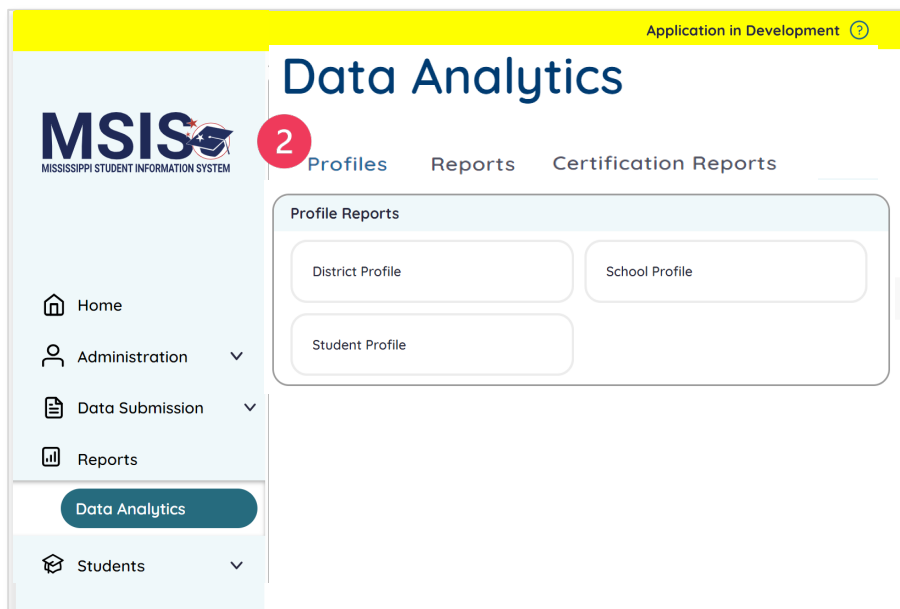


1 Click on the down arrow beside **Reports** in the navigation.
Select **Data Analytics**.



2 Notice the various report tabs: Profiles, Reports, Certification Reports. *Could vary based on permission.

3 District School School Year Grade Level Race Gender Special Population

All All 2022-2023 All All All All

4 Student Indicators Report

MSIS ID	Student Name	504	Special Education	SCD	Economically Disadvantaged	English Learner	Homeless	Migrant	N or D	Foster	Military
476	Abrahart, Orion G.	Y	N	N	N	Y	N	N	Y	Y	
879	Acomb, Josepha D.	N	Y	N	Y	N	Y	Y	N	N	
289	Acuna, Felicle I.	Y	N	Y	Y	Y	N	N	Y	Y	
595	Adelberg, Antony W.	Y	Y	N	N	N	N	N	N	Y	
110	Airey, Darbie F.	Y	N	Y	Y	Y	Y	N	Y	Y	
26	Aishford, Eryn H.	Y	N	Y	Y	Y	Y	N	Y	Y	
360	Alan, Kai L.	Y	N	N	N	Y	N	N	Y	Y	
129	Alcalde, Gian R.	Y	N	Y	Y	Y	Y	N	Y	Y	
121	Aleevy, Margareta E.	Y	N	Y	Y	Y	Y	N	Y	Y	
230	Alesi, Susie D.	Y	N	Y	Y	Y	Y	N	Y	Y	
43	Alleway, Peyton W.	Y	N	Y	Y	Y	Y	N	Y	Y	
427	Allsepp, Noe L.	Y	N	N	N	Y	N	N	Y	Y	
198	Ambrogini, Emilia W.	Y	N	Y	Y	Y	Y	N	Y	Y	
556	Ambrosoli, Phelia R.	Y	Y	N	N	N	N	N	Y	Y	
850	Ambrozewicz, Emilee F.	N	Y	N	Y	N	Y	Y	N	N	
691	Amer, Lowrance W.	Y	Y	N	N	N	N	N	N	Y	

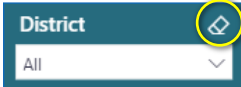
3 Report filters
Each tabular report has a variety of filters with drop-down menus containing filter options.

Select more than one filter option:

- Click the down arrow to expand the filter options.
- CTRL or CMD + click on each desired option.

Clear selected filter options:

- Hover just above the top right corner of the filter drop down. An eraser should appear.
- Click the eraser to clear the selected options for that filter.



NOTE: Available filters may differ based on the report selected. Filter options may differ based on user permissions.


4 Report name

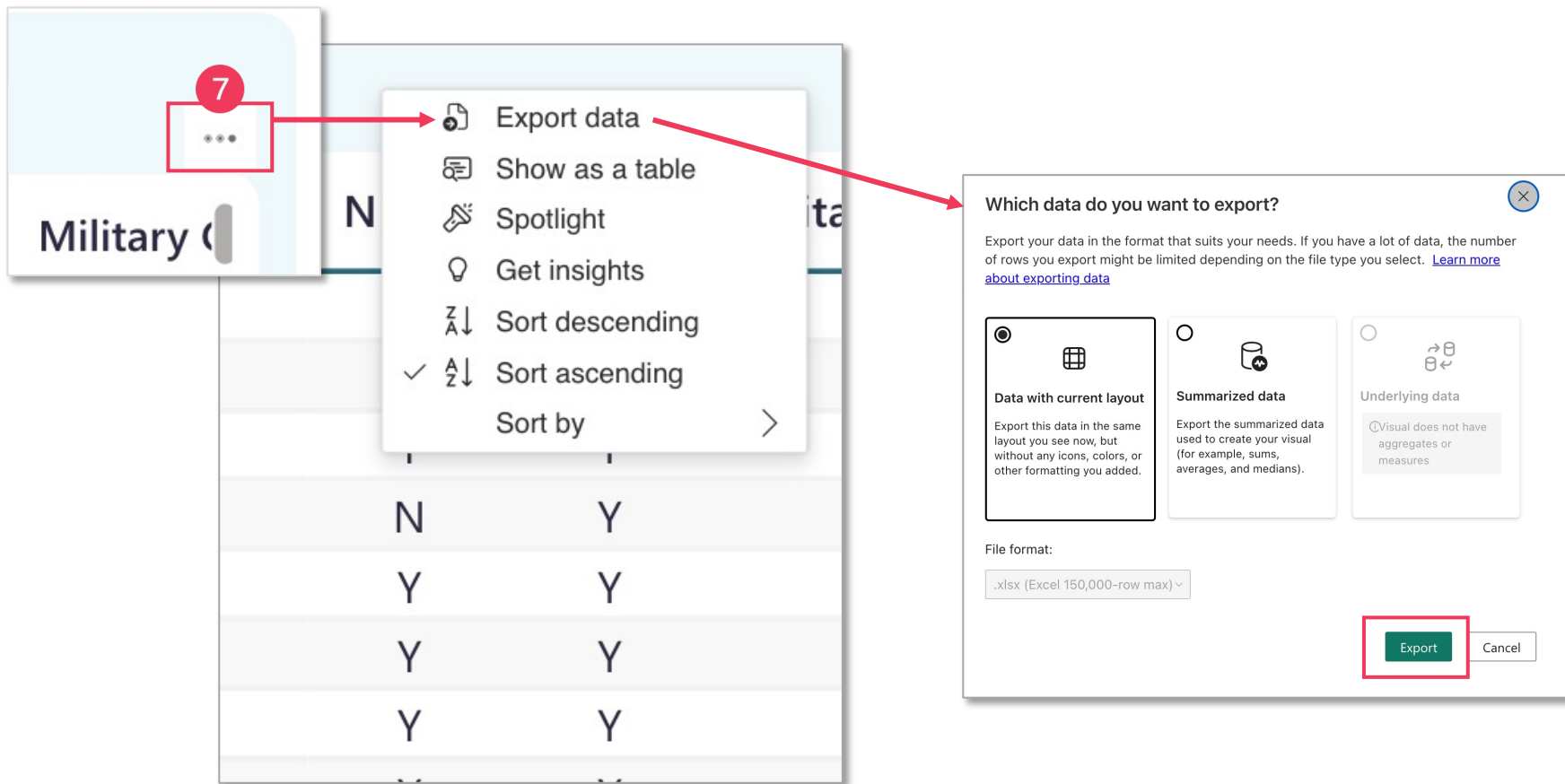
5 Sort columns
Columns can be sorted in ascending or descending order.

- Hover over the column heading.
- A black arrow will appear.
- Click the arrow [▲] to sort the column in ascending order.
- Click the arrow again [▼] to sort the column in descending order.

6 Table data
Hover over a cell. The cell and row will turn grey to help identify where you are in the table.

- Click on any cell in a row to select that row.
- Selected rows will have a solid vertical line next to the first cell in the row.
- Right click to copy the cell value or the entire selected row.
- CTRL or CMD + click on the desired rows.





7 **Export data**
Export data into an Excel spreadsheet.

- Hover over the top right corner of the table.
- A white box with three dots should appear. This is the “more options” menu.
- Click the three dots.
- Choose Export data.
- A new window will appear. Adjust settings as desired.
- Click the green Export button.