

MBA Alert Reports

This document will walk you through how to run reports for student's who have alerts attached to their records. This is done through the MBA plugin.

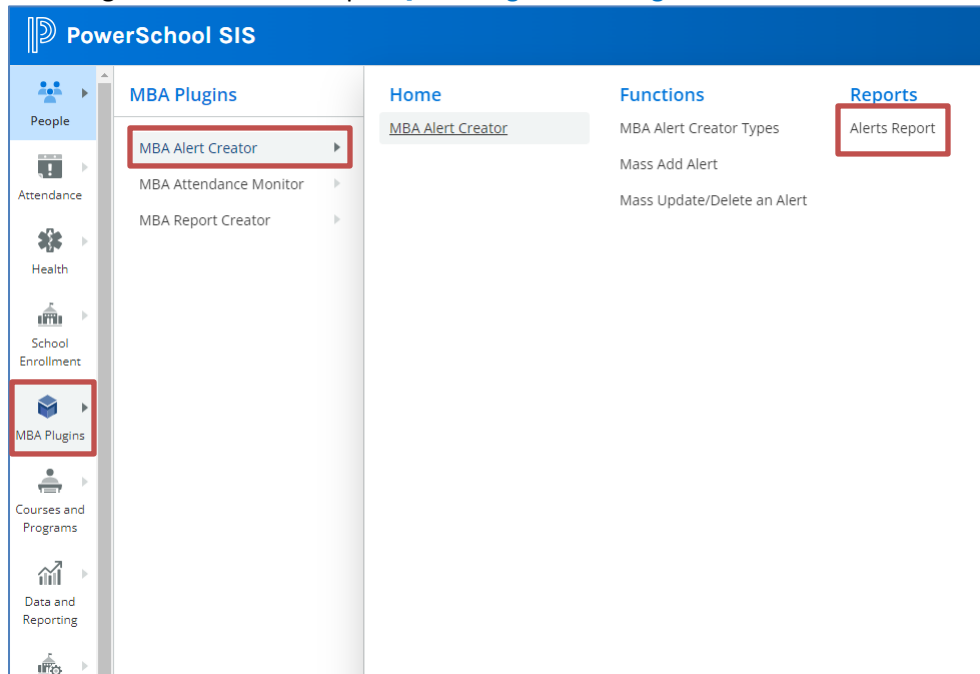
Overview

This document will cover the following process: Running MBA Alert Reports

Running Alert Reports:

1. Running Alert Reports from the MBA Plugin:

- Navigate to the Alerts Report [Start Page>MBA Plugin>Alert Creator>Alerts Report]



- Filter Alerts based on your criteria, place a checkmark in the filter you wish to view. Keep in mind you can check as many boxes as needed to reach your desired filter:
 - Students:** You can use a selection of students from the Start Page or you can view all students. You can also include inactive students if needed.
 - Student Fields:** Ethnicity, Gender, Home Room or School Abbreviation
 - Standard Alerts:** Discipline, Guardian, Medical or Other
 - Custom Alerts:** These alerts will vary for schools based on custom alerts that have been created for your school.
 - Display View:** Display Expired Alerts, Display Alerts in Column Format

Filter Alerts

Students Include Inactive

Student Fields

- Ethnicity
- Gender
- Home Room
- School Abbreviation

Standard Alerts

- Discipline
- Guardian
- Medical
- Other

Custom Alerts

- 31A At Risk (District)
- Bee Allergy (District)
- Homeless (District)
- LEP (District)
- Medical Condition (District)
- Medication Taken During School Day (District)
- Nut Allergy (District)
- Special Ed (District)
- Student is Section 504 (District)

Display View

- Display Expired Alerts
- Display Alerts in Column Format

Once you are done filtering your data, you can view the information, export it into an excel worksheet or Make those student's your current selection so that you can work with them.

Standard Alerts

- Discipline
- Guardian
- Medical
- Other

Custom Alerts

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Display View

- Display Expired Alerts
- Display Alerts in Column Format

Make Current Selection **Export**

Student Number	Student	Grade	Icon	Type	Alert	Activation	Expires
		K					
		K	🌸	Medical	NF1 - Is being treated		Never
		2					
		2	🌸	Medical	Peanut allergies. Epi-Pens in classroom and		Never