

# Local Report Builder



David Ehle, OEDSA, September 2022

# New Data Collector Tab

- New Local Report Builder
- Based on feedback from the field and an EMIS Advisory Council recommendation
- Allows a user to filter, enhance, and combine reports and data files in the DC
  - Once created, can be saved for reuse
  - Once saved, can be shared through your ITC
  - Once ITC shared, can be shared with the state
- Code complete- testing now with release in October

# Local Report Builder

- Oh the places they'll go!
- Many possible use cases
- Most may never create a report, but could still benefit
- Please ask questions and send feedback!

# Local Report Builder

## Local Report Builder

[Add Name](#) | [Run Report](#) | [Apply Filter](#) | [Create or Edit Report](#) | [Share Report](#) | [Advanced Query](#) | [Manage Reports](#)

The Local Report Builder allows you to create your own Report Definitions and to run reports created by others. Tasks which you can complete in the Report Builder are described below.

### What can you do in the Report Builder?

**Add Student Names:** Add student name and Building IRN columns to a CSV file, based on the student ID (SSID or Local ID) already in the CSV file.

**Run Report:** Run a Local Report which you or someone else created. Includes reports created by someone else at your district, your ITC, or ODE.

**Apply Filter:** Apply a filter, on one or more columns, to an existing report.

**Create or Edit Report:** Create a new local report or modify an existing local report.

**Share Report:** Publish a local report definition (not the data) for others at your district or ITC to use (ITC share approved by ITC staff).

**Advanced Query:** Write a report yourself, as an SQL query, instead of being guided by the Data Collector pages.

**Manage Reports:** For ITC Staff only: approve requests to publish LEA reports or request ODE publish a report statewide.

# Local Report Builder

The SDC allows the user to print the report and export data.



# Local Report Builder

Collection Requests | Collection Status | Submissions | Progress | Reports | **Local Reports** | Archives | Messages | Resources | Preferences

[Local Reports](#) > Add Name

## Add Name to a CSV file

[Add Name](#) | [Run Report](#) | [Apply Filter](#) | [Create or Edit Report](#) | [Share Report](#) | [Advanced Query](#) | [Manage Reports](#)

Upload a CSV file. Then select the column which contains the Student ID and click the Add Name link.

Select the file to which Student name and Building IRN will be added, for the Arapo (047676) LEA

CSV File To Upload:  2022\_GRAD\_ITC-only-file\_20211101.csv

[Upload File](#)

# Local Report Builder

Collection Requests

Collection Status

Submissions

Progress

Reports

Local Reports

Archives

Messages

Resources

Preferences

Data

[Local Reports](#) > Add Name

## Add Name to a CSV file

[Add Name](#) | [Run Report](#) | [Apply Filter](#) | [Create or Edit Report](#) | [Share Report](#) | [Advanced Query](#) | [Manage Reports](#)

Upload a CSV file. Then select the column which contains the Student ID and click the Add Name link.

Select the file to which Student name and Building IRN will be added, for the Arapo (047676) LEA

CSV File To Upload:  No file chosen

[Upload File](#)

Select the column that identifies each student in the 2022\_GRAD\_ITC-only-file\_20211101.csv file

Student is identified by:  SSID  EMIS Local ID

in this column:

[Add Student Names to the 2022\\_GRAD\\_ITC-only-file\\_20211101.csv file](#)

File with student names added: [2022\\_GRAD\\_ITC-only-file\\_20211101\\_047676\\_2022-04-29\\_14-30-46.csv](#)

# Local Report Builder

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Name	EMIS Local ID	Building IRN	Source FY	Status	SSID
2	Smith	John		CMIS00001	42344	2022	G	PL3055
3	Not Available	Not Available	Not Available	Not Available	Not Available	NA	A	QU812
4								



# Local Report Builder

Collection Requests | Collection Status | Submissions | Progress | Reports | **Local Reports** | Archives | Messages | Resources | Preferences | Data S

Local Reports > Add Name > Run Report

### Run Local Report

[Add Name](#) | [Run Report](#) | [Apply Filter](#) | [Create or Edit Report](#) | [Share Report](#) | [Advanced Query](#) | [Manage Reports](#)

You can run a Local Report which you or someone at your LEA created (and shared). Or which was shared by your ITC or the Department of Education. Select the filters below, to narrow the list, from which you chose the report to run.

**Filter Local Report List**

**Status:**  Draft  Shared

**Source:**  My Submitter  My ITC  Ohio Department of Education

**Local name contains:**  **Category:** All

[Refresh list of available reports](#)

**Select a Local Report**

**Local Report:** --

- 
- Staff Certification and Professional Education - Draft - My Submitter
- Student counts by Building and characteristics - Shared - My Submitter
- Student Report showing post-graduate progress and engagement - Shared - My Submitter

# Local Report Builder

## Run a Local Report

**Local Report:**

**Output File Name:**  (defaults to Local Report Name, when blank)

[Run Local Report](#)

## Local Report Details

### Report Description:

The report shows counts of students by Building IRN within the district, and different student characteristics, such as gender, race, IEP status, etc.

**Data Sources used:** Student Demographics and Counts

**Authored by:** Jurek Jaroszewski

**Last updated on:** 04/29/2022

**Status:** Shared

**Source:** My Submitter

**Category:** Student Reports

**Data Sets:** S

# Local Report Builder

## Run a Local Report

**Local Report:** Student counts by Building and characteristics - Shared - My Submitter

**Output File Name:** StudentCounts (defaults to Local Report Name, when blank)

[Run Local Report](#)

**Report File:** StudentCounts

## Local Report Details

### Report Description:

The report shows counts of students by Building IRN within the district, and different student characteristics, such as gender, race, IEP status, etc.

**Data Sources used:** Student Demographics and Counts

**Authored by:** Jurek Jaroszewski

**Last updated on:** 04/29/2022

**Status:** Shared

**Source:** My Submitter

**Category:** Student Reports

**Data Sets:** S

host:7006/Cache/ReportWriterOutput/sifworks/StudentCounts\_20220429-144209.csv

# Local Report Builder

**Run a Local Report**

**Local Report:** Staff Certification and Professional Education - Draft - My Submitter

**Additional Requirements:** This local report requires you to select a Collection Request and upload a CSV file

**Collection Request:** --

**Output File Name:** (Results to Local Report Name, when blank)

- FY22-S-TRAD Init
- FY22-S-TRAD Final
- FY22-S-SOES Final
- FY22-L-Stf Crs Final
- FY22-C-DRP Grwth
- FY22-A-DRP Grwth

[Run Local Report](#)

# Local Report Builder

## Run a Local Report

**Local Report:**

**Additional Requirements:** This local report requires you to select a Collection Request and upload a CSV file

**Collection Request:**

**Output File Name:**  (defaults to Local Report Name, when blank)

[Run Local Report](#)

## Upload a CSV for this Local Report

The CSV file, with a column headers row contains one row per staff member. It identifies the staff by the Staff ID, in the column Staff ID and contains the information on any certificates acquired

**CSV File To Upload:**  No file chosen

[Upload File](#)

The CSV file, with a column headers row contains one row per staff member. It identifies the staff by the Staff ID, in the column Staff ID and contains the information on current enrollment in professional education

**CSV File To Upload:**  No file chosen

[Upload File](#)

# Local Report Builder

Collection Requests | Collection Status | Submissions | Progress | Reports | **Local Reports** | Archives | Messages | Resources | Preferences | Da

Local Reports > Add Name > Apply Filter

### Apply Filter to an existing Data Builder Source

[Add Name](#) | [Run Report](#) | [Apply Filter](#) | [Create or Edit Report](#) | [Share Report](#) | [Advanced Query](#) | [Manage Reports](#)

Select the type of Data Source.

**Filter Data Source List**

Data Source Type: --

- 
- Level 2 Report
- Preview Report
- Collection Table
- File (Distributed)

# Local Report Builder

Collection Requests | Collection Status | Submissions | Progress | Reports | **Local Reports** | Archives | Messages | Resources | Preferences | Da

Local Reports > Add Name > Apply Filter

## Apply Filter to an existing Data Builder Source

[Add Name](#) | [Run Report](#) | [Apply Filter](#) | [Create or Edit Report](#) | [Share Report](#) | [Advanced Query](#) | [Manage Reports](#)

Select the Collection Request and optionally select the Category. You can enter part of the report name to further screen the list of Preview Reports.

### Filter Data Source List

Data Source Type:

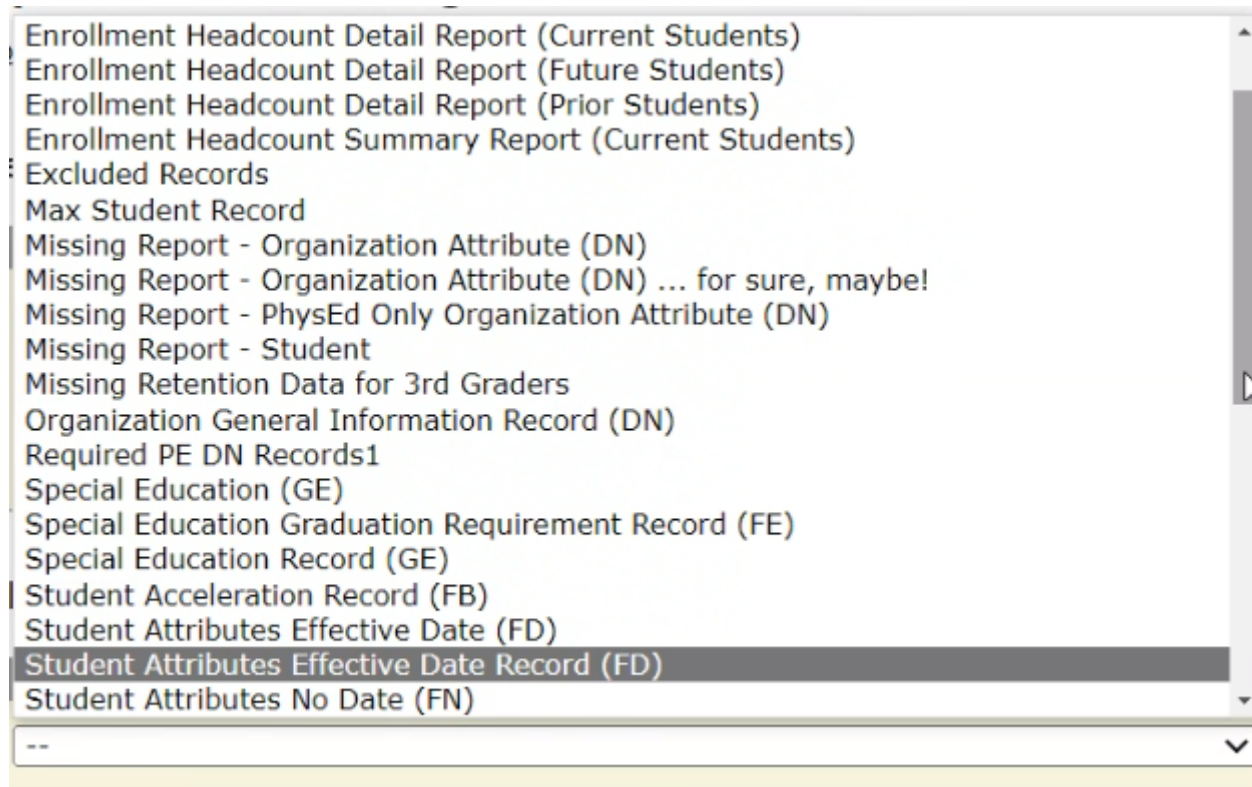
Collection Request:

Category:

Preview Report Name Contains:

[Generate Preview Reports list](#)

# Local Report Builder





# Local Report Builder

Select a Filter Field and the operation and value on which to filter. You can select more than one Filter Field.

Select Data Source and Filter Field(s)

Select specific Preview Report:

Filter Field:	Operation:	Filter Values String:	
<input type="text" value="--"/>	<input "="" type="text" value="="/>	<input type="text"/>	<a href="#">Remove Field</a>

[Add Another Filter Field](#)

**Local Report**

Local Report Name:

Generated CSV File Name:

[Create Filtered Local Report](#)

- 
- Attendance Pattern
- Building IRN
- Disability Condition
- Disadvantagement
- District IRN
- Effective End Date
- Effective Start Date
- EMIS Student ID Number
- English Learner
- First Name
- Foreign Exchange Student Graduation Plan
- ForeignInvalidators
- Homeless Status
- Homeless Unaccompanied Youth
- Immigrant Status
- Invalids
- IsValid
- Last Name

report Name, when blank)

# Local Report Builder

Select Data Source and Filter Field(s)

Select specific Preview Report: Student Attributes Effective Date Record (FD) ▼

	Filter Field:	Operation:	Filter Values String:	
<input checked="" type="radio"/> And <input type="radio"/> Or	Disability Condition ▼	= ▼	05	<a href="#">Remove Field</a>
<input type="radio"/> And <input checked="" type="radio"/> Or	State Equivalent Grad ▼	<= ▼	08	<a href="#">Remove Field</a>
<input type="radio"/> And <input type="radio"/> Or	State Equivalent Grad ▼	>= ▼	06	<a href="#">Remove Field</a>

[Add Another Filter Field](#)

Local Report

Local Report Name: Middle School Speech

Generated CSV File Name: Middle School Speech (defaults to Local Report Name, when blank)

[Create Filtered Local Report](#)

Filtered File: [Middle School Speech](#)

# Some Report Ideas...

- Separate follow up student lists by area
  - Upload an address file to create a mailing list
- Follow up students I share with my JVSD
- Combine the CI and CK records in one file
- Combine my assessment missing list with a SIS attendance report
- Combine my assessment missing list with a report from the assessment vendor

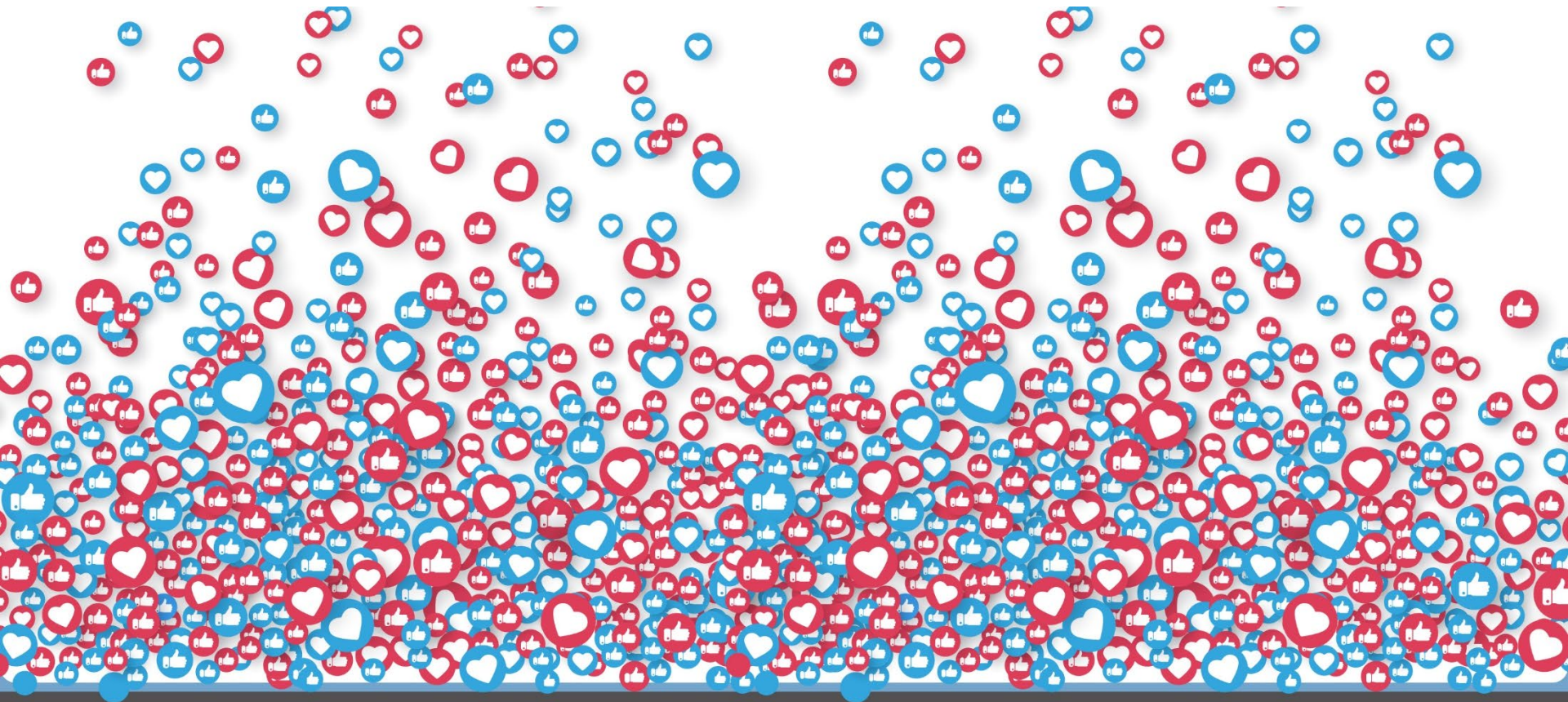
# Questions?





**@EMISOhio**

**[education.ohio.gov/Topics/Data/EMIS](https://education.ohio.gov/Topics/Data/EMIS)**





# @OHEducation

