

Report Card Body Data (MS Excel)

Report Description:

This report provides a summary list of all report card data in a table format.

Application:

Reporting Services

To run this report:

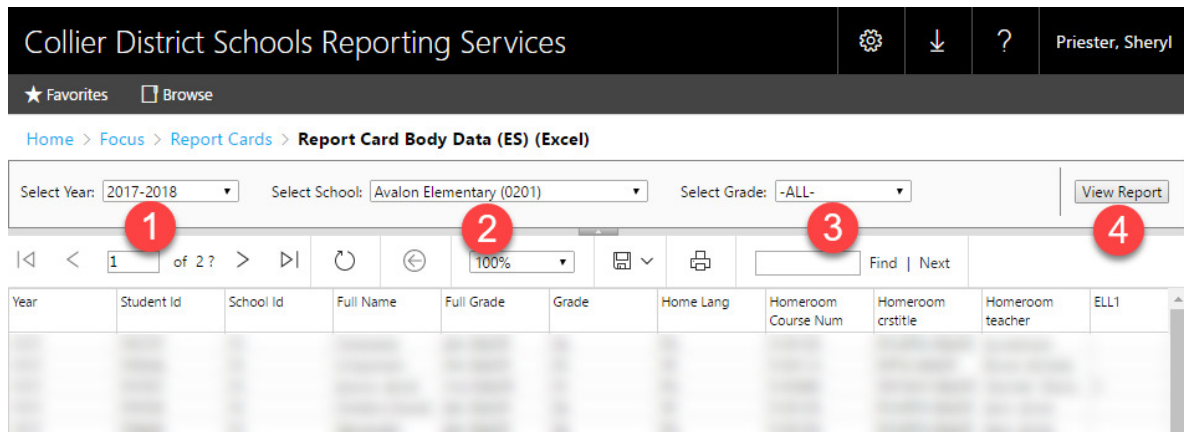
From the Reporting Services Home page:

Accessing the Report

1. Click the FOCUS icon.
2. Select the Report Cards folder.
3. Select the Report Card Body Data Report.

Generating the Report

1. The Year field will default to the current school year. Click the drop-down to select the school year if you are generating the report for a school year other than the current.
2. Select your school from the drop-down.
3. The Grade level field will default to ALL. You can select an individual grade level if desired.
4. Click View Report.
5. The report will generate and display at the bottom of the screen.



This report is not designed for printing; it is meant to be downloaded to Excel.

Downloading the Report to Excel

1. Click the Export icon.
2. Select Excel or CSV (comma delimited).
3. The save as window will display.
4. Choose a location and name the document.
5. Click Save.
6. The Excel file will download and appear in the bottom portion of the screen.
7. Click on the file to open.

