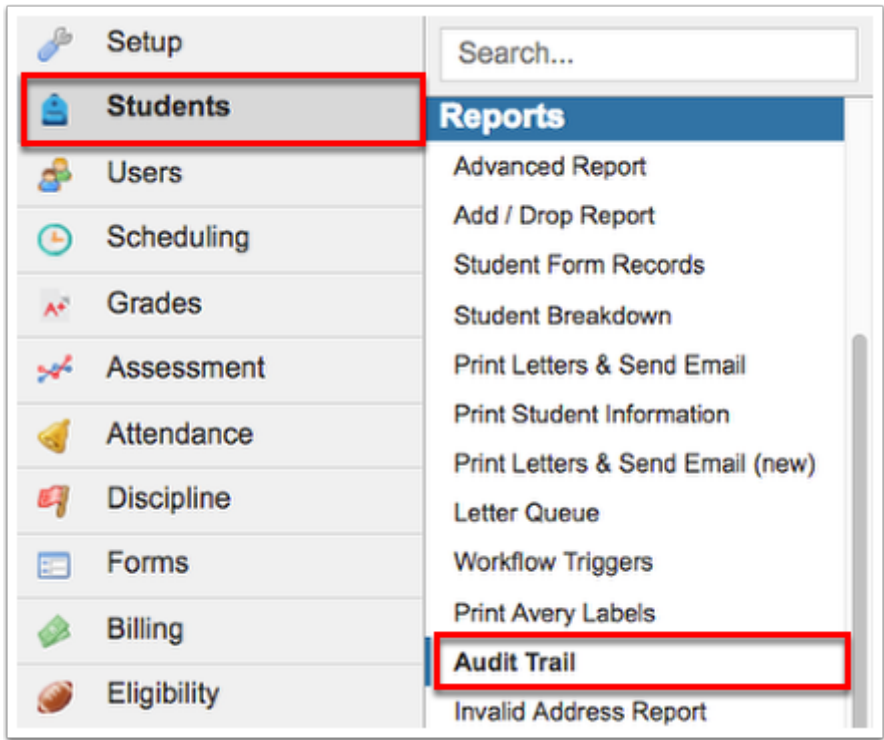# Audit Trail

The students Audit Trail allows users to search per student for any changes made to the Student record, Enrollment record, Grades, Address records, Attendance records, Contacts, School Choice record, and Legacy data.

Setting Search Criteria

1. To view details about all changes made to a student's record, from the **Students** menu, click **Audit Trail**.

2. Select the **Student** in question from the corresponding pull-down.

ℹ️ The Students that populate here are based on the school that you are logged into. To change the school, select the school pull-down located in the header--this is only an option for you if you have access to multiple schools.

3. You can conduct a search solely by Student. However, if you want to search by student and the **Editing User**, select the user from the corresponding pull-down.

4. You also have the option to search by a time frame using the **From Date** and/or **To Date** fields. Note: You do not have to enter a time frame; however, it will help limit and pull data, which can be extensive.

ℹ️ The information displayed in the Audit Trail is limited to year to date.

Example of Search Combinations

In the search example shown, a Student and an Editing User have been selected. The From Date and To Date fileds have not been utilized.

In the example shown, a Student has been selected and a starting date (From Date) has been entered.

In the example shown, a Student has been selected, and a time frame has been defined (From Date and To Date).

In the example shown, an Editing User has been selected and a To Date has been entered.

Audit Trail Results

Student

Click the **Student** tab for changes made to the Student record, such as Middle Name, 504 Entry Plan Date, etc.

As part of the Audit Trail you will see the Date the change was made, the Editing User who made the change, the Student's name, the IP address of the device (computer) used to make the change, the Form and/or Log Table affected, the Action made, such as UPDATE, and the Changes made, which includes a Before and After.

Enrollment

Click the **Enrollment** tab to display changes made to the Enrollment record, such as grade changes, withdrawals, etc.

As part of the Audit Trail you will see the Date the change was made, the Editing User who made the change, the Student's name, the IP address of the device (computer) used to make

the change, the School, the School Year, the Start Date, the Action made, such as UPDATE, and the Changes made, which includes a Before and After.

The Audit Trail also displays added or deleted logging fields as INSERT or DELETE (Action).

Editing User	Student	IP	School	School Year	Start Date	Action	Changes				
Title	Title	65.32.97.113	Applicants	2020	08/19/2020	INSERT		**Syear**	**School**	**Start Date**	**Enrollment Code**
							After	2020	Applicants	08/19/2020	Enrolled in Applicants School
Title	Title	65.32.97.113	Applicants	2020	10/21/2020	INSERT		**Syear**	**School**	**Start Date**	**Enrollment Code**
							After	2020	Applicants	10/21/2020	Enrolled in Applicants School
Title,	Title,	65.32.97.113	Applicants	2020	10/27/2020	INSERT		**Syear**	**School**	**Start Date**	**Enrollment Code**
							After	2020	Applicants	10/27/2020	Enrolled in Applicants School
Schmadel	Schmadeke	71.122.219.50	Applicants	2020	08/19/2020	INSERT		**Syear**	**School**	**Start Date**	**Enrollment Code**
							After	2020	Applicants	08/19/2020	Enrolled in Applicants School
Schmadel	Schmadeke,	71.122.219.50	Applicants	2020	08/19/2020	INSERT		**Syear**	**School**	**Start Date**	**Enrollment Code**

Report Card Grades

Click the **Report Card Grades** tab to display changes made to the student's report card grades, such as grade changes, posted grades, etc.

Date	Editing User	Student	IP	School	School Year	Marking Period	Course Number	Action	Changes		
11/10/2020 16:36:47	Salinas	Ahrens	47.201.170.154	Focus High School - 0041	2019	Semester 1	2100330	UPDATE			**Report Card Grade**
									Before	C	
									After	B	
11/02/2020 10:31:53	Aceve	Austin	47.203.94.165	Focus High School - 0041	2020	1st 9 Weeks	1001370	UPDATE			**Last Updated User**
									Before		Fermina Dominque
									After		Fermina Dominque
09/18/2020 13:45:08	Heb	Austin	47.192.155.86	Focus High School - 0041	2020	1st 9 Weeks	1206320	UPDATE			**Last Updated Date**
									Before		09/18/2020
									After		09/18/2020

As part of the Audit Trail you will see the Date the change was made, the Editing User who made the change, the Student's name, the IP address of the device (computer) used to make the change, the School, the School Year, the Marking Period, the Course Number, the Action made, such as UPDATE, and the Changes made, which includes a Before and After.

The Audit Trail also displays added or deleted logging fields as INSERT or DELETE (Action).

Address

Click the **Address** tab to display changes made to the student's address record, such as Street Name, etc.

As part of the Audit Trail you will see the Date the change was made, the Editing User who made the change, the Student's name, the IP address of the device (computer) used to make the change, the original Address, the Type, the Action made, such as UPDATE, and the Changes made, which includes a Before and After.

The Audit Trail also displays added or deleted logging fields as INSERT or DELETE (Action).

Contacts

Click the **Contacts** tab to display changes made to the student's contacts records, such as phone numbers, etc.

As part of the Audit Trail you will see the Date the change was made, the Editing User who made the change, the Student's name, the IP address of the device (computer) used to make the change, the Contact's name, the Type, the Action made, such as DELETE, and the Changes made, which includes a Before and After.

The Audit Trail also displays added or deleted logging fields as INSERT or DELETE (Action).

11/02/2020 19:46:38	Bodna	Jokes,	174.229.8.116	Bodn		INSERT	**Person** After: Dianna
11/02/2020 19:46:37	Bodna	Jokes,	174.229.8.116	Bodr		INSERT	**First Name** / **Last Name** After: / Bodnar
08/19/2020 09:42:34	Schmade	Schmade	71.122.219.50	Schmadeke, David		INSERT	**First Name** / **Last Name** After: / Schmadeke
08/19/2020 09:42:34	Schmade	Schmade	71.122.219.50	Schmadeke, David		INSERT	**Person** After: 851139
08/18/2020 20:54:12	Salina	Schmadeke, Andrew	47.201.163.159	Schmadeke, David		INSERT	**First Name** / **Last Name** After: / Schmadeke
08/18/2020 20:54:12	Salinas	Schmadeke, Andrew	47.201.163.159	Schmadeke, David		INSERT	**Person** After: 851138

Referrals

Click the **Referrals** tab to display changes to students' referral records including referral logging fields, including Reviewed by Admin, Time Of Day Incident Occurred, Location, etc.

As part of the Audit Trail you will see the Date the change was made, the Editing User who made the change, the Student's name, the IP address of the device (computer) used to make the change, the Referral ID number, the School, the School Year, Entry Date, the Action made, such as UPDATE, and the Changes made, which includes a Before and After.

The Audit Trail also displays added or deleted logging fields as INSERT or DELETE (Action).

Attendance

Click the **Attendance** tab to display records that were updated by administrative users, as well as teachers.

As part of the Audit Trail you will see the Date the change was made, the Editing User who made the change, the Student's name, the IP address of the device (computer) used to make the change, the School associated with the period attendance change, the Attendance Date in question, the Period impacted, the Teacher of the period changed, the Action made, such as UPDATE, and the Changes made, which includes a Before and After.

The Audit Trail also displays added or deleted logging fields as INSERT or DELETE (Action).

School Choice

Click the **School Choice** tab to display submissions or changes to school choice records made from the School Choice Application, Magnet Application, Special Placement Application, Magnet/Special Assignment, School Choice Reports, and/or Run Lottery screens.

As part of the Audit Trail you will see the Date the change was made, the IP address of the device (computer) used to make the change, the Editor who made the change, the Student's name, the Program, the App Type, the Operation (Update, Insert, etc.), and the Changes made, which includes a Before and After.

> The Audit Trail also displays added or deleted logging fields as INSERT or DELETE (Operation).

Legacy

1. Click the **Legacy** tab to display other changes made to student data that was imported.

As part of the Audit Trail you will see the Data Affected, the student's Photo, the Student's name, the Student ID, student's Grade level, the user who changed data (User Changed), the Changed Date, the Record Details, and the Description of the change made.

2. Once a search has been conducted, several new filters will appear, such as an additional **Report Timeframe**. Use the date pull-downs or calendar icon to set new dates.

3. You can also select to **Filter by Data Element** from the corresponding pull-down, such as Student Demographics, etc.

4. Click **Update**.

5. Click on the **gray arrow** for additional information and the related query.

Viewed

Click the **Viewed** tab to display student fields viewed by the selected user(s).

As part of the Audit Trail you will see the name of the Viewing User, the corresponding students' Student ID, the Date and time of viewing, as well as the Fields Viewed.

Additional Features

Use the **Filter** text box located at the top of each pull-down for a quick search. Begin typing the name of the student.

a. Select the **Exact** check box to display results that have an exact match only and hide partial matches to the entered text.

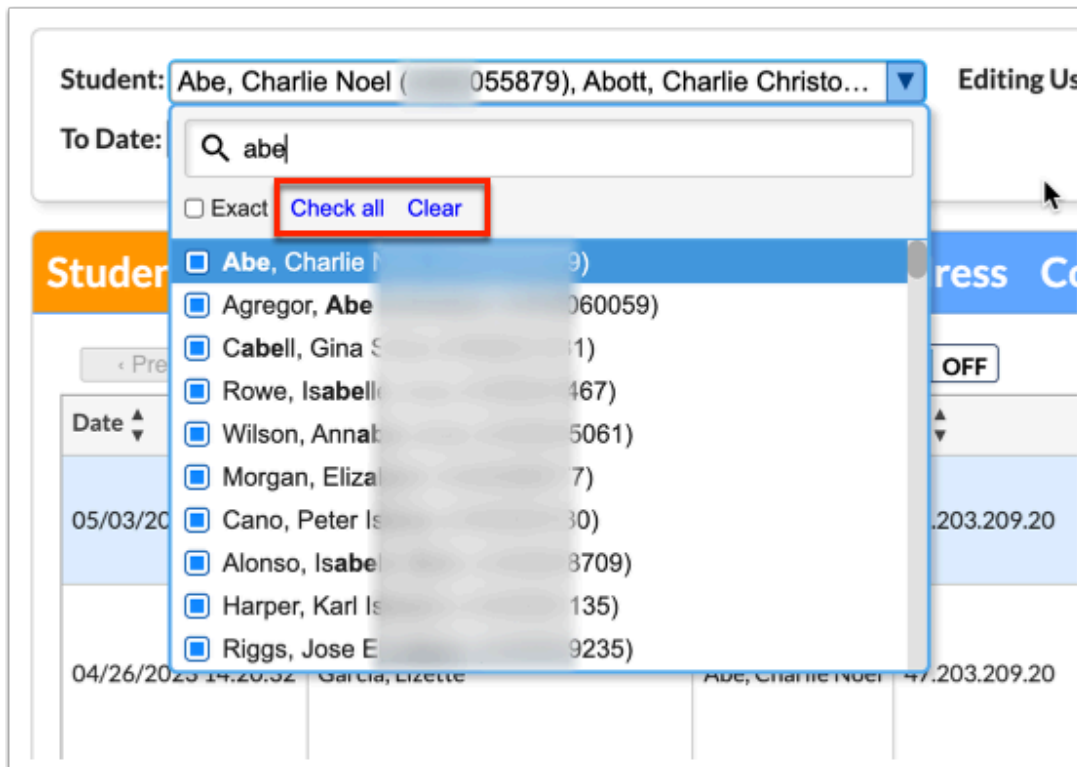Use the **Check all** and **Clear** links for quick selections. In the example shown, data will be pulled for all students listed at the selected school.

Click the **floppy disk** icon to export the listed data to an Excel spreadsheet. Note: This feature is only available on the Legacy tab.

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen. Note: This feature is only available on the Legacy tab.

If looking for specific information housed within the resulting students, type the information in the **Search** text box provided and press **Enter**. Note: This feature is only available on the Legacy tab.

Click the **Filter** button to add Filter Rules to the student results. Note: This feature is only available on the Legacy tab.

Start by adding one rule, such as Student Contains abel, as shown in the image. The first pull-down is the listed columns. The second pull-down is the rule, such as contains, equal, starts with, etc. Then enter the information you would like to filter by in the text box.

a. Notice that you can also click the **Add Rule** link to add an additional filter.

b. You can clear the filter by clicking the **Clear Rules** link.

c. To remove just one rule/filter, click **Remove** next to each listed filter.

d. If applying more than one filter rule, select AND or OR from the pull-down to determine how the filters will be applied.

Click any of the headers to sort data. Click once for ascending results; click twice for descending results.

If the resulting data contains multiple page of information, the Prev and Next buttons displays along with page numbers. Click **Prev** to go to the previous page and click **Next** to go to the next page.

You can also type a page number in the **Page** text box and press **Enter** to jump to the specified page.

Click **Excel** icon in the Export section to download the data to an Excel spreadsheet on your computer.

Click the **Printer** icon in the Export section to print the data.

Click **Filters** to further breakdown data.

a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

c. Select the **gray arrow** for more filtering options.

> ℹ️ For more information see [Filters](#).