



ND SPRING 2009 TIENET TRAINING—Advanced Reports

Training Recording

Please click the link below to view the recording of the meeting:

<https://maximus.webex.com/maximus/ldr.php?AT=pb&SP=MC&rID=46013387&rKey=6628DC69F1D72792>

To hear the audio portion of the training:

1. Dial 888-899-7904
2. At the prompt, enter playback ID 092381141 followed by the pound sign (#).
3. The playback will begin.

The following keypad commands are available during the conference playback:

- 3 Fast forward 30 seconds
- 7 Rewind 30 seconds
- # Pause/Resume playback
- * Exit playback

AGENDA

1. Ad-Hoc Reports vs. Advanced Reports
2. Accessing TIENET
3. Logging into TIENET
4. The Relationship between Documents, Profiles, and Reports
5. Accessing Reports
6. Creating a Complicated List Reports using Advanced Tools and Formulas
7. Creating a Multi-Dimensional Report
8. Subscribing to a Report
9. Editing a Report
10. Finalizing a Report
11. Help Resources
12. Questions and Answers
13. Logging out of TIENET

Important Terms:

List Reports: A list report shows selected student or other data in a row and column format with optional sorts and page breaks.

Multi-Dimensional Reports: A “multi-dimensional” report counts and analyzes data across multiple dimensions and displays counts, averages and other statistics in a tabular format.

A Note About Report Ownership: Depending on your access privileges, you could have the option to create a private and/or public report. Private reports can only be viewed by their



creator/owner. If you elect to create a public report, you will be prompted to specify which security groups can access that report.

A Note About Report Categories: When creating a public report, the report can optionally be placed into a category (e.g. "NCLB Reports"). Categories are used to organize public reports into

groups making them easier to find for users. Reports that are not placed into a specific category are displayed in a generic category such as "Student List Reports."

Options to specify how the field you selected should be compared:

Empty: Use when you want to see the students whose field you are querying on is empty—that is, it has no data.

Not Empty: Use when you want to see the students whose field you are querying on is not empty—that is, it has data.

The Same as Comparison Value: Use when you want to see the students whose field you are querying on is the same as the value selected.

Not the Same as Comparison Value: Use when you want to see the students whose field you are querying on is *not* the same as the value selected.

Is One of the Comparison Values Below: Use when you want to see the students whose field you are querying on is one of the values selected.

Is Not One of the Comparison Values Below: Use when you want to see the students whose field you are querying on is *not* one of the values selected.

Comparing additional fields:

"And" Clause versus "Or" Clause: When you compare additional fields, you can restrict the selection further (using an AND clause) or you can combine the selection with another (using an OR clause). An AND clause is used to constrain the selection to select a more specific group. For example, the formula "Grade = 07 AND Reduced_Lunch = TRUE" selects all students who are in seventh grade and who also receive free lunch. An OR clause is used to combine two selections to make a larger selection. For example, the formula "Grade = 07 OR Grade = 08" selects all students who are in seventh grade or in eighth grade.

A Note About Selection Formulas in Multi-Dimensional Reports: For a multi-dimensional report, the selection formula should select a broad population because you will later create report dimensions that divide that population into more specific groups. For example, you might prepare a selection formula to select all seventh graders and then define report dimensions that divide the population of all seventh graders into specific categories using various fields. You can also leave the selection formula blank, in which case the report will run across the entire student population. However, if you are analyzing test scores, you may want to focus on comparisons within a particular grade level because, in many cases, it is more meaningful to compare test score statistics within a particular grade level.