



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 Encephalopat hy	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	As School	As School Defined	Free period
	Defined	Defined	E.g. Geography	Count
Classes with Staff				All Periods
Classes with				School Defined
Subject				Periods e.g. Mon
				1
Bands				

Example of Student List with Classes and Free Period Count:

ocus <u>Reports</u> R <u>o</u> utines <u>T</u> ools <u>Wi</u> ndow <u>H</u> elp																		
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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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Font		Rep	oort Layout		Colu	mn Nesting		Colum	in Options		Print							
Full Name	Gender	Date of Birth	Year Group	1 Reg Grou	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/Gq	8E/Hi	8E/Re	8E/Sc	8y/En2	8y/Mu1	8v/Ma2	8v/Fr3	8y/Ge3	8y/Pe2	8v/Te3		0
Wheaton, Zara	Female	07/07/2005	Year 8	8E	8E/Ps		8F/Hi	8E/Re	8E/Sc	8v/En2	8v/Mu1	8v/Ma2	8v/Fr3	8y/Ge3	8v/Pe2	8y/Te1		ñ
Bains, Kirk	Male	18/01/2005	Year 8	8F	8F/Ps		8F/Hi	8F/Re	8F/Sc	8y/En1	8v/Ar1	8v/Ma3a	8v/Fr3	8v/Ge3	8v/Pe3	8v/Te2		i i
Baker, Jordan	Male	30/03/2005	Year 8	8F	8F/Ps		8F/Hi	8F/Re	8F/Sc	8v/En3	8wDr1	8v/Ma3a		8y/Ge2	8y/Pe3	8v/Te2		1
Cash. Edward	Male	14/07/2005	Year 8	8F	8F/Ps		8F/Hi	8F/Re	8F/Sc	8v/En3	8wDr1	8v/Ma3a		8y/Ge3	8v/Pe3	8v/Te2		1
Charles, Harry	Male	23/10/2004	Year 8	8F	8F/Ps		8F/Hi	8F/Re	8F/Sc	8v/En2	8v/Ar1	8v/Ma3a		8v/Ge1	8v/Pe3	8v/Te3		1
Digiagamo, Giovanna	Female	03/10/2004	Year 8	8F	8F/Ps		8F/Hi	8F/Re	8F/Sc	8v/En2	8v/Ar1	8v/Ma3a		8v/Ge2	8v/Pe3	8v/Te3		1
Drake, Keenan	Male	28/07/2005	Year 8	8F	8F/Ps		8F/Hi	8F/Re	8F/Sc	8y/En3	8v/Mu1	8y/Ma3a		8y/Ge3	8y/Pe3	8v/Te4		1
Fox, Frederick	Male	22/12/2004	Year 8	8F	8F/Ps	8F/Ga	8F/Hi	8F/Re	8F/Sc	8v/En1	8v/Ar1	8v/Ma3a		8v/Ge2	8v/Pe3	8v/Te4		1
Franco, Christine	Female	07/07/2005	Year 8	8F	8F/Ps	8F/Ga	8F/Hi	8F/Re	8F/Sc	8v/En3	8v/Dr1	8v/Ma3a	8v/Fr2	8v/Ge2	8y/Pe3	8v/Te3		1
Goldsmith, Abigail	Female	14/07/2005	Year 8	8F	8F/Ps	8F/Gq	8F/Hi	8F/Re	8F/Sc	8v/En3	8v/Mu1	8v/Ma3a	8y/Fr1	8v/Ge1	8v/Pe3	8v/Te4		1
Gothenburg, Maria	Female	28/03/2005	Year 8	8F	8F/Ps	8F/Gq	8F/Hi	8F/Re	8F/Sc	8y/En3	8y/Mu1	8y/Ma3a	8y/Fr1	8y/Ge1	8y/Pe3	8y/Te3		1
Harris, Niamh	Female	06/01/2005	Year 8	8F	8F/Ps	8F/Gg	8F/Hi	8F/Re	8F/Sc	8y/En2	8y/Ar1	8y/Ma3a	8y/Fr3	8y/Ge3	8y/Pe3	8y/Te4		1
Harris, Thomas	Male	01/11/2004	Year 8	8F	8F/Ps		8F/Hi	8F/Re	8F/Sc	8y/En1	8y/Dr1	8y/Ma3a	8y/Fr2	8y/Ge2	8y/Pe3	8y/Te2		1
Jackson, Felicity	Female	24/08/2005	Year 8	8F	8F/Ps		8F/Hi	8F/Re	8F/Sc	8y/En2	8y/Dr1	8y/Ma3a	8y/Fr2	8y/Ge2	8y/Pe3	8y/Te2		1
Jacobs, Graham	Male	16/10/2004	Year 8	8F	8F/Ps		8F/Hi	8F/Re	8F/Sc	8y/En2	8y/Mu1	8y/Ma3a	8y/Fr2	8y/Ge2	8y/Pe3	8y/Te3		1
Justin, Jim	Male	30/09/2004	Year 8	8F	8F/Ps	8F/Gg	8F/Hi	8F/Re	8F/Sc	8y/En1	8y/Ar1	8y/Ma3a	8y/Fr1	8y/Ge1	8y/Pe3	8y/Te3		1
Karr Hannah	Female	12/07/2005	Veer 9	8F	SF/Pe	8FIGa	SE(Hi	8FiPa	SE(Sr	Sv/En?	Sv/Mu1	Sv/Ma3a	Sv/Fr3	Sv/Ge3	SolDo3	Sv(To1		.1

Registration Group Timetable

Registration Group List: 7C as of 05/04/2018 🂾 Save 🐺 Browse 🎬 Sort 🚍 List 👻 🌍 Settings 🌳 Move First 🔶 Previous 📫 Next ጐ Move Last 📳 Photo 🚔 Print Options 👰 Export											
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Font		Rep	iort Layout		Column Nesting	Co	lumn Options		Print		
Full Name	Gender	Date of Birth	Mon:1	Mon:2	Mon:3	Mon:4	Mon:5	Free Per	iod Count		
Aaron, Liz	Female	01/09/2005	7C/Sc JXE Science Lab 1	7C/Sc JXE Science Lat	7C/Fr RM 1 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	7C/Fr RM 1 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	7C/Fr RM 1 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 Lat	7C/Fr RM 1 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	7C/Fr RM	7C/Mu RW	7C/Ar RW Drama Studio	0			
Coldwell, Jessica	Female	13/07/2006	7C/Sc JXE Science Lab 1	7C/Sc JXE Science Lat	7C/Fr RM 1 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	7C/Fr RM 1 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	7C/Fr RM 1 Language Room 4	7C/Mu RW	7C/Ar RW	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**

Select Years	Export/Print	Reg Group	Reset
N1		ELM	
Year N2		PINE	Check All
Year R		ASH	
Year 1	V	OAK	Uncheck All
Year 2		2JB	
Year 3		2GH	Selected Only
V 4		270	

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Registration Group List : 7A as of 04/04/2018										
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Full Name	Gender	Date of Pian	ht 0	D /						
Aaron, Chris	Male	01/09/2 🏪	Rename Colum	n [
Ansell, Archie	Male 🖊	14/02/2	AutoSize Colum	in [
Appleby, Candice	Male	09/11/2	Remove Colum	n						
Brooks, Kiran	Male 🔪									
Brown, Louis	Male	13/11/2 🕂	Nest Column							
Cortez, Anna	Female	02/04/2 ==	Remove Colum	n Nesting						
Cox, Noah	Male	01/02/2	T O OIL T							
Elliot, Fran	Female	22/09/2005	Year 7	7A						
Emerson, Huw	Male	31/05/2006	Year 7	7A						
Geofferson, Victor	Male	11/08/2006	Year 7	7A						
Gibbs, Trinket	Female Male	16/04/2006 27/07/2006	Year 7 Year 7	7A 7A						
Henderson, Elliot Henry, Stuart	Male	09/04/2005	Year 7	7A 7A						
Jun, Ki	Male	26/10/2005	Year 7	78						
Kall, Keith	Male	31/10/2005	Year 7	7A						
Lisi, Anna	Female	12/04/2006	Year 7	7A						
Long, Gemma	Female	19/11/2005	Year 7	7A						
Newman, George	Male	09/05/2006	Year 7	7A						

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

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Registration Group List :	ELM as of 10/11	/2015								
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Full Name	Gender	Date of Birth	Year Gro	ID Reg Group					a 	Select Data Area
Abhra, Abjit	Male	20/11/2009	Year 1	ELM						Screet Data Area
Akeman, Richard	Male	02/02/2011	Year R	ELM						
Akeman, Steven	Male	02/02/2011	Year R	ELM						Standard
Balinski, Cvla	Female		Year 1	ELM						
Berkley, Jack	Male	22/11/2009	Year 1	ELM						Basic Details
Cain, William	Male	05/12/2010	Year R	ELM						
Darville, Sophie	Female	21/02/2010	Year 1	ELM						Full Name
Davies, Katherine	Female	02/12/2009	Year 1	ELM						
Dawes, Connie	Female	20/06/2011	Year R	ELM						Legal Sumame
Defeo, Elena	Female		Year R	ELM						Legal Forename
Felek, Bryda	Female	04/02/2010	Year 1	ELM						Middle Names
Ferdinandez, Biagio	Male	20/09/2009	Year 1	ELM						Preferred Sumame
Frano, Izabela	Female	26/03/2011	Year R	ELM						Preferred Forename
Gaida, Sebastian	Male	11/11/2010	Year R	ELM						
Hussain, Gadin	Male	10/05/2010	Year 1	ELM						Gender
Kienan, Henry	Male	20/01/2011	Year R	ELM						Date of Birth
Lane, Carlie	Female		Year 1	ELM						Age
Lewis, Jack	Male	10/06/2011	Year R	ELM						Year Group
Matthews, William	Male	22/06/2009	Year 1	ELM						
Miller, Paul	Male	27/09/2010	Year R	ELM						Reg Group
Mitch, Lexi	Female	19/02/2010	Year 1	ELM						
Mostafa, Babul	Male	10/05/2011	Year R	ELM						
Vegi, Salil	Male	25/01/2010	Year 1	ELM						
Nichols, Kate	Female	23/12/2009	Year 1	ELM						
Rashed, Daania	Female	03/02/2011	Year R	ELM						
Rayner, Luke	Male	15/04/2011	Year R	ELM						
Simpson, Jessica	Female	02/05/2010	Year 1	ELM						

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 Mrs Anceta Abdullah Mrs Alica Akeman Dor Simon Akeman Mother Data Area Mr Salica Akeman Dr Simon Akeman Mrs Alica Akeman Father Mrs Alica Akeman Father Of632 440297 O1632 440297 O1632 336098 O1632 336098 Mrs Clarissa Astwick Mr Finn Astwick Mr Pather O1632 450978 O1632 450978 O1632 450978 O1632 579012 O1632 579012 Select Data Area Standard Mr Patrick Baker Father O1632 579012 O1632 579012 Select Data Area Standard Standard In the menu to in the right pa change the selection from Ba change the selection f	
Mr Usaf Abdullah Father O1632 367110 O1632 367110 O1632 367110 O1632 367110 O1632 367110 O1632 40297 O1632 40297 O1632 40297 O1632 40297 O1632 40297 O1632 40297 O1632 40297 O1632 40297 O1632 40098 Mr Sclarissa Astwick Mother O1632 579012 O1632 57901	
Father Mother 01632 367110 01632 367110 Mrs Alicia Akeman Dr Simon Akeman Mother Pather 01632 440297 01632 440297 01632 336098 01632 336098 01632 336098 01632 336098 Mrs Alicia Akeman Mr Eather 01632 336098 01632 336098 01632 450978 01632 450978 01632 450978 01632 450978 01632 579012 01632 579012 Select Data Area Standard Contact Select Data Area 6.) You can also add bla colspan="2">colspan= 2"colspan="2">colspan="2"colspan="2">colspan= 2"colspan="2	
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Mother Father 01632 440297 01632 440297 01632 440297 01632 440297 01632 430297 01632 430297 Mrs Winifred Astoni Mr Lawrence Astoni Father 01632 336098 01632 450978 01632 450978 01632 450978 01632 450978 01632 579012 01632 579012 Select Data Area Standard Cortact 01632 579012 01632 579012 Select Data Area Standard Cortact Basic Details In the menu to in the right pachage the selection from Base the selecti	
01632 440297 01632 440297 Mrs Winifred Astoni Mr Lawrence Astoni Mother Father 01632 336098 01632 336098 Mrs Clarissa Astwick Mr Finn Astwick Mother Father 01632 450978 01632 450978 Mr Patrick Baker Mrs Rachel Baker Father Mother 01632 579012 01632 579012 Select Data Area 6.) You can also add bla columns to your report wit columns to your report wit Mather Basic Details Registration Details Basic Details Registration Details General Home User-defined Werdical You can then add a column to	Mrs Alicia Akeman
Mrs Winifred Astoni Mother Mr Lawrence Astoni Father 01632 336098 01632 336098 Mrs Clarissa Astwick Mr Finn Astwick Father 01632 450978 01632 450978 01632 450978 01632 450978 Mr Patrick Baker Mrs Rachel Baker Father Mother 01632 579012 01632 579012 Select Data Area 6.) You can also add bla columns to your report wit choice of widths – Basic Details In the menu to in the right pa change the selection from Ba Bank. Hrief Cultural School History School History Addresa Medical Vou can then add a column to	
Mother Father 01632 336098 01632 336098 Mrs Clarissa Astwick Mr Finn Astwick Mother Father 01632 450978 01632 450978 01632 579012 01632 579012 Select Data Area 6.) You can also add bla colspan="2">contact Standard Basic Details Registration Details Basic	
01632 336098 01632 336098 Mrs Clarissa Astwick Mr Finn Astwick Mother Father 01632 450978 01632 450978 Mr Patrick Baker Mrs Rachel Baker Father Mother 01632 579012 01632 579012 Select Data Area Standard Contact 01632 579012 01632 579012 Select Data Area Standard Columns to your report wit choice of widths – Basic Details Basic Details Family Home Early Home Early Home Early Home Early Home Early Home Basic Details Basic Details Registration Details Family Home Early Home Early Home Early Home Early Home Early Home Early Home Early Home Use and choose Blank. You can then add a column the Home	
Mother Father 01632 450978 01632 450978 01632 450978 01632 579012 Mr Patrick Baker Mrs Rachel Baker Father Mother 01632 579012 01632 579012 Standard Image: Contact Image: Contact Image: Contact Standard Image: Contact Image: Contact Image: Contact Image: Conta	
01632 450978 01632 450978 Mr Patrick Baker Mrs Rachel Baker Father Mother 01632 579012 01632 579012 Select Data Area 6.) You can also add bla columns to your report wit choice of widths – Basic Details Registration Details Family Home Ethnic/Cultural School History Additional Information User-defined Medical	Mrs Clarissa Astwick
Mr Patrick Baker Father 01632 579012 Select Data Area Standard	
Father 01632 579012 Mother 01632 579012 Select Data Area Standard Standard Basic Details Registration Details Family Home Envirol/Cultural School History Additional Information User-defined Medical	
01632 579012 01632 579012 Select Data Area 6.) You can also add bla Standard Image: Colored is and the colored is an	
 Standard Standard<	
Special Need Blank Age Year Group Blank Renaming.	

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



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

Registration Group List : PINE as of 25/0	3/2014			
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Print Options	? X			
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	×			
✓ Print totals figures	Print all selected lists			
Print period information Add page break at end of each list	Print displayed list only			
Page setup Preview	Print Cancel			
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Registration Group List : PINE as of 25/03/2014										
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Save will	Browse	Sort allows	List	Settings
give you the chance	will allow you to	you to change the	allows a change of	allows you change the
to save your report	search for Saved reports	default sort order	group type but keeps 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