Our Students Report

Select “Our Students” under the Administrative Reports section of the home page.
**If you do not wish to filter the student population, please skip to page 5 of this document.**

To create a group of students you would like to generate a report for, select “create filter”. You must choose between a “survey” filter and a “global” filter (see below for elaboration).

Once a filter has been created once, it will continue to exist for the user in this portal, and can just be selected to generate the report. If this is the case, skip the next few pages about creating filters.
Survey Filter

This option allows the user to create groups based on survey data. Groups can be created that sort for scores on particular factors, answers to certain survey questions, and response status and date.
Global Filter

This option allows the user to create a group based on profile characteristics or group membership that were loaded into the system and are not contingent on survey responses. These types of filters could include gender, race, entrance test scores, parent education level, etc., as well as membership to groups such as minority mentorship, housing, courses, international engagement, etc.
Customize Tab

Once a filter has been selected or created, creating the report is simple. First, click on the customize tab. This allows the user to select only the areas of interest to generate in the report, such as survey data like the top five issues for the group, academics, perception of campus, etc., as well as profile data such as gender, race, high school GPA, etc.
Generate Report

The next step is to click “Generate Report.”

Preview Tab

Next, click on the “Preview” tab. This will preview the report for you in this portal for the user to review. If desired, the report can be exported by clicking on the icons in the top right, or clicking on the export tab.

Export Tab

This is the format of a finalized report, depending on the inclusion criteria determined in the customize step.