

# Advanced Report

The Advanced Report compiles, views, and tracks user-defined student data. The More Search Options feature is used to narrow the criteria for search results that will pull into the report. Data can be filtered in a report and the report can be exported into Excel or a PDF for printing. The parameters and search criteria set in an Advanced Report can also be saved for future use, and can be easily accessed from Reports on the main menu.

## Advanced Report

There are three important parts to the screen:

- 1. The **Student Search** allows you to define who will be in the report.
- 2. Select the **Available Fields** pull-downs to define what will be in the report.
- 3. Select the **Fields to Include in Report** to display the order of the columns in the report.

## Search Criteria

- 1. Click the **Students** menu and select **Advanced Report**.
- 2. Search for the group of students to be in the report.

The screenshot displays the 'Advanced Report' interface with three main sections:

- Student Search:** Includes a text input field for 'Student' and a link for 'More Search Options'.
- Available Fields:** A list of fields with expandable arrows, including 'Search Fields', 'Student Demo', 'Address', 'Primary Contact', 'Secondary Contact', 'Third Contact', 'Fourth Contact', 'District Info', 'Admin Notes', 'Application Courses', 'Behavior Screening', 'Crisis Intervention', and 'Document Management'.
- Fields to include in Report:** A dashed box containing a 'Student Group' dropdown menu, checkboxes for 'Search All Schools' and 'Include Inactive Students', and 'Run Report' and 'Reset' buttons.

**a. More Search Options** (left column) identifies a specific subset of students to be included in the report; the fields are pulled directly from the Focus data fields related to student information that the user’s profile has permission to view.

Click on the gray arrow to open the field for available search criteria. The more fields added, the more limited the search results will be.

Student

► **More Search Options**

**Student Search**

**General**

Last Name

First Name

Student ID

Address

☐ 07 ☐ 08 ☐ 09

Grade ☐ 10 ☐ 11 ☐ 12

☐ 30 ☐ 31

Schools  ▼

Program  ▼

Calendar  ▼

**Scheduling**

**Absences**

**Grades/GPA/Class Rank/Honor Roll**

**Course History**

3. Select the appropriate **Available Fields** (middle column) to define what fields will be in the report. All tabs located in the **Student Info** screen are listed in this column; each field category can be clicked to reveal a list of blue boxes containing data relevant to that field.

**Student Search**

Student

► **More Search Options**

**Available Fields:**

Search Fields

**Student Demo Address**

Address  +

Address 2  +

City  +

State/Province  +

Zip/Postal Code  +

Home Phone  +

Mailing Address  +

Mailing Address 2  +

Mailing City  +

Mailing State/Province  +

Mailing Zip/Postal Code  +

Primary Address  +

Primary Address 2  +

Primary City  +

Primary State  +

**Fields to include in Report:**

A **Search Fields** text box is available to help locate data fields.

a. Type in the name or keyword of a field to display the Available Fields.

**Available Fields:**

email

District Info

**Email** +

Third Contact

Third Contact: **Email** +

Fourth Contact

Fourth Contact: **Email** +

General Demographics

Personal Student **Email** +

Student **Email** Address +

Google Classroom **Email** Address +

Primary Contact

Primary Contact: **Email** +

Secondary Contact

Secondary Contact: **Email** +

4. There are two options for moving the blue boxes into the Fields to Include in Report box:

a. Drag and drop the name of the field.

**Available Fields:**

Search Fields

**Demographic**

Last, First M +

Last, First M +

Last, Nickname +

First +

First Initial +

**Fields to include in Report:**

b. Click the green plus sign.

5. **Fields to include in Report** (right column) identifies the information to be shown on the report.

### Fields to include in Report:

Last, First M	X
Student ID	X
Immunizations/Medical	X
School Year - Course Taken	X
ACT English Gradelevel	X
Next Grade	X
Age	X

6. Add all appropriate fields from Available Fields.

7. All fields will be ordered as they appear in the box and can be rearranged as needed by dragging and dropping the field box up or down.

8. The field boxes can be deleted by clicking the red **X** or by dragging them back to the left.

9. Click the **Run Report** button. Like other reports in Focus, the heading in each column can be clicked to re-sort the data.

2022-2023 ▼

**Modify Report**
Only Display Records with Errors Save

Schedule Effective Date: April ▼ 13 ▼ 2022 ▼ ☐ Include Inactive Schedule Records


**4032 Schedule Records**  
 Go to Page 1, 2, 3, 4, 5 Show All

**Filters: OFF**

Last, First M	Grade	School	Course Title	Course Num	Section Num	Teacher / Period	FEFP Number
Abreg...	10	Focus High School - 0041	ENG 2	1001340	006	Period 1 - 006 - Dominquez	N/A
Abreg...	10	Focus High School - 0041	ENG 1	1001310	008	Period 2 - 008 - Velasco	N/A
Abreg...	10	Focus High School - 0041	ENG 4	1001400	003	Period 4 - 003 - mero	N/A
Abreg...	10	Focus High School - 0041	ALG 2	1200330	005	Period 5 - 005 - ers Doss	N/A
Abreg...	10	Focus High School - 0041	ANTHROP	2101300	007	Period 6 - 007 - des Staab	N/A
Abreg...	10	Focus High School - 0041	AP PSYCH	2107350	005	Period 7 - 005 - MISS OWL	N/A
Acosta...	10	Focus High School - 0041	ENG HON 2	1001350	008	Period 1 - 008 - Williamson	N/A
Acosta...	10	Focus High School - 0041	AUTO MAINT/LT RPR 1	9504110	006	Period 2 - 006 - Valencia	N/A

- i** When a logging field is selected as one of the fields, an option to Include students without log records will appear.
- Select the check box and click **Go**.
- When selected, all students/users who match the search results will display, regardless if they have a log record.

2022-2023 ▼

 **Modify Report**

☐ Include students without log records in 'Immunizations/Medical'.


**5795 Students**  
 Go to Page 1, 2, 3, 4, 5, 6 [Show All](#)

Last, First M	Grade	Immunizations/Medical Vaccination	Immunizations/Medical Comply	Immunizations/Medical Exemption	Immunizations/Medical Temp Exempt Date	Immunizations/M Vaccination Date
<a href="#">Abe, Charlie Noel</a>	10	Hib Haemophilus Influenza Type B vaccine				Mon, Nov 24, 2003
<a href="#">Abe, Charlie Noel</a>	10	DTP vaccine				Mon, Nov 24, 2003
<a href="#">Abe, Charlie Noel</a>	10	MMR (Measles, Mumps and Rubella) vaccine				Fri, Aug 4, 2006
<a href="#">Abe, Charlie Noel</a>	10	Polio vaccine				Mon, Nov 24, 2003
<a href="#">Abe, Charlie Noel</a>	10	Hepatitis B Vaccine				Thu, Jul 31, 2003
<a href="#">Abe, Charlie Noel</a>	10	Pneumococcal Conjugate vaccine				Mon, Nov 24, 2003

## Modifying Advanced Reports

Click **Modify Report** to edit the **Fields to include in Report** on the previous screen.

2022-2023 ▼

 **Modify Report**

Schedule Effective Date: April ▼ 13 ▼ 2022 ▼ 
☐ Include Inactive Schedule Records

**4032 Schedule Records**  
 Go to Page 1, 2, 3, 4, 5 [Show All](#)

Last, First M	Grade	School	Course Title	Course Num	Section Num	Teacher / Period	FEFP Number
<a href="#">Abrego, ...</a>	10	Focus High School - 0041	ENG 2	1001340	006	Period 1 - 006 - Dominquez	N/A
<a href="#">Abrego, ...</a>	10	Focus High School - 0041	ENG 1	1001310	008	Period 2 - 008 - Velasco	N/A
<a href="#">Abrego, ...</a>	10	Focus High School - 0041	ENG 4	1001400	003	Period 4 - 003 - mero	N/A
<a href="#">Abrego, ...</a>	10	Focus High School - 0041	ALG 2	1200330	005	Period 5 - 005 - ers Doss	N/A
<a href="#">Abrego, ...</a>	10	Focus High School - 0041	ANTHROP	2101300	007	Period 6 - 007 - des Staab	N/A
<a href="#">Abrego, ...</a>	10	Focus High School - 0041	AP PSYCH	2107350	005	Period 7 - 005 - MISS OWL	N/A
<a href="#">Acosta, ...</a>	10	Focus High School - 0041	ENG HON 2	1001350	008	Period 1 - 008 - Williamson	N/A
<a href="#">Acosta, ...</a>	10	Focus High School - 0041	AUTO MAINT/LT RPR 1	9504110	006	Period 2 - 006 - Valencia	N/A

⚠ Please be aware that this action will result in the original search criteria selected from More Search Options to be reset. However, the Fields to include in Report will be retained.

# Filtering Advanced Reports

Results of an **Advanced Report** can be filtered, to display a specific set of data from the results. **Filtering** differs from **More Search Options** in that it narrows the returned data to specific information fields rather than narrowing the search criteria used for creating the report. There are two different ways to filter the Advanced Report.

## Option 1: Blue In-Line Filter

1. Turn **Filter ON**. There will be a Filter row at the top of the report.

Modify Report Save Report

Only Display Records with Errors Save

748 Students

Mass Update Filter Filters: OFF Search

Last, First M	Grade	Graduation Plan	Course History GPA	School Name
Abe, Charlie Noel	10	24 Credit Standard HS Options [1]	3.000	Focus High School - 0041
Abbott-Martinez, Charlie Christopher	09	24 Credit Standard HS Options [1]	4.000	Focus High School - 0041
Abregan, Kenna Joy	10	24 Credit Standard HS Options [1]	2.667	Focus High School - 0041
Acevedo, Diem Donna	09	24 Credit Standard HS Options [1]	2.000	Focus High School - 0041
Acevedo, Emerald Vonn	12	24 Credit Standard HS Options [1]	2.721	Focus High School - 0041
Acosta, Dexter D	10	24 Credit Standard HS Options [1]	3.286	Focus High School - 0041
Acosta, Harry P	10	24 Credit Standard HS Options [1]	3.896	Focus High School - 0041
Adams, Peter Kavinsky	10	24 Credit Standard HS Options [1]	3.100	Focus High School - 0041

2. Filter the column(s) necessary to achieve the appropriate results.

Modify Report Save Report

Only Display Records with Errors Save

214 Students

Mass Update Filter Filters: ON Search

10

Last, First M	Grade	Graduation Plan	Course History GPA	School Name
Abe, Charlie Noel	10	24 Credit Standard HS Options [1]	3.000	Focus High School - 0041
Abregan, Kenna Joy	10	24 Credit Standard HS Options [1]	2.667	Focus High School - 0041
Acosta, Dexter D	10	24 Credit Standard HS Options [1]	3.286	Focus High School - 0041
Acosta, Harry P	10	24 Credit Standard HS Options [1]	3.896	Focus High School - 0041
Adams, Peter Kavinsky	10	24 Credit Standard HS Options [1]	3.100	Focus High School - 0041
Aguilar, Sherwood Anderson	10	24 Credit Standard HS Options [1]	3.688	Focus High School - 0041
Alec, Colleen Joan	10	24 Credit Standard HS Options [1]	3.643	Focus High School - 0041

3. The filtered report will not save with the applied filters when using the in-line blue Filter. The original search criteria will be saved.

## Option 2: Gray Filter

This option allows the filtered report to be saved.

1. Click **Filter**.

Modify Report Save Report Only Display Records with Errors Save

**FILTER RULES**

Run Filter

Add Rule Clear Rules

748 Students

Mass Update Filter Filters: OFF Search

Last, First M	Grade	Graduation Plan	Course History GPA	School Name
Abe, Charlie Noel	10	24 Credit Standard HS Options [1]	3.000	Focus High School - 0041
Abott-Martinez, Charlie Christopher	09	24 Credit Standard HS Options [1]	4.000	Focus High School - 0041
Abregan, Kenna Joy	10	24 Credit Standard HS Options [1]	2.667	Focus High School - 0041
Acevedo, Diem Donna	09	24 Credit Standard HS Options [1]	2.000	Focus High School - 0041
Acevedo, Emerald Vonn	12	24 Credit Standard HS Options [1]	2.721	Focus High School - 0041
Acosta, Dexter D	10	24 Credit Standard HS Options [1]	3.286	Focus High School - 0041
Acosta, Harry P	10	24 Credit Standard HS Options [1]	3.896	Focus High School - 0041
Adams, Peter Kavinsky	10	24 Credit Standard HS Options [1]	3.100	Focus High School - 0041
Adams, Ponyboy Henry	09	24 Credit Standard HS Options [1]		Focus High School - 0041

2. The field columns in the report will display as options in the Filter Rules pull-down.

3. To filter the results, select the field, condition and criteria by which to filter.

Modify Report Save Report Only Display Records with Errors Save

**FILTER RULES**

Remove Graduation Plan Contains 24 AND

Remove Run Filter

Add Rule Clear Rules

736 Students

Mass Update Filter Filters: OFF Search

Last, First M	Grade	Graduation Plan	Course History GPA	School Name
Abe, Charlie Noel	10	24 Credit Standard HS Options [1]	3.000	Focus High School - 0041
Abott-Martinez, Charlie Christopher	09	24 Credit Standard HS Options [1]	4.000	Focus High School - 0041
Abregan, Kenna Joy	10	24 Credit Standard HS Options [1]	2.667	Focus High School - 0041
Acevedo, Diem Donna	09	24 Credit Standard HS Options [1]	2.000	Focus High School - 0041
Acevedo, Emerald Vonn	12	24 Credit Standard HS Options [1]	2.721	Focus High School - 0041
Acosta, Dexter D	10	24 Credit Standard HS Options [1]	3.286	Focus High School - 0041
Acosta, Harry P	10	24 Credit Standard HS Options [1]	3.896	Focus High School - 0041
Adams, Peter Kavinsky	10	24 Credit Standard HS Options [1]	3.100	Focus High School - 0041

4. Click **Add Rule** to add more than one filter rule.

**FILTER RULES**

Remove Graduation Plan Contains 24 AND

Remove Run Filter

Add Rule Clear Rules

Mass Update Filter

	Grade	Graduation Plan	Course History GPA
	10	24 Credit Standard HS Options [1]	3.000
	09	24 Credit Standard HS Options [1]	4.000

5. Click **Remove** to delete a filter rule.

**FILTER RULES**

Remove	Graduation Plan	Contains	24	AND
<b>Remove</b>	Grade	Equal	10	Run Filter

[Add Rule](#) [Clear Rules](#)

Mass Update Filter

6. Once the Filter Rules have been set, click the **Run Filter** button to filter the report results. All Filter Rules can be reset by clicking **Clear Rules**.

**FILTER RULES**

Remove	Graduation Plan	Contains	24	AND
Remove	Grade	Equal	10	<b>Run Filter</b>

[Add Rule](#) **Clear Rules**

Mass Update Filter

7. Once the **Filter Rules** have been set, click the Run Filter button to filter the report results. All Filter Rules can be reset by clicking Clear Rules.

## Creating and Saving Reports

1. Click the **Create Report** or **Save Report** button at the bottom of the report screen to save the search criteria and fields of the **Advanced Report**.



**FOCUS** Writers02 Select Student/Staff Advanced Report Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

Modify Report Save Report Only Display Records with Errors Save

Schedule Effective Date: May 11 2023 Go

157134 Schedule Records  
Go to Page 1, 2, 3, 4, 5, 6, 7, ... 155, 156, 157, 158 Next Page Show All  
Displaying 1 through 1000

Mass Update Filter Filters: OFF Search

Last, First M	Student ID	Grade	Birthdate	District	School	Gradelevel	Marking Period	Course Title	Course Number
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Full Year	AP SPANISH LANG & CU	0708400
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Full Year	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Semester 1	AP SPANISH LANG & CU	0708400
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Semester 1	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Semester 2	AP SPANISH LANG & CU	0708400
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Semester 2	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	1st 9 Weeks	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	2nd 9 Weeks	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	4th 9 Weeks	3-D STUDIO ART 3 HON	0101350
Abe, Charlie Noel	5879	10	04/06/2007				1st 9 Weeks (Gradebook)	ALG 2	1200330
Abe, Charlie Noel	5879	10	04/06/2007				1st 9 Weeks (Gradebook)	AP SPANISH LANG & CU	0708400
Abe, Charlie Noel	5879	10	04/06/2007				1st 9 Weeks (Gradebook)	CHEM 1 HON	2003350
Abe, Charlie Noel	5879	10	04/06/2007				1st 9 Weeks (Gradebook)	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007				1st 9 Weeks (Gradebook)	LEAD SKLS DEV	2400300

Print Create Report Help Logout

2. Name the report. This will allow the report to be run in the future without having to re-enter the criteria and fields.

3. Click **OK**.

**Create new Saved Report**

Please enter a name for your new saved report.

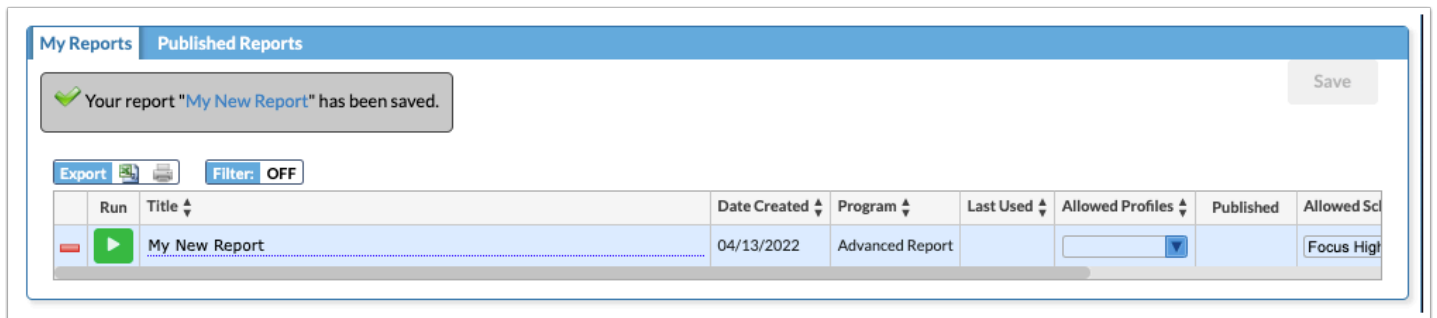
This report will be a dynamic report available from the reports menu. All the criteria you entered on the previous screen will be saved so that you can run this report at any time. You will also be able to publish this report to other users once you've saved it.

Report Title Title

OK Cancel

**i** Creating a report saves the search criteria and fields. When the report is run on a later date, it updates with the current students who match the parameters. To save a report's results at a specific time, export to Excel or print to PDF.

After clicking OK, a confirmation screen will appear on the Saved Reports tab with a green check mark indicating the report has been saved.



- a. Click the blue arrow to run the report.
- b. The name of the saved report can also be edited by clicking on the blue dotted line under the report's current title.
- c. Click the red dash in the last column to delete the entire report.

## Accessed Saved Reports

1. Go to the **Reports** menu and select the report under **My Reports**.  
A shortcut to run each user-generated saved report is listed under **My Reports**.
2. Click on **District Reports** to view and run reports created and shared by the district.
3. Click on **Published Reports** to view and run reports shared by other users.
4. Scroll to **Setup** and click on **Saved Reports** to view a list of all user-generated saved reports. Selecting the saved report will allow the report to be run, edited or deleted.

## Modifying and Deleting Saved Reports

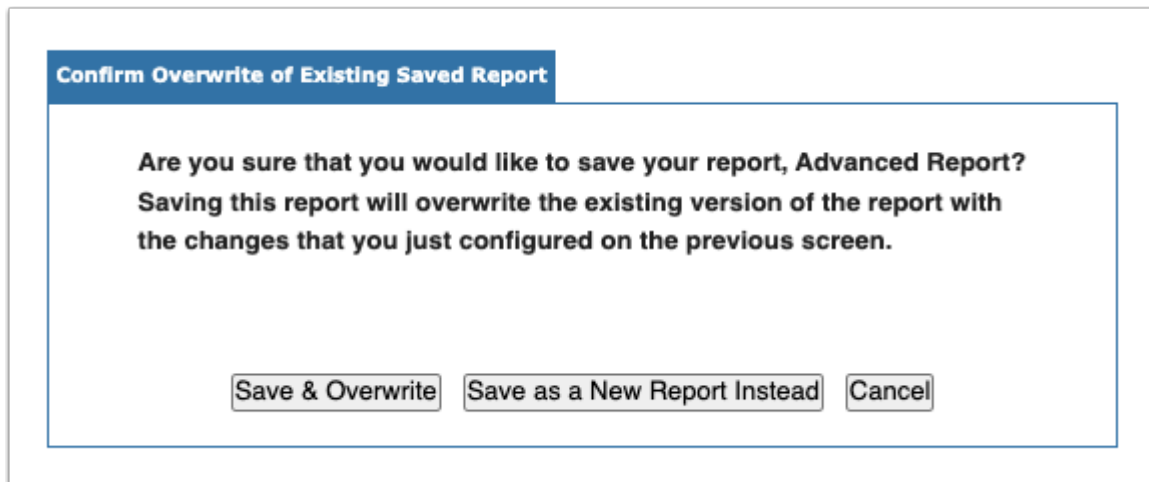
If the report is **Modified** or **Filter Rules** are added to a **Saved Report** later, the Advanced Report can be resaved after making modifications.

1. Run the Advanced Report that needs changes.
2. Click **Modify Report**.
3. Make the necessary changes.
4. Run the report again.
5. Click **Create Report** at the bottom of the screen.

6. There are 2 options:

**a. Save & Overwrite:** Overwrites the old report. The old report won't exist anymore.

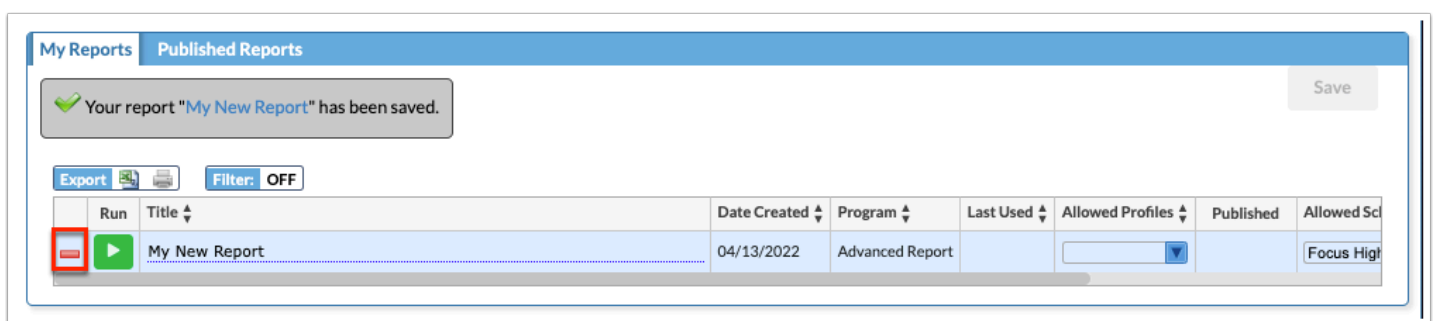
**b. Save as a New Report Instead:** Creates a new report. The old report will still exist. If **Save as a New Report Instead** is selected, the **Create New Saved Report** window will be displayed.



## Deleting Reports

Reports can be deleted from the **Saved Reports** screen, on the **My Reports** tab.

1. Locate the report that will be deleted and click the red minus sign, located in the right-most column of the listed reports.



2. A confirm delete pop-up window displays; select **OK** to finalize the report deletion.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?


Cancel

OK

## Printing Reports



An open **Advanced Report** can be exported as a Microsoft Excel spreadsheet by clicking the computer disc icon, located above the generated list, or as a Focus PDF document, by clicking the **Print** icon at the bottom of the screen.

[Modify Report](#) [Save Report](#) Only Display Records with Errors Save

748 Students 

Mass Update Filter Filters: OFF

Last, First M	Grade	School	Include in Class Rank	Graduation Program
<a href="#">Abe, Charlie Noel</a>	10	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Abbott-Martinez, Charlie Christopher</a>	09	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">-</a>
<a href="#">Abregan, Kenna Joy</a>	10	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Acevedo, Diem Donna</a>	09	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">-</a>
<a href="#">Acevedo, Emerald Vonn</a>	12	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Acosta, Dexter D</a>	10	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Acosta, Harry P</a>	10	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Adams, Peter Kavinsky</a>	10	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Adams, Ponyboy Henry</a>	09	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Agregor, Abe Sebastian</a>	12	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Aguilar, Emily Dickinson</a>	12	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Aguilar, Sherwood Anderson</a>	10	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Ahrens, Edgar Allan</a>	12	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Alec, Colleen Joan</a>	10	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Alegory, Potter Ron</a>	11	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>
<a href="#">Ali-Hazelwood, Joseph Quinn</a>	12	Focus High School - 0041	<a href="#">Yes</a>	<a href="#">24 Credit</a>

 **Print**  [Create Report](#) Help Logout

## Activity

Create an Advanced Report of all active ELL students that includes columns for their ELL status and any other columns of your choice.

Reminder: This is a training environment; reports will not be available on the production site.