

Creating Student List Reports

School ICT Helpsheet (Ref:0071)

Introduction

Easy to run and design, List Reports are a super quick way to provide a list of students with one or two basic data fields; if someone comes into the office and asks for a list of children in Year 4 who have FSM and speak Urdu, a list report is probably the answer. Data Fields available are as follows:

Standard Template

Basic	Registration	Family Home	Ethnic/Cultural	School History	Additional Information	User Defined	Medical	SEN	Blank
Full Name	Admission Number	Address Line	Ethnicity	Previous School name	Travel Mode		ADHD	Autistic Spectrum Disorder	
Legal Surname	NC Year	Address Block	Religion	Date of Leaving	Route		Anaphylaxis	Hearing Impairment	
Legal Forename	Enrolment Status	Town	Home language		Meal Pattern		Asthma	Moderate learning Difficulty	
Middle names	UPN	Postcode	First Language		SEN Status		Chronic Fatigue Syndrome	Multi-Sensory Impairment	
Preferred Surname	ULN	Contact			Dietary Needs		Diabetes	No Special assessment	
Preferred Forename	House	Parental salutation			Free School Meals		Eczema	Other Difficulty/Disability	
Gender	Date of Admission	Email address			English as Additional language		Epilepsy	Physical Disability	
Date of Birth	Boarder Status	Telephone number			In Care		Hayfever	Profound & Multiple Learning Difficulty	
Age	Exam Number				Fees Pupil Reference Number		Multiple Sclerosis	Social Emotional & Mental	
Year Group	UCI				Young Carer		Myalgic Encephalopathy	Specific Learning Difficulty	
Registration Tutor	Tier				Pupil Premium indicator		None	Speech language or Communication	
Quick Note	Head of House				Parental Consents		Osteoporosis	Visual Impairment	
	Date of Leaving						Post Viral Fatigue Syndrome		
							Tuberculosis		
							Medical note summary		

Academic

Curriculum	Block Classes	Block Subjects	Subject Classes	Timetable
Classes	As School Defined	As School Defined	As School Defined E.g. Geography	Free period Count
Classes with Staff				All Periods
Classes with Subject				School Defined Periods e.g. Mon 1
Bands				

Example of Student List with Classes and Free Period Count:

Focus Reports Routines Tools Window Help

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General Student List as of 05/04/2018

Save Browse Sort Filter List View Settings Move First Previous Next Move Last Photo Print Options Export

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Report Layout Column Nesting Column Options Print

Full Name	Gender	Date of Birth	Year Group	Req	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Free Period Count
Vance, Alan	Male	06/11/2004	Year 8	8E	8E/PS	8E/OG	8E/Hi	8E/Re	8E/Sc	8yEn2	8yMu1	8yMa2	8yFr3	8yGe3	8yPe2	8yTe3		0
Wheaton, Zara	Female	07/07/2005	Year 8	8E	8E/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn2	8yMu1	8yMa2	8yFr3	8yGe3	8yPe2	8yTe1		0
Bains, Kirk	Male	18/01/2005	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn1	8yAr1	8yMa3a	8yFr3	8yGe3	8yPe3	8yTe2		1
Baker, Jordan	Male	30/03/2005	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn3	8yDr1	8yMa3a	8yFr2	8yGe2	8yPe3	8yTe2		1
Cash, Edward	Male	14/07/2005	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn3	8yDr1	8yMa3a	8yFr3	8yGe3	8yPe3	8yTe2		1
Charles, Harry	Male	23/10/2004	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn2	8yAr1	8yMa3a	8yFr1	8yGe1	8yPe3	8yTe3		1
Digiagamo, Giovanna	Female	03/10/2004	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn2	8yAr1	8yMa3a	8yFr2	8yGe2	8yPe3	8yTe3		1
Drake, Keenan	Male	28/07/2005	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn3	8yMu1	8yMa3a	8yFr3	8yGe3	8yPe3	8yTe4		1
Fox, Frederick	Male	22/12/2004	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn1	8yAr1	8yMa3a	8yFr2	8yGe2	8yPe3	8yTe4		1
Franco, Christine	Female	07/01/2005	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn3	8yDr1	8yMa3a	8yFr2	8yGe2	8yPe3	8yTe3		1
Goldsmith, Abigail	Female	14/07/2005	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn3	8yMu1	8yMa3a	8yFr1	8yGe1	8yPe3	8yTe4		1
Gothenburg, Maria	Female	28/03/2005	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn3	8yMu1	8yMa3a	8yFr1	8yGe1	8yPe3	8yTe3		1
Harris, Niamh	Female	06/01/2005	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn2	8yAr1	8yMa3a	8yFr3	8yGe3	8yPe3	8yTe4		1
Harris, Thomas	Male	01/11/2004	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn1	8yDr1	8yMa3a	8yFr2	8yGe2	8yPe3	8yTe2		1
Jackson, Felicity	Female	24/08/2005	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn2	8yDr1	8yMa3a	8yFr2	8yGe2	8yPe3	8yTe2		1
Jacobs, Graham	Male	16/10/2004	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn2	8yMu1	8yMa3a	8yFr2	8yGe2	8yPe3	8yTe3		1
Justin, Jim	Male	30/09/2004	Year 8	8F	8F/PS	8F/OG	8F/Hi	8F/Re	8F/Sc	8yEn1	8yAr1	8yMa3a	8yFr1	8yGe1	8yPe3	8yTe3		1
Varr, Hannah	Female	17/07/2005	Year 8	8E	8E/PS	8E/OG	8E/Hi	8E/Re	8E/Sc	8yEn2	8yMu1	8yMa3a	8yFr3	8yGe3	8yPe3	8yTe1		1

Registration Group Timetable

Registration Group List: 7C as of 05/04/2018

Save Browse Sort List View Settings Move First Previous Next Move Last Photo Print Options Export

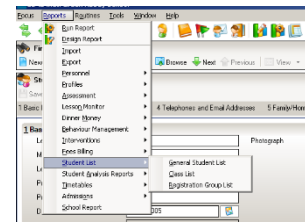
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Report Layout Column Nesting Column Options Print

Full Name	Gender	Date of Birth	Mon:1	Mon:2	Mon:3	Mon:4	Mon:5	Free Period Count
Aaron, Liz	Female	01/09/2005	7C/Sc JXE Science Lab 1	7C/Sc JXE Science Lab 1	7C/Fr JXE Language Room 4	7C/Mu RW Drama Studio	7C/Ar RW Drama Studio	0
Ansell, Alfie	Male	14/02/2006	7C/Sc JXE Science Lab 1	7C/Sc JXE Science Lab 1	7C/Fr JXE Language Room 4	7C/Mu RW Drama Studio	7C/Ar RW Drama Studio	0
Avatar, Ahman	Male	14/12/2005	7C/Sc JXE Science Lab 1	7C/Sc JXE Science Lab 1	7C/Fr JXE Language Room 4	7C/Mu RW Drama Studio	7C/Ar RW Drama Studio	0
Birch, Paige	Female	14/02/2006	7C/Sc JXE Science Lab 1	7C/Sc JXE Science Lab 1	7C/Fr JXE Language Room 4	7C/Mu RW Drama Studio	7C/Ar RW Drama Studio	0
Bruce, Oscar	Male	30/11/2005	7C/Sc JXE Science Lab 1	7C/Sc JXE Science Lab 1	7C/Fr JXE Language Room 4	7C/Mu RW Drama Studio	7C/Ar RW Drama Studio	0
Coldwell, Jessica	Female	13/07/2006	7C/Sc JXE Science Lab 1	7C/Sc JXE Science Lab 1	7C/Fr JXE Language Room 4	7C/Mu RW Drama Studio	7C/Ar RW Drama Studio	0
DiCaprio, Luisa	Female	11/02/2006	7C/Sc JXE Science Lab 1	7C/Sc JXE Science Lab 1	7C/Fr JXE Language Room 4	7C/Mu RW Drama Studio	7C/Ar RW Drama Studio	0
Eckhart, Jack	Male	16/12/2005	7C/Sc JXE Science Lab 1	7C/Sc JXE Science Lab 1	7C/Fr JXE Language Room 4	7C/Mu RW Drama Studio	7C/Ar RW Drama Studio	0

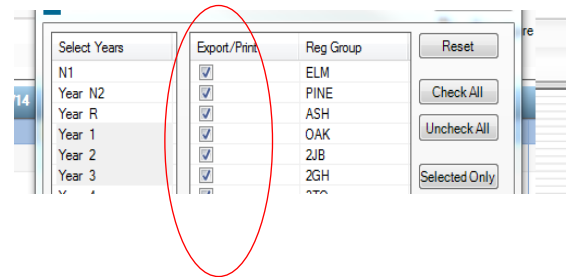
Creating A Student List Report

1.) Choose **Reports > Student List > Registration Group List**.



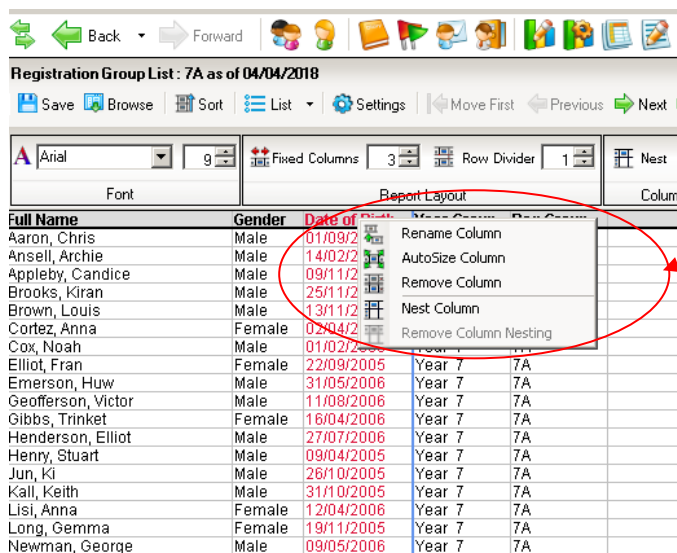
2.) Select **Appropriate Years** (you can use **Control & Click** or **Shift & Click** to select more than one option)

Then **tick** the Registration Groups you require from those Years. – Click **OK**

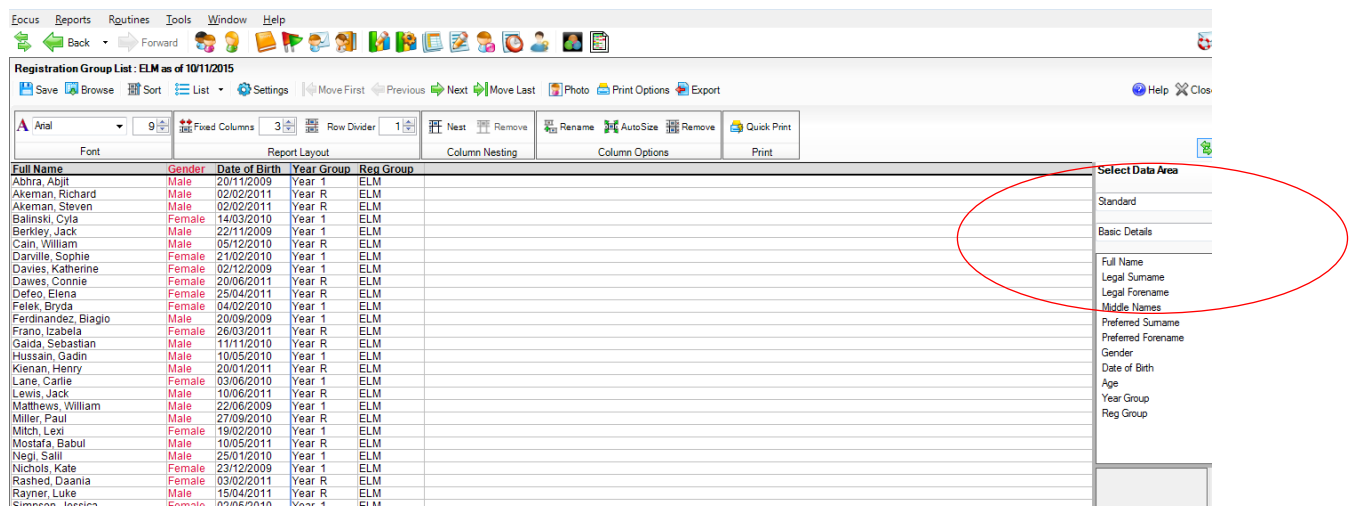


3.) The basic report has columns for **Name, Gender, Date of Birth, Year Group and Registration Group**.

Any of these columns can be **Removed** or **Nested** to the column on the left by **Right Clicking** in the column title and choosing the appropriate option. Your selected column will be shown in **Red**.



4.) From the **right-hand panel** of the screen you can choose further data fields to be added to your report from various areas of the pupil's information



5.) To add extra data fields, **click and drag** them to the Column Headings row of your report.

Column Options	Print	
Contact 1	Contact 2	
Mr Usaf Abdullah Father 01632 367110	Mrs Aneeta Abdullah Mother 01632 367110	
Mrs Alicia Akeman Mother 01632 440297	Dr Simon Akeman Father 01632 440297	
Mrs Winifred Astoni Mother 01632 336098	Mr Lawrence Astoni Father 01632 336098	
Mrs Clarissa Astwick Mother 01632 450978	Mr Finn Astwick Father 01632 450978	
Mr Patrick Baker Father 01632 579012	Mrs Rachel Baker Mother 01632 579012	

6.) You can also add blank columns to your report with a choice of widths –
In the menu to in the right panel change the selection from **Basic Details** and choose **Blank**.

You can then add a column title by **Right Clicking** and **Renaming**.

7.) Your report will be automatically sorted into Registration Groups and grouped onto separate pages, use the **green arrows** at the top of your report to navigate through your report.

Print Options gives various formats for printing and an opportunity to add a title to your report.

Save will give you the chance to save your report

Browse will allow you to search for Saved reports

Sort allows you to change the default sort order

List allows a change of group type but keeps the

Settings allows you change the effective date of the report.

For in depth instructions and guidance on running List Reports follow this route from your SIMS.net Homepage:

Documentation > Documentation Centre > Handbooks > Reporting > Producing Student List, Student Analysis and Timetable Reports