the box
- Click Generate Reports

**Report Creator Reports** ⚙️

**Generate Reports**

Report	Student Selection	Grade Level	Sort Order	Include Dropped Courses	Include Transferred Out Students
Student Schedule	All Students in Port Huron High School	9	1	<input type="checkbox"/>	<input type="checkbox"/>

**Generate Reports**

Archived Reports - Port Huron High School (2023-2024)

Report Name	Student Selection	Date Archived	Sort Order
T1 PHASD High School Report Card 23-24 - USE THIS	All Students	10/14/2023	Student Name

**View Reports**

Once the report is finished running you will be on the Print Preview Page

**Student Schedule**

[Email](#) [Prepare for Duplex Print](#) [Archive Reports](#)

[Print](#)

**Excluded Terms & Storecodes**

Excluded Grades (Storecodes)  
No Exclusions

Excluded Attendance Terms  
No Exclusions

Excluded Section Terms  
No Exclusions


Source: District Configuration

**Troubleshooting Tips**

Hover over any standard row to see the associated standard identifier

Double-click any report for quick access to associated student screens

Name	[REDACTED]
Grade	9
Student Number	[REDACTED]
Locker #	
Locker Combination	



**Port Huron Schools**  
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Current Year Schedule				
Expression	Course Name	Teacher	Room	Term
1(A)	Algebra I	Mullins	141	23-24
2(A)	ELA - Grade 9	Ramales	115	23-24
R52(A)	Red 52 Seminar	Mullins	141	23-24
3(A)	Biology	KOVACH	313	23-24
4(A)	Art Foundations	Pelto	402	S1
4(A)	Art Foundations	Pelto	402	S2
5(A)	U.S. History	Savedra	120	23-24
6(A)	Health Education	Wendel	319	S1
6(A)	Physical Education - Boys	Horne	301	S2