Requesting ISIS Online Reports for Web Viewing

Introduction

The *Online Report Request System* is a part of *ISIS* which enables users to order most of the production reports produced by Information Technology Services (ITS). Currently, the reports are distributed by mail or pick-up. To expedite the delivery of reports to schools and district offices, ITS has obtained software that will provide for viewing and/or printing reports via the District's Intranet. Users will be authorized for the Intranet application, WRPT Control-D Web Report Viewer, by the Resource Access Control Facility (RACF) administrator at the employee's location. A user guide detailing the use of the RACF Security System Categorical Authorizations is available at:
http://www.dadeschools.net/ehandbook/RACF/Categorical%20Authorizations.pdf
To accommodate the new delivery method, the process for using the Online Report Request System has changed.

What You Do

On the **Miami-Dade County Public Schools Integrated Student Information System (ISIS)** menu,

```
ISIS-11-X2FE                                      02/19/04 10.11.41
        M I A M I - D A D E   C O U N T Y   P U B L I C   S C H O O L S
    I N T E G R A T E D   S T U D E N T   I N F O R M A T I O N   S Y S T E M
                SCHOOL NUMBER .. 0000

    THE FOLLOWING FUNCTIONS ARE AVAILABLE -

            1.   STUDENT DATA BASE SYSTEM
            2.   DAILY ATTENDANCE
            3.   SCHOOL INFORMATION
            4.   COURSE INFO / MASTER SCHEDULE
            5.   ONLINE REPORT REQUEST SYSTEM
            6.   DECO - D.O.E. CORRECTION SYSTEM



    ENTER SELECTION            5   OPERATOR INITIALS .. MIS

       SHARED SCHOOL ACTIVITY, KEY 'Y' .. _
       SUMMER SCHOOL ACTIVITY, KEY 'Y' .. _
       FUTURE SCHOOL ACTIVITY, KEY 'Y' .. _
       SECOND SHIFT  ACTIVITY, KEY 'Y' .. _
 HELP WITH CODES = PA2 KEY
```

▼   **Select**   **5   Online Report Request System**

▼   **Press**   `Enter`

The **Online Report Request System** screen will be displayed. The distribution option (mail or pick-up) for reports has been removed from this screen. The distribution will be selected as each report is ordered. An alphabetic list of reports will be displayed. The items on the list are distinctive to the school level – senior high school, middle school, or elementary schools. Two or more screens are required to display all available reports.

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On the **Online Report Request System** screen,

```
PF18-1300-X2FE        ONLINE REPORT REQUEST SYSTEM        02/19/04   11:01:26


      ACTIVE PK STU LIST              DWNLD DEMO DATA PC
      ADV ACAD PROG LIST              ELEM FTE SIMULAT
      ALL REPORT CARDS                EMERG CONTACT LIST
      ATTEND HIST REPT                ESE ERROR REPORT
  x   ATTENDANCE REPORT               ESE EVAL STATUS
      BELOW GRD LVL REPT              ESE IEP STATUS
      CLASS LIST                      ESE STUDENT LIST
      CLS MSTER/SEAT INV              ESOL STU GRD REPT
      DECO CLASS LIST                 ESOL STUDENT LIST
      DECO CRSE/TCHR LST              EXCEPTION LIST
      DECO RESP TCH                   IMPROVEMENT NEEDED LIST
      DECO STU CRSE LIST              GIFTED STU EP STAT
      DECO STUDENT LIST               GIFTED STU NOT PLC
      DROPOUT STU LIST                GRADE PROOF LIST
                      NUMBER OF REPORTS REQUESTED   0
REPORT HAS BEEN REQUESTED = '*'            PLACE AN 'X' BY DESIRED REPORT
RETURN TO ISIS = CLEAR                     REQUEST REPORTS = PF3
REQUEST STATISTICS = PF11                  PAGE FORWARD = PF5
DISPLAY/DELETE = PF12                      REPORT CONTROL LIMIT = PF10
```
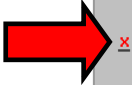
> The report distribution selection (mail or pick-up) has been removed from this screen. The distribution will be selected as each report is ordered.

> Press **PF5** to display more report titles.

▼ **Press** `Tab` to locate the desired report

▼ **Press** `X` by the report name

▼ **Press** `PF3` to request the report

The **Report Sequence Selection** screen will be displayed.

```
PF18-0507-X2FE                          02/19/04   11:24:50


                      ATTENDANCE REPORT
      (CURRENT TERM - ALL ACTIVE STUDENTS MEETING ATTEND CRITERIA)

              NUMBER OF COPIES:      _

        REPORT SEQUENCE (PLACE AN 'X' BY ONE ONLY):
        _ ALPHA    _ ALPHA/GRADE    _ ALPHA/HR/GRADE

          ALL ATTENDANCE FOR SCHOOL YEAR:  _
                          OR
        (FOR SPECIFIC ATTENDANCE PERIOD ENTER FIELDS BELOW)

          BEGINNING OF ATTENDANCE PERIOD (MMDDYY):     _____

          ENDING OF ATTENDANCE PERIOD (MMDDYY):        _____

  LOWER RANGE OF ABSENCES (WITH LEADING ZEROS):   __    UPPER RANGE:   __

SAVE REQUESTED REPORT = PF1
NEXT REPORT = PF3                              RETURN TO MENU = CLEAR
```

▼ **Select** the number of report copies and specific sequences of information
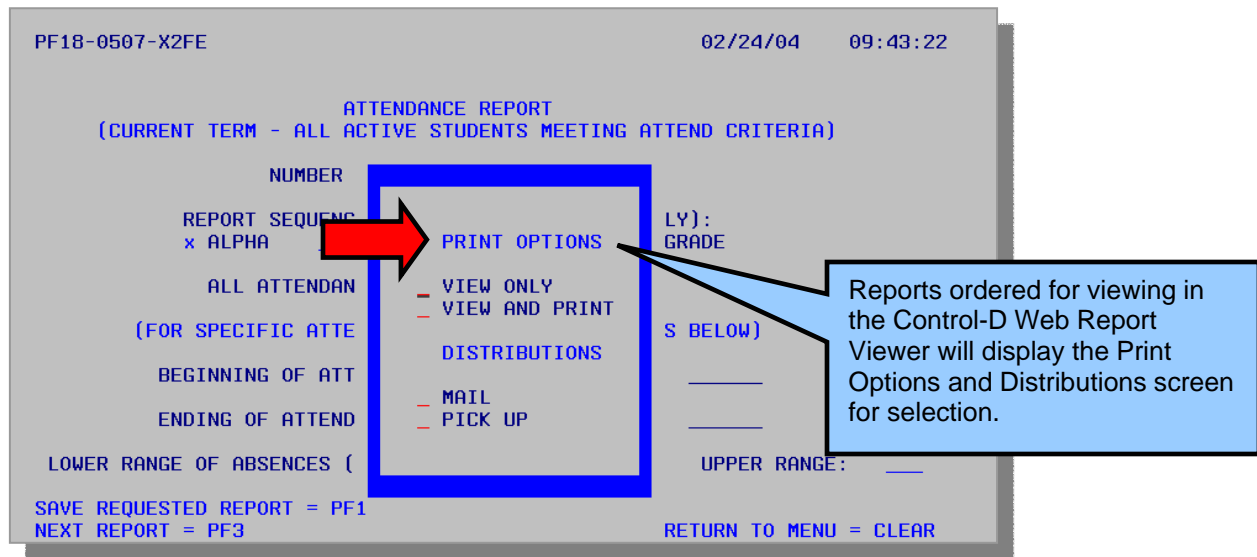
▼ **Select** `PF1` to save the requested report or,

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If the report selected will not be requested,

▼ **Select** ⬚ **PF3** to request the next report or,

▼ **Select** ⬚ **Clear** to return to Online Report Request System screen

After the report sequences have been selected and the report has been requested, the **Print Options and Distributions** screen will be displayed.

What You See

```
PF18-0507-X2FE                          02/24/04    09:43:22


                    ATTENDANCE REPORT
        (CURRENT TERM - ALL ACTIVE STUDENTS MEETING ATTEND CRITERIA)

              NUMBER

        REPORT SEQUENC                LY):
        x ALPHA        ▶  PRINT OPTIONS    GRADE

        ALL ATTENDAN        _ VIEW ONLY
                            _ VIEW AND PRINT
     (FOR SPECIFIC ATTE                    S BELOW)

        BEGINNING OF ATT       DISTRIBUTIONS

        ENDING OF ATTEND        _ MAIL          _____
                                _ PICK UP       _____

  LOWER RANGE OF ABSENCES (              UPPER RANGE:    ___

SAVE REQUESTED REPORT = PF1
NEXT REPORT = PF3                        RETURN TO MENU = CLEAR
```

Reports ordered for viewing in the Control-D Web Report Viewer will display the Print Options and Distributions screen for selection.
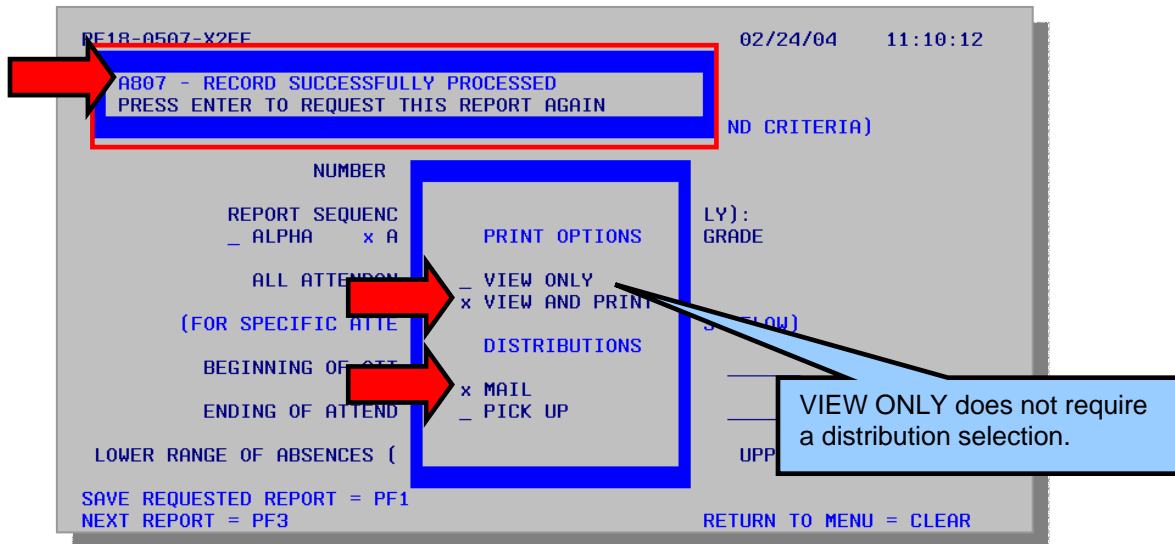
PRINT OPTIONS AND DISTRIBUTIONS

The print and distribution options available will vary by report types. Report requests such as Student Address Labels will be available for distribution by mail or pick up but will not be available for viewing through the Intranet. Requests such as Download Demo Data PC or Homeroom Setting will not have a print or distribution option.

VIEW ONLY	**Requested report will be produced overnight and be available for viewing the next day through the Intranet in the Control-D Web Report Viewer.**
VIEW AND PRINT	**Requested report will be produced overnight and be available for viewing the next day through the Intranet in the Control-D Web Report Viewer. The report will also be printed for distribution.**
MAIL	**Reports requested for distribution by mail will be produced overnight and delivered by the MDCPS mailroom.**
PICK UP	**Reports requested for distribution by pick up will be produced overnight and available for site personnel to claim at ITS Production Control.**

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On the **Print Options and Distributions** screen,

▼ **Select** [**X**] next to the desired print and distribution options

▼ **Press** [Enter] to request report

The message **RECORD SUCCESSFULLY PROCESSED** will be displayed.

▼ **Press** [Enter] to request this report again or,

▼ **Press** [PF3] to request the next report or,

▼ **Press** [Clear] to return to Online Report Request System screen

Requested online reports will be produced overnight and be available the next day for viewing through the Intranet in the Control-D Web Report Viewer. A user guide detailing the use of the Control-D Web Report Viewer is available at:
http://www.dadeschools.net/ehandbook/control_d/ControlD_Nov03.pdf

Deleting Online Report Requests

Requested reports can be displayed and deleted during the same working day.

From the **Online Report Request System** screen,

```
PF18-1300-X2FE        ONLINE REPORT REQUEST SYSTEM        02/25/04   10:04:46


 *    ACTIVE PK STU LIST                *   DWNLD DEMO DATA PC
      ADV ACAD PROG LIST                    ELEM FTE SIMULAT
      ALL REPORT CARDS                      EMERG CONTACT LIST
 *    ATTEND HIST REPT                      ESE ERROR REPORT
      ATTENDANCE REPORT                     ESE EVAL STATUS
      BELOW GRD    REPT                     ┌─ IEP STATUS
      CLASS LIST                            │  STUDENT LIST
      CLS MSTER/SEAT INV    Denotes report  │L STU GRD REPT
      DECO CLASS LIST       has been        │L STUDENT LIST
      DECO CRSE/TCHR LST    requested.      │CEPTION LIST
      DECO RESP TCH                         └PROVEMENT NEEDED LIST
      DECO STU CRSE LIST                    GIFTED STU EP STAT
      DECO STUDENT LIST                     GIFTED STU NOT PLC
      DROPOUT STU LIST                      GRADE PROOF LIST
                         NUMBER OF REPORTS REQUESTED  3
 REPORT HAS BEEN REQUESTED = '*'            PLACE AN 'X' BY DESIRED REPORT
 RETURN TO ISIS = CLEAR                     REQUEST REPORTS = PF3
 REQUEST STATISTICS = PF11                  PAGE FORWARD = PF5
 DISPLAY/DELETE = PF12                      REPORT CONTROL LIMITS = PF10
```

▼   **Select**   `PF12`

The **Display/Delete** screen will be displayed.

```
PF18-1399-X2FE                         02/26/04  10:19:46
                   DISPLAY/DELETE SCREEN
                                              TERM/
     REPORT TITLE                 SEQUENCE    CYCLE SURVEY LOC DIST
     --------------               ----------  ----- ------ --- ----
 _   DISTRIBUTION
 _   STU ADDRESS LABELS           ALPHA/HR              C      PKUP
 X   ATTENDANCE REPORT            ALPHA/GRADE                  PKUP
 _   CLASS LIST                               031      2      PKUP
 _   REPLCEMT REPT CRDS           ALPHA/HR    031             MAIL
 _   PERF ATTEND LIST             ALPHA/GRADE 031             VIEW
 _
 _
 _
 _
 _
 _
 _
 _
        ┌─────────────────────────────────────────────┐
        │ ENTER 'X' BY REPORT TITLE TO DELETE REPORT │
        └─────────────────────────────────────────────┘
   RETURN TO MENU = CLEAR      DELETE = PF1      PAGE FORWARD = PF5
```

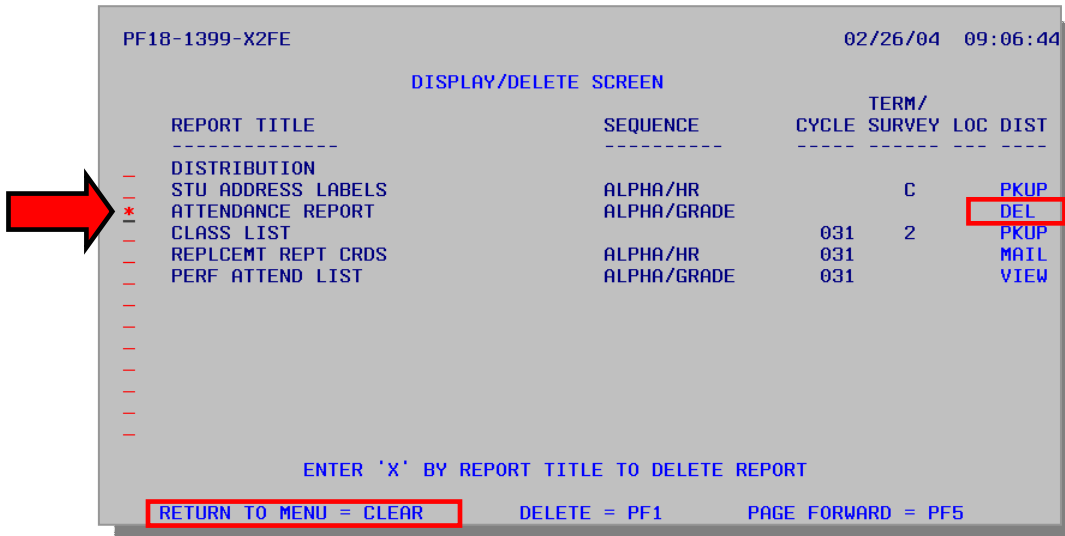Distribution selected for each report title.

To delete a requested report,

▼   **Type**   `X`   by report title to be deleted

▼   **Press**   `PF1`   to delete the report

Deleting Online Report Requests

The screen will be displayed with **DEL** in the **DIST** (distribution) column and an asterisk (*****) will appear by the deleted report title.

```
 PF18-1399-X2FE                                02/26/04  09:06:44

                   DISPLAY/DELETE SCREEN
                                                 TERM/
        REPORT TITLE                 SEQUENCE   CYCLE SURVEY LOC DIST
        --------------               ----------  ----- ------ --- ----
   _    DISTRIBUTION
   _    STU ADDRESS LABELS           ALPHA/HR               C      PKUP
   *    ATTENDANCE REPORT            ALPHA/GRADE                    DEL
   _    CLASS LIST                                  031     2      PKUP
   _    REPLCEMT REPT CRDS           ALPHA/HR       031            MAIL
   _    PERF ATTEND LIST             ALPHA/GRADE    031            VIEW
   _
   _
   _
   _
   _
   _
   _

             ENTER 'X' BY REPORT TITLE TO DELETE REPORT

    RETURN TO MENU = CLEAR      DELETE = PF1      PAGE FORWARD = PF5
```

▼   **Press**   ☐ Clear ☐ to return to the Online Report Request screen

Whom to Call for Assistance

ONE STOP Help Desk (305) 995.3705

For assistance with the MDCPS Integrated Student Information System (ISIS), Online Report Request System, or the Control-D Web Report Viewer, contact Support Services at 305-995-3705 (0).