Running & Finding Reports — Teachers

Use this guide to locate, run, save, and troubleshoot teacher reports. Standard reports are available from **Reports** in the left navigation. District-created reports are available from **Multiple Measures**.

Where to Find Reports

1. Click **Reports** in the left navigation.
2. Reports are organized into categories such as **All Reports**, **Recent**, **My Favorites**, **Discipline**, and **Student Information System**.
3. If you are unsure which category to use, enter the report name or a keyword in the **search box** at the top.
4. Use the **preview icon** to review the report before running it.

Running a Report

1. **Pick the report** from the list, or search for it by name.
2. Choose the appropriate **parameters**, then click **Run**. The report run will be saved to your history.
3. **Export or save** the report as needed.

Save Frequently Used Reports

1. After running a report you plan to use again, click **Add to Favorites**.
2. Favorites are saved under **Reports > My Favorites** and are specific to your login.

Common Teacher Reports

Report	Use it when…	Report ID(s)
Class Roster Sheet Reports	A list of students in each section is needed.	59, 42, 9756, 3564, 5268, 9748
Student Emergency Contact Listing	You need guardian contact information and access details for students.	27
Student Grade Warning Letters	You need warning letters for students who may be in danger of failing based on selected letter grades.	8707
Student Progress Report	You need a detailed list of student assignments and overall grades.	86, 33
Teacher Schedule	You need to view teacher schedules.	2015, 3925, 12086
Student Contact Log	You need student contact records from the Contact Log application within a selected date range.	10628
Student Birthdays	You need a birthday list by date, homeroom, or homeroom teacher.	15000
Comprehensive Student Record	You need a complete student record, including demographics, contacts, discipline, attendance, enrollment history, grades, and transcript data.	5928
Grade Export	You need a list of student grades filtered by marking period set, school, grade level, or class grade.	29
Late, Missing, Incomplete Assignment Report	You need to review missing, late, incomplete, or other assignment statuses for selected classes or students.	91
Student Test Scores	You need student test scores organized by student, test, and test area.	8701
Class Attendance Profile	You need a weekly review of class attendance.	[ID pending]
LEAP by Homeroom	You need LEAP data by homeroom for grouping or start-of-year planning.	[ID pending]
Assessment Item Analysis	You need item-level results after a common assessment.	[ID pending]

District-Created Reports in Multiple Measures

1. District-created reports are not located in the Reports tab. Click **Multiple Measures** in the left navigation.
2. **Open the appropriate folder** based on your district's guidance, building, or role.
3. Open the report and follow your district's instructions to **run or export it**.

Troubleshooting Common Report Issues

Problem	What to do
Report is empty	Check the selected marking period or date range.
Students missing	Confirm whether the students transferred mid-period. If needed, select **Include former students**.
Report won't load	Refresh the page. If the report still does not load, contact OnCourse Support.
Wrong data	Check the **Data as of** timestamp to confirm the report is using the most recent data.