



# Building Reports

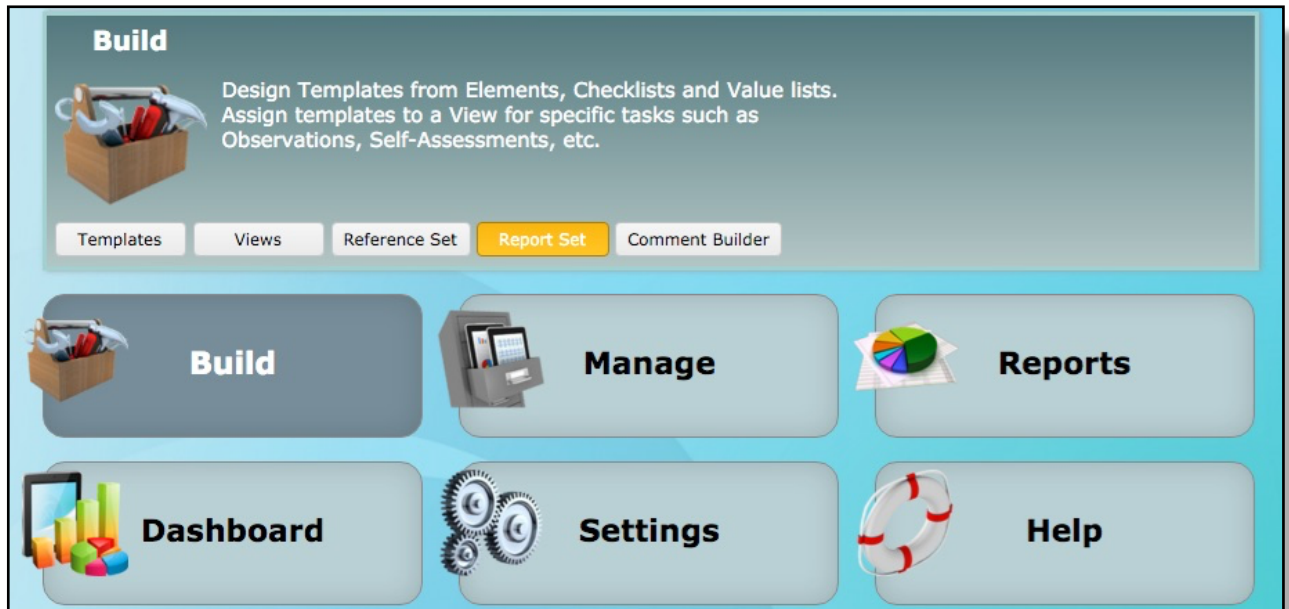
**media-x**

Powerfully Simple

# Building Reports

The 'Report Builder' is a feature that allows you to build sets of custom reports to suit your needs. You can choose multiple templates and select the elements from these templates that you wish to include in your report.

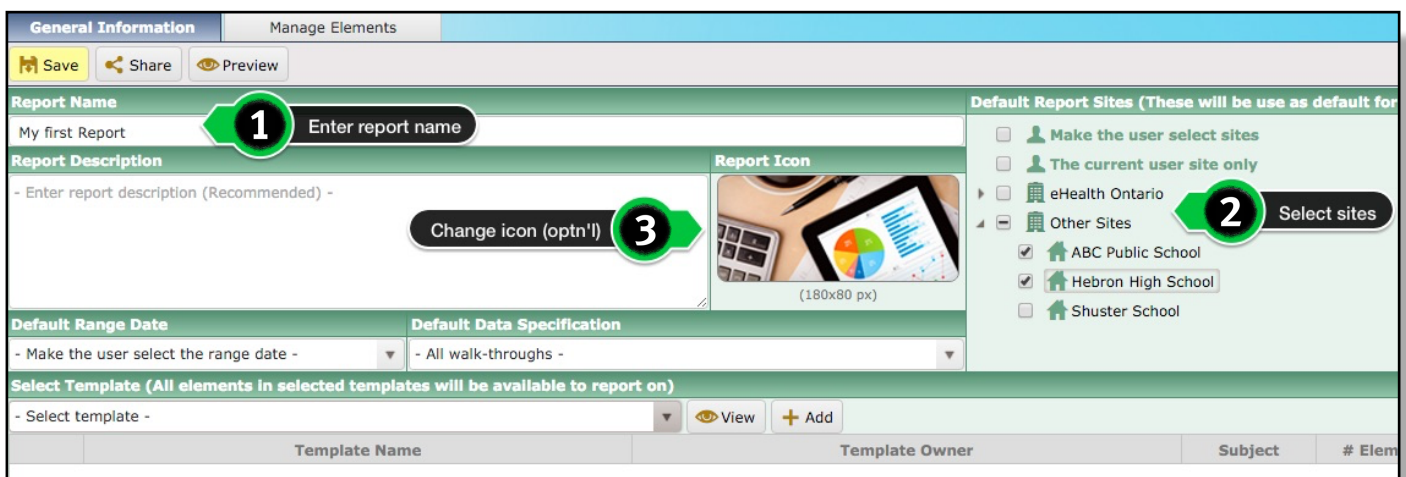
To begin, you select **Build** and then **Report Set** (Fig. 1)



**Figure 1 - Selecting Report Set to begin building a report**

This will bring you to the Report Editor (Fig. 2) where you start by (1) naming your report and (2) setting the sites that the data could be extracted from. A principal may only have access to a single site, but someone at the district level may have access to numerous sites and would be able to select one or more sites from which to gather data. In Figure 2, the user is an administrator with access to several sites and the report will access data from 2 schools.

You can use your own image for an icon by (3) clicking on the provided one.



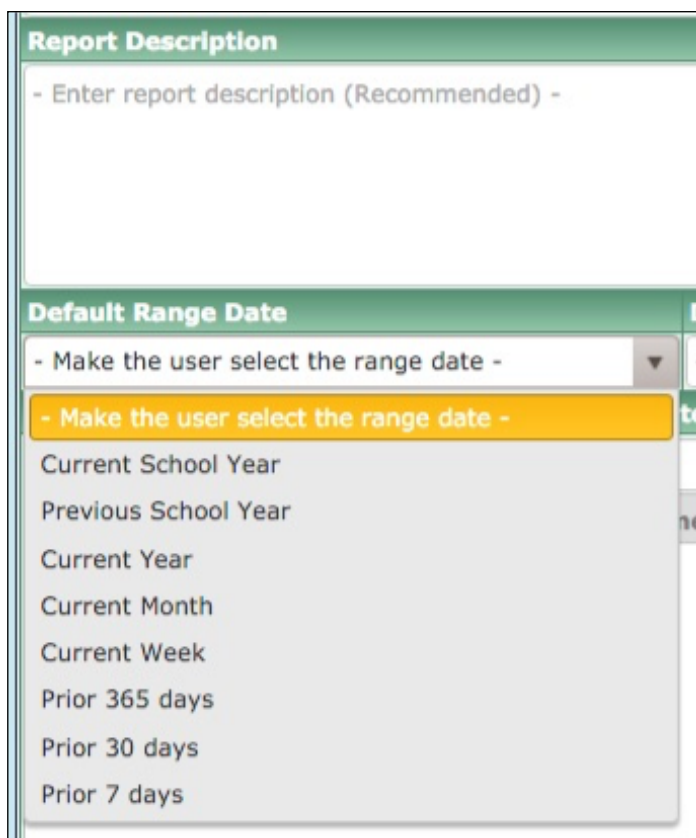
**Figure 2 - the Report Editor**

Once you know what your report will produce, you can enter its description (Fig. 3), thus you may wish return to this screen to do this after you are satisfied with your report.

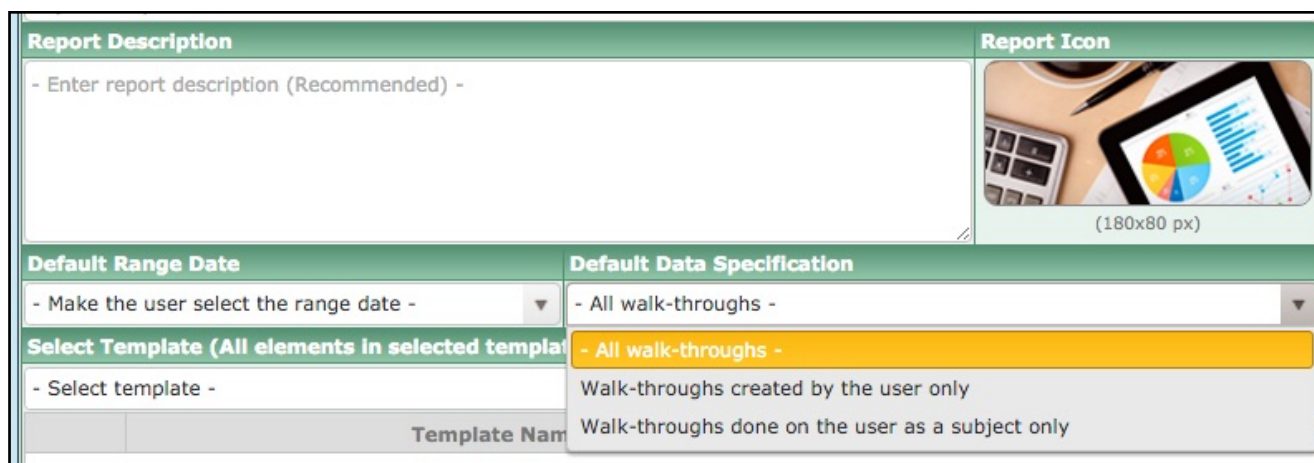
Figure 3 shows the options for setting the Range Date and Figure 4 shows selecting which walkthroughs to include - i.e. all walkthroughs, only those walkthroughs that were created by the user or only those where the subject of the walkthrough is the person running the report.

These are the settings that will be used when running the report and there will not be an option to change them unless you return to the report editor and edit the report itself.

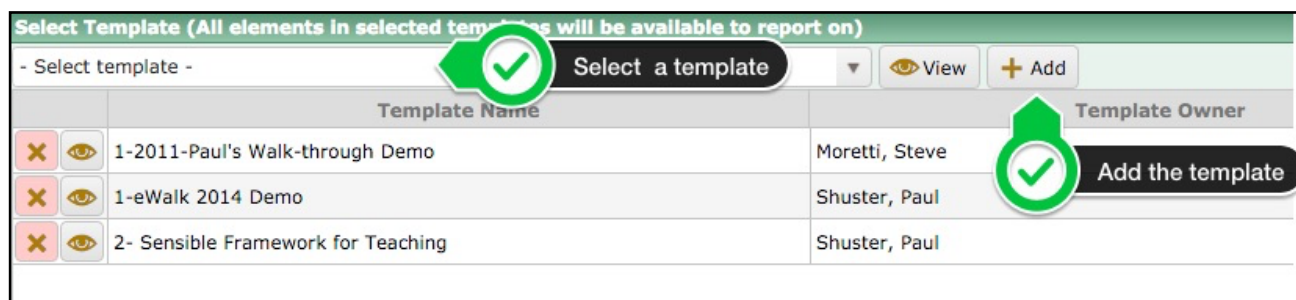
Figure 5 shows how to select and add templates to a list and before adding a template to the list you can view it with the **view** button. In the next step you will be able to select any of the elements and check lists that are used in the listed templates.



**Figure 3 - Setting the Range Date**



**Figure 4 - Selecting which walkthrough to use**

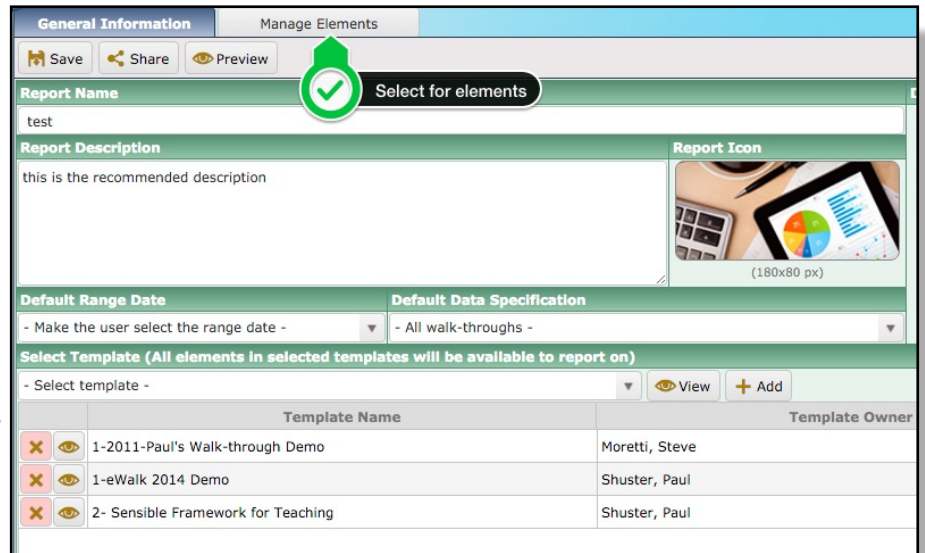


**Figure 5 - Selecting the templates to use**

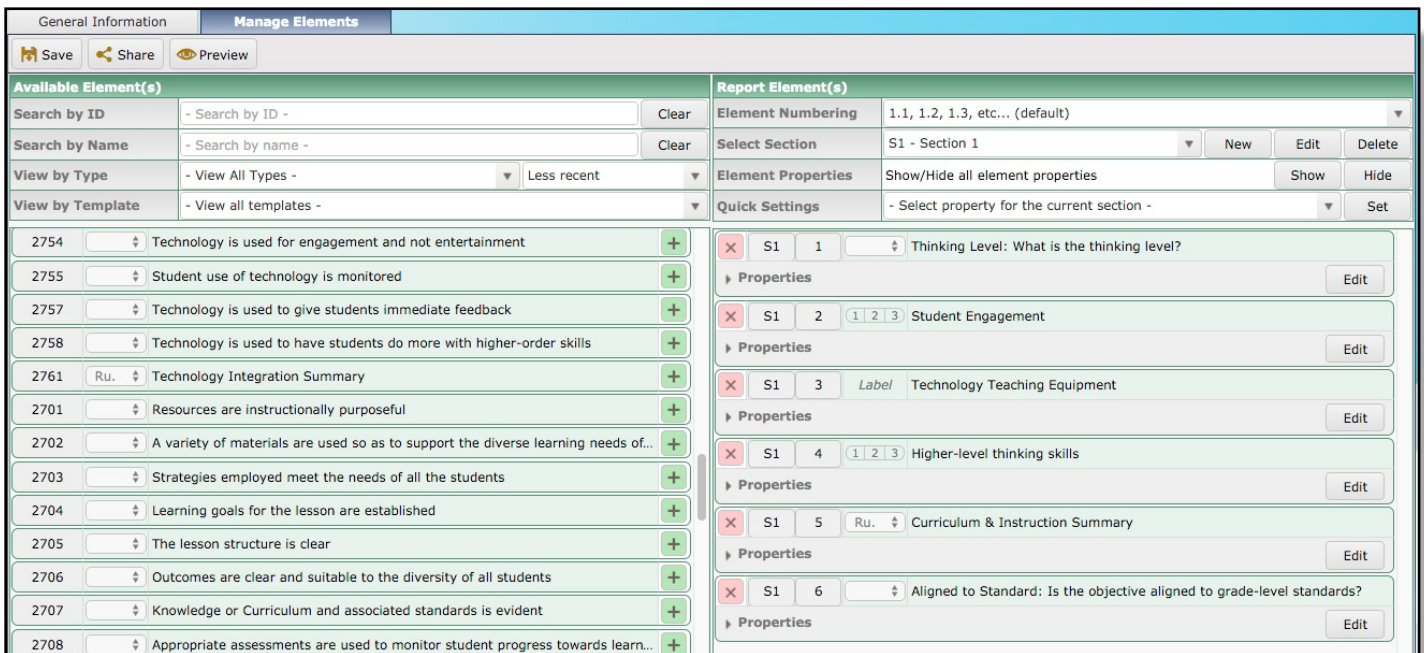


Now that you have selected the templates that contain the data you need, you select **Manage Elements** (Fig. 6) so that you can access the elements and checklists in your list of templates.

Selecting elements from the left side (click a '+'), puts them in your report (the right side) and clicking on a element's properties, displays the criteria your report is configured with and also if there are any checklists that will be shown in the report (Fig. 8). Selecting **Edit** for an element (Fig. 8) allows you to modify the behaviour of the element when the report is run, including the available



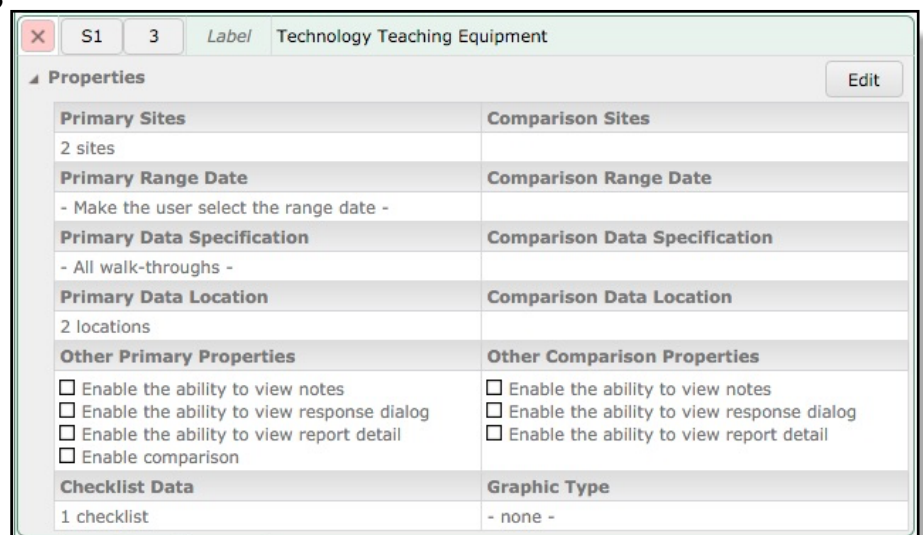
**Figure 6 - Selecting access to elements**



**Figure 7 - Selecting elements**

graphics available for the particular element. The Appendix on the following pages shows what the charts will look like.

When satisfied with your report (**preview**), you can save and also share it with others (Fig. 7).



**Figure 8 - Viewing configured properties**

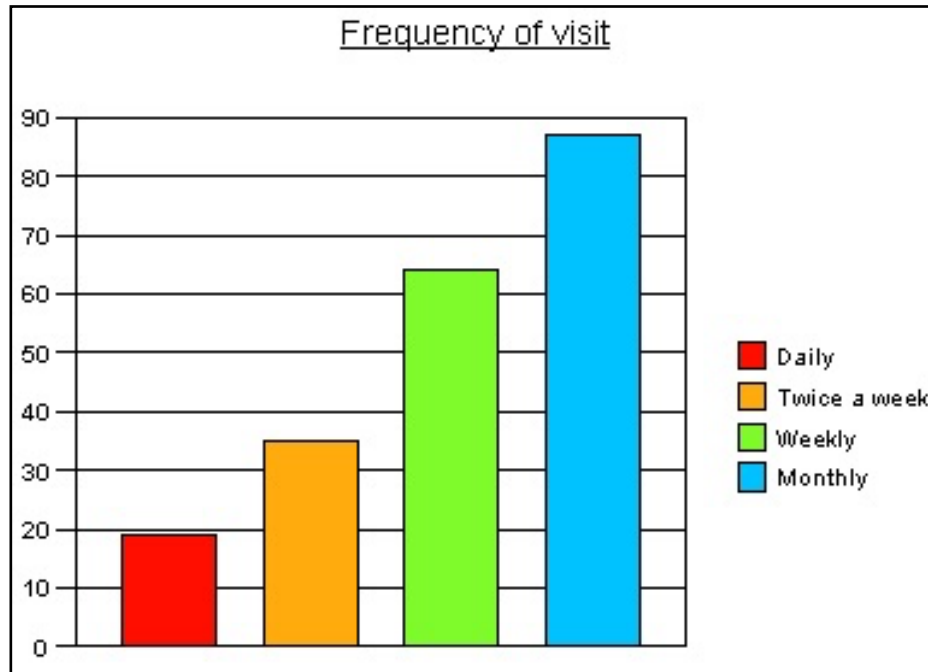


# Appendix - available charting

## Bar Chart

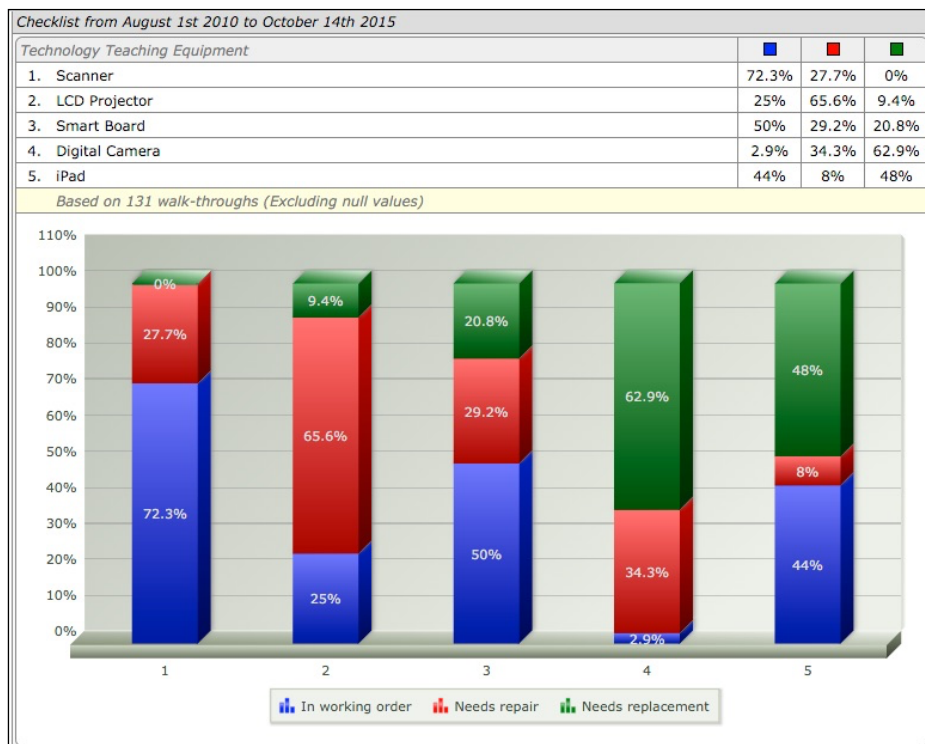
A bar chart or bar graph is a chart that presents grouped data with rectangular bars with lengths proportional to the values that they represent. Bar graphs charts provide a visual presentation of categorical data (a grouping of data into discrete groups, such as months of the year).

(Source: Wikipedia)



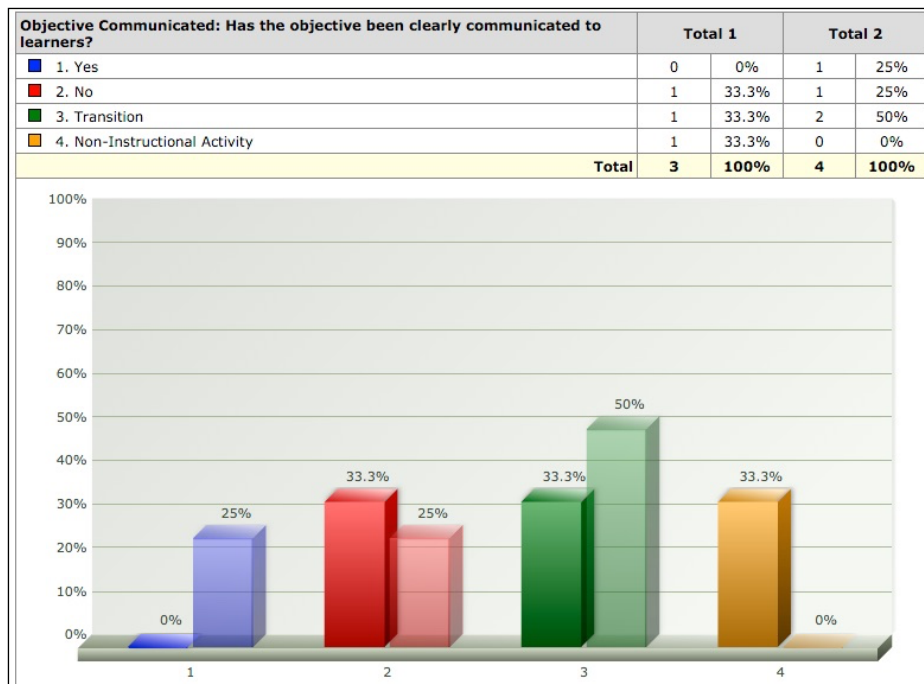
# Stacked Bar Chart

Stacked bar charts show the relationship of individual items to the whole, comparing the contribution of each value to a total across categories. They are typically used when you have multiple data series and when you want to emphasize the total.



# Comparison Report

You can compare one site to another, a teacher to a site, or a teacher to another teacher. In all cases, the chart used will be a bar chart.

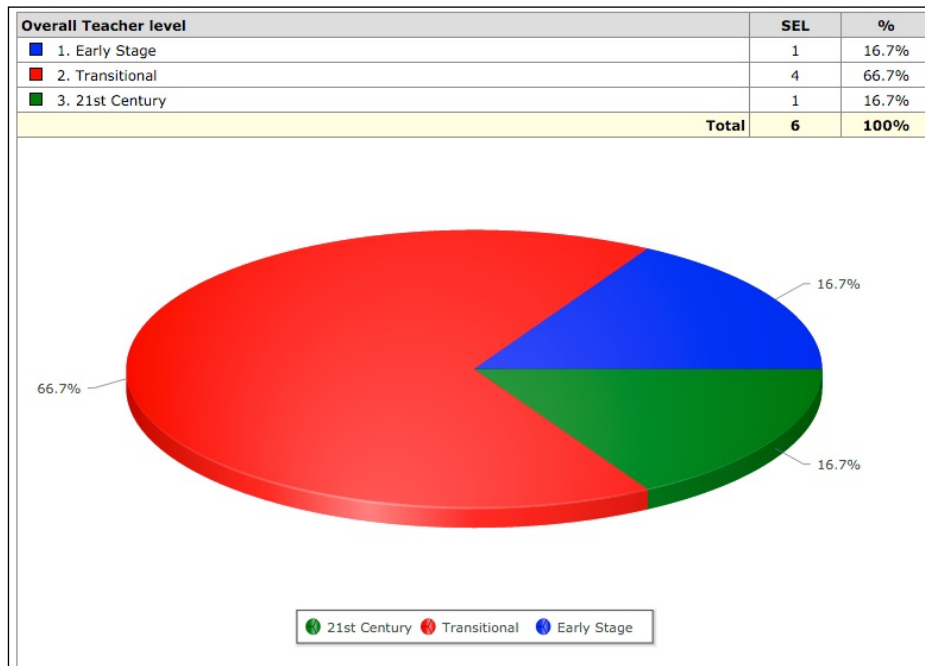


Comparing 2 teachers showing the totals for each:  
Teacher 1 is on the left and Teacher 2 is on the right



# Pie Chart

A pie chart is a circular chart divided into sectors, each sector shows the relative size of each value.



# Radar Chart

A Radar Chart (also referred to as a Spider or Star chart) is a graphical method of displaying multivariate data in the form of a two-dimensional chart of three or more quantitative variables represented on axes starting from the same point.

(Source: Wikipedia)

A Radar chart can come in handy during the appraisal and review process, because you can visualize employee performance data, based on rankings on a single chart. This chart can also be used to plan employee training by grouping employees who lack a particular skill set (low in rank) and then designing suitable remedial procedures for the group.

Note: If an element type has the potential for a Radar Chart (such as a Rubric) this chart will be an option but the report will not produce a Radar Chart if there are not multiple data points, and will default to a Bar Chart.

