

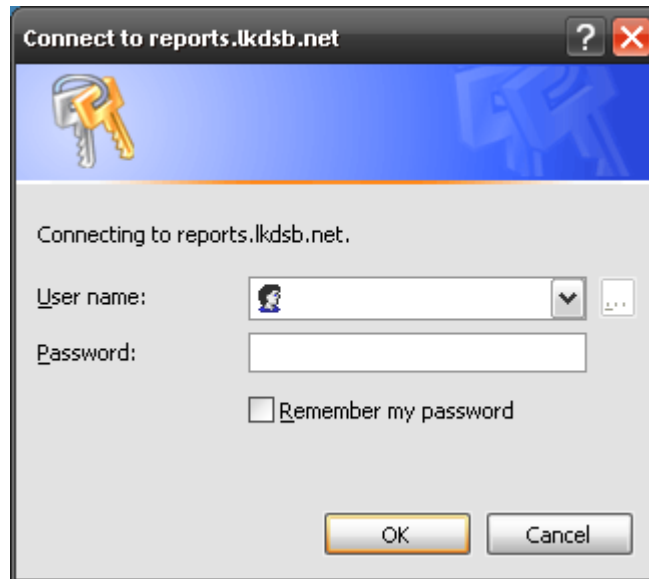
LKDSB REPORTING SERVICES

LOGGING IN

To log into the Reporting Services website, open a browser window (Internet Explorer, Firefox) and type the following URL:

<http://reports.lkdsb.net>

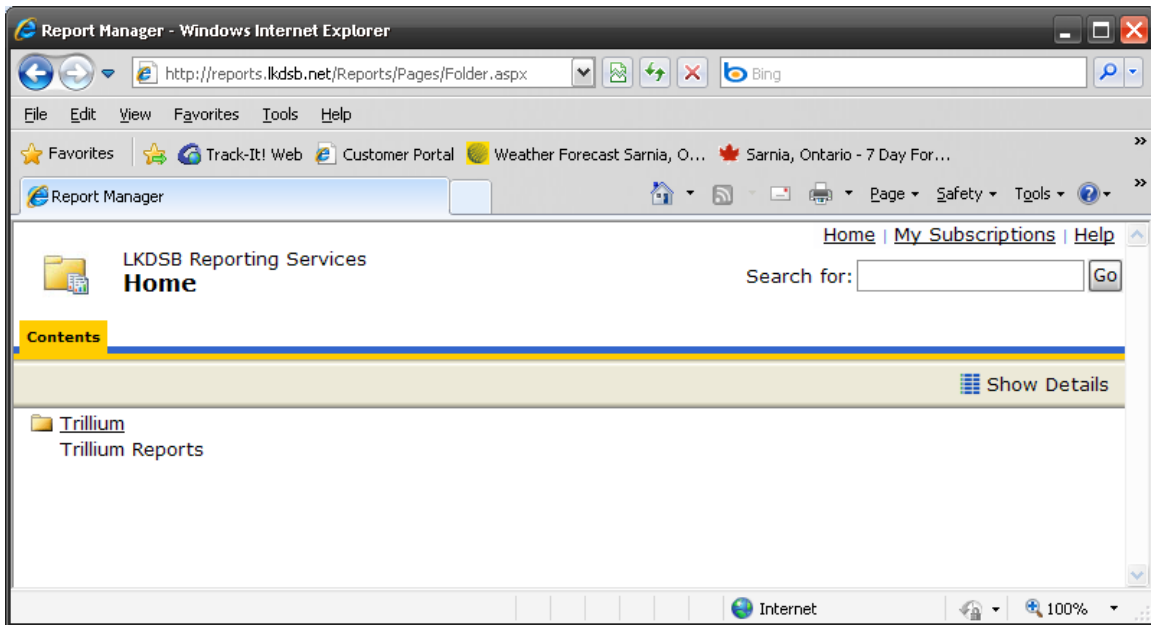
You will be prompted with the following window:



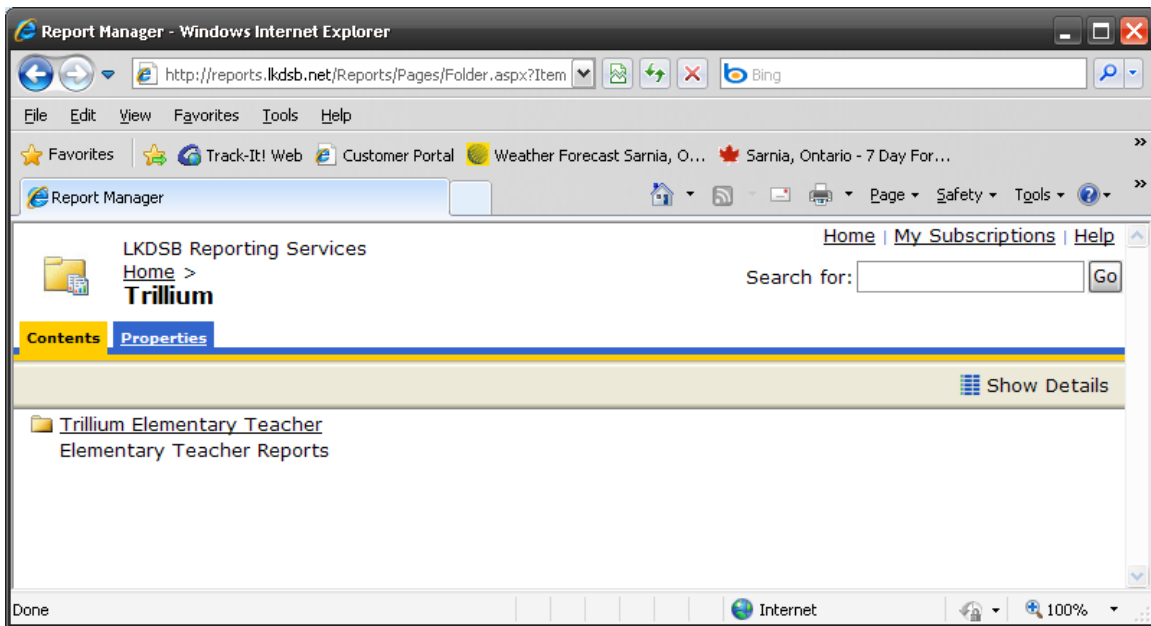
Your user name will be the portion of your email address before the “@” symbol. This is the same user name that you use to log in to your computer. Your password will be your staff id. This number can be found on your pay stub. When you click the **OK** button, your credentials will be verified. If they are correct, you will be granted access to the website.

NAVIGATION

Once logged in you will be presented with the following screen:

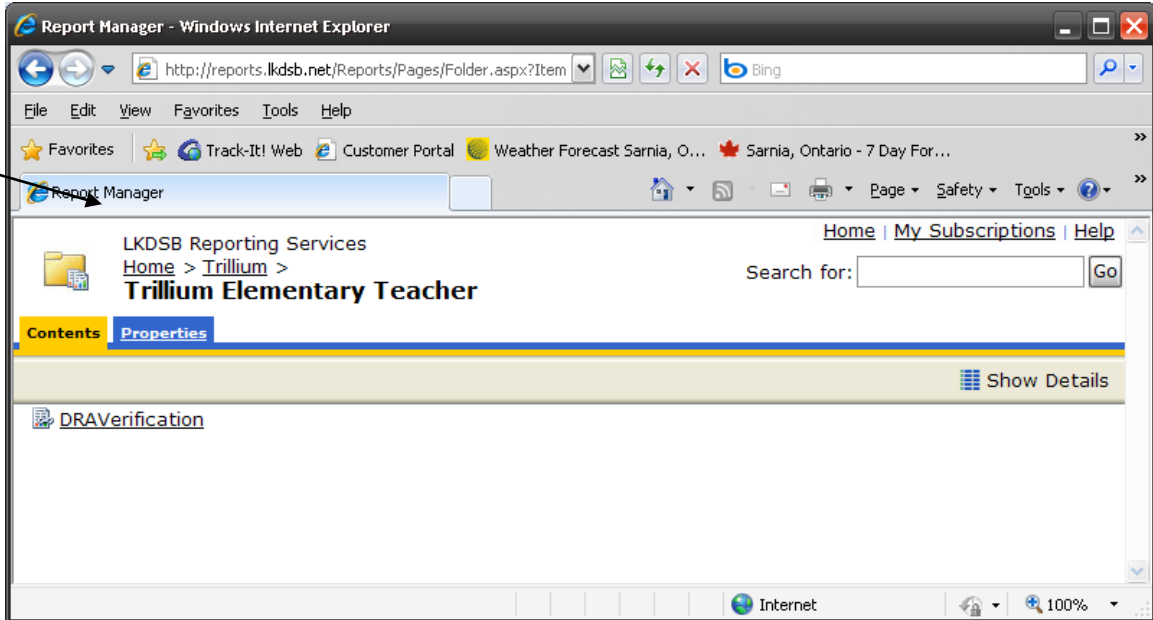


Click the [Trillium](#) link.



Click the [Trillium Elementary Teacher](#) link

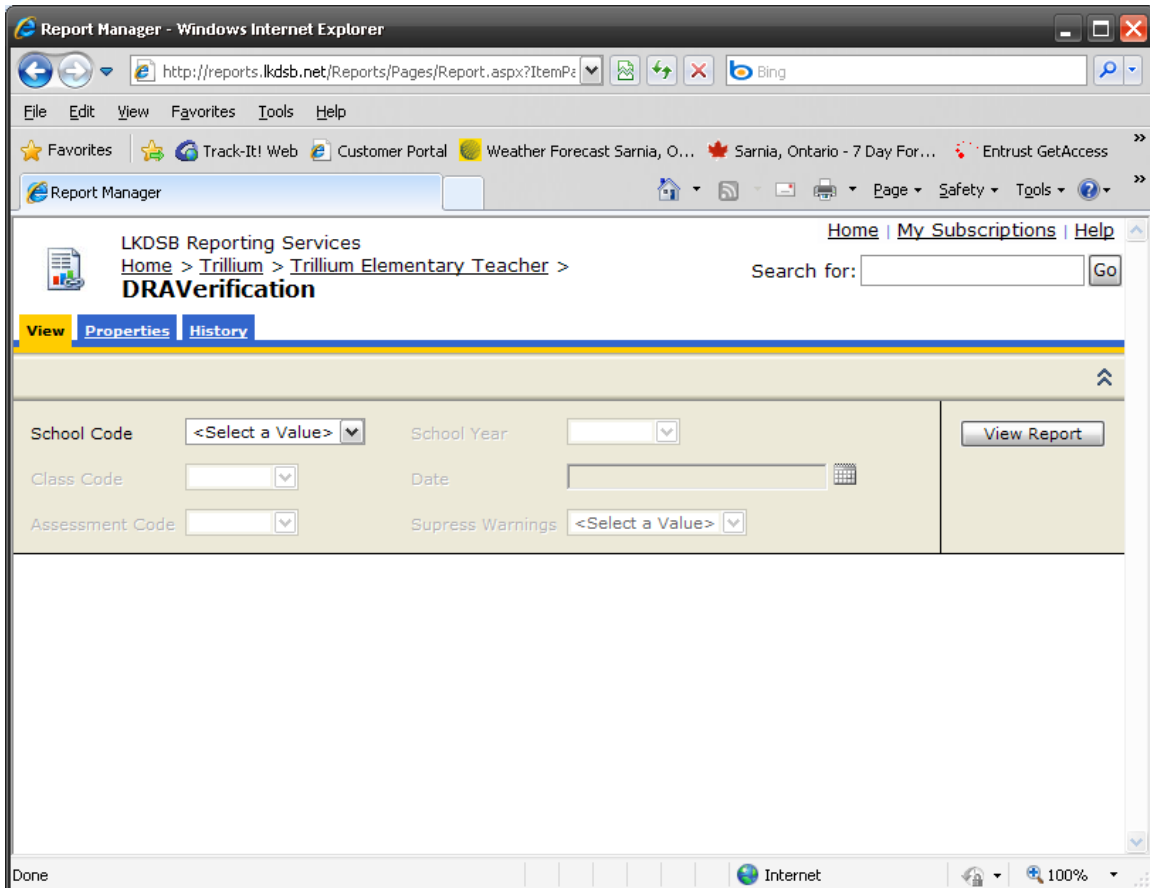
A list of available reports will be displayed.



Notice that the upper portion of the screen has changed and is now indicating which folder you are working within. You may use the links on this upper portion of the screen for navigation. Likewise, you may use the **Back** and **Forward** buttons that are built-in to your browser.

RUNNING A REPORT

To run a report, click on the name of the report and you will be forwarded to a screen where you must enter the report parameters. In this example, a user has clicked on the **DRAVerification** report.



Fill in the parameters by using the drop down boxes. Some parameters are dependant upon others so they will initially be grayed out. Here is an example of the same report with all of the parameters filled out:

School Code	CNFC	School Year	20082009	View Report
Class Code	3/4D	Date	9/8/2009	
Assessment Code	DRAP	Supress Warnings	No	

DRA VERIFICATION PARAMETERS

School Code

The School Code parameter will allow the user to access the 4-letter school code of the schools they are assigned within Trillium.

School Year


The School Year parameter will allow a user to access the current school year or previous school years.

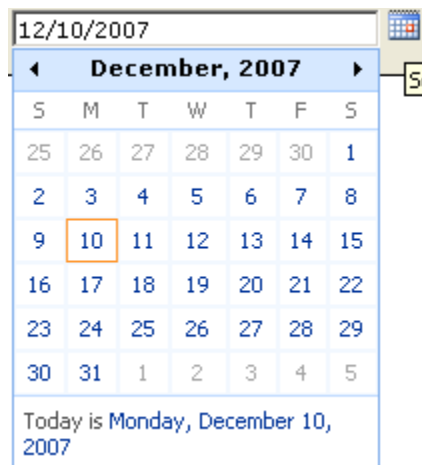
Class Code

The Class Code parameter will let a user select any class they have access to within Trillium. To have access to a class, you must be set as the default teacher within Trillium.

Date

The Date parameter is used to determine the students printed on the class list. If a student is enrolled in a classroom on the provided date, their name will be printed on the report.

Note: By default, all Date parameters will be assigned the current date. To change this date, click on the Calendar Icon () located to the right of the Date parameter field. A calendar control will pop up and allow you to select a different Date.




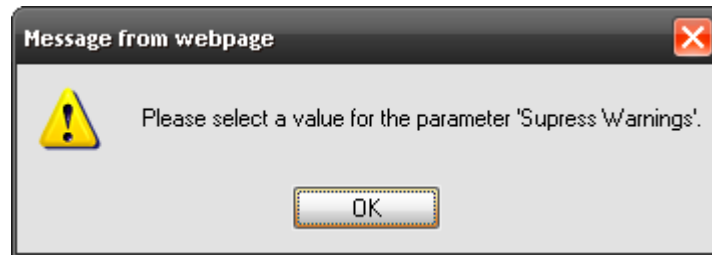
Assessment Code

The Assessment Code parameter will be either DRAP or DRAJ depending on the grade level of the students within the class.

Suppress Warnings

When the DRA Verification report is run, it scans for errors and warnings. If you would like the report to only display the errors, you can set the Suppress Warnings parameter to "yes".

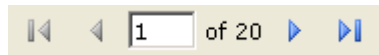
Once all of the parameters have been successfully configured, click the **View Report** () button located on the right side of the screen to execute the report. If there is a missing parameter, a warning similar to the following will be displayed:




If there are no missing parameters, the report will execute. Once a report has been generated, a preview will appear in the bottom portion of the screen.

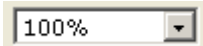
Note: Some reports query a large amount of data and may take some time to execute.

To navigate to different pages, you may use the navigation buttons or use the scroll bar.




To refresh the report, click the Refresh () button.

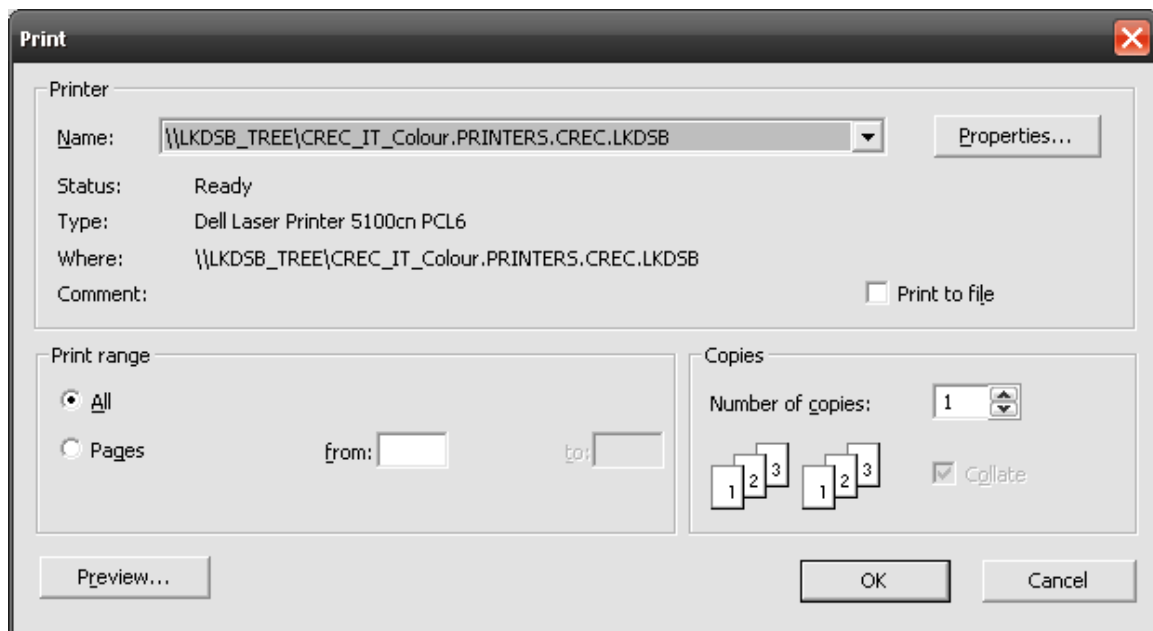
To modify the zoom level of the preview, select a different zoom percentage.



PRINTING/EXPORTING

To print a copy of the report, click the Print button (). This will launch the **Print** dialog box:

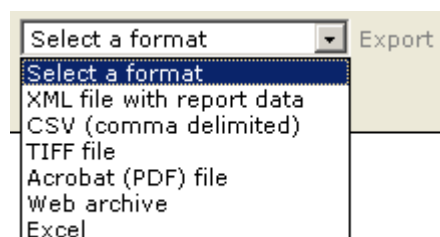
NOTE: You must use the print button located within the online application. It is usually located beside the Export button or beneath the page navigation buttons (depending on desktop resolution). If you use File → Print or the Internet Explorer Print button, the report will not print correctly.



To generate a Print Preview, click the **Preview** button located at the bottom left of the box. Click **OK** to print the report.

Note: The print preview will give a more accurate representation of what will come out of the printer than the initially generated report. In some reports, the initially generated report will only show one record per page; however, the print preview and the actual printed report will be correct.

To export a report, first select a format from the drop down box and then click the **Export** button.



A dialog box will pop up and ask you if you would like to **Save** or **Open** the file.

A copy of the DRA Verification report is shown below:



Aberarder Central School
20082009 Primary DRA Collection

Teacher:		Class:	
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Student Name	OEN	Grade	IEP	Baseline				Assessment 1				Assessment 2				Assessment3			
				SCH	DIP	DCP	DGP	SCH	DIP	DCP	DGP	SCH	DIP	DCP	DGP	SCH	DIP	DCP	DGP
	526139308	01						ABER	6	19	<1	ABER	14	18	<1	ABER	20	16	<2
	466855525	01						ABER	20	16	<2	ABER	28	16	2	ABER	28	16	2
	158372581	01						ABER	3	16	<K	ABER	6	17	<1	ABER	8	16	<1
	085526358	01						ABER	3	16	<K	ABER	6	17	<1	ABER	8	16	<1
	627439045	01						ABER	34	20	<3	ABER	34	20	<3	ABER	34	20	<3
	484003454	01						ABER	2	NA	<K	ABER	2	NA	<K	ABER	6	17	<1
	127345866	01						ABER	4	16	K	ABER	4	16	K	ABER	8	16	<1
	894374206	01						ABER	3	18	<K	ABER	8	17	<1	ABER	18	19	1
	908412331	01						ABER	A	NA	<K	ABER	4	16	K	ABER	12	16	<1
	746875384	01						ABER	2	NA	<K	ABER	4	16	K	ABER	10	16	<1
	875832511	01						ABER	8	17	<1	ABER	24	16	<2	ABER	28	16	2
	925727174	01														ABER			
	875964017	01						ABER	38	16	3	ABER	38	16	3	ABER	44	18	<4
	815198163	01						ABER	6	17	<1	ABER	14	20	<1	ABER	18	21	1
	300589272	01						ABER	6	19	<1	ABER	24	17	<2	ABER	30	16	<3
	666967674	01						ABER	2	NA	<K	ABER	2	NA	<K	ABER	6	18	<1
	280626599	01						ABER	6	21	<1	ABER	10	18	<1	ABER	18	20	1
	326585932	01						ABER	3	16	<K	ABER	4	16	K	ABER	6	16	<1
	715847661	01						ABER	6	16	<1	ABER	14	18	<1	ABER	16	16	<1
	269817938	02						ABER	6	18	<1	ABER	8	19	<1	ABER	14	16	<1



	424002848	02						ABER	6	18	<1	ABER	6	18	<1	ABER	10	18	<1
	736218173	02						ABER	10	17	<1	ABER	14	16	<1	ABER	24	16	<2
	891930588	02						ABER	4	17	K	ABER	4	17	K	ABER	8	17	<1

Errors/Warnings	
	[Error: No DIP value for Assessment3] [Error: No DCP value for Assessment3]

LEGEND
SCH = School
DIP = DRA Instructional Level Primary
DCP = DRA Comprehension Primary
DGP = DRA Grade Level Primary