



NDDPI TIENET TRAINING—AD-HOC Reports

Training Recording

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

<https://maximus.webex.com/maximus/lsr.php?AT=pb&SP=MC&rID=47423807&rKey=3fff7110644d1580>

To hear the audio portion of the training:

1. Dial 888-899-7904
2. At the prompt, enter playback ID 091657219 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. The Benefits of Reports
2. Accessing TIENET
3. Logging into TIENET
4. The Relationship between Documents, Profiles, and Reports
5. Accessing Public Reports
6. Creating a Private Report
7. Subscribing to a Report
8. Editing a Report
9. Finalizing a Report
10. Help Resources
11. Questions?
12. Logging out of TIENET

Important Terms:

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.