

ReportWorks

To IMPORT TEMPLATES FOR REPORT WORKS:

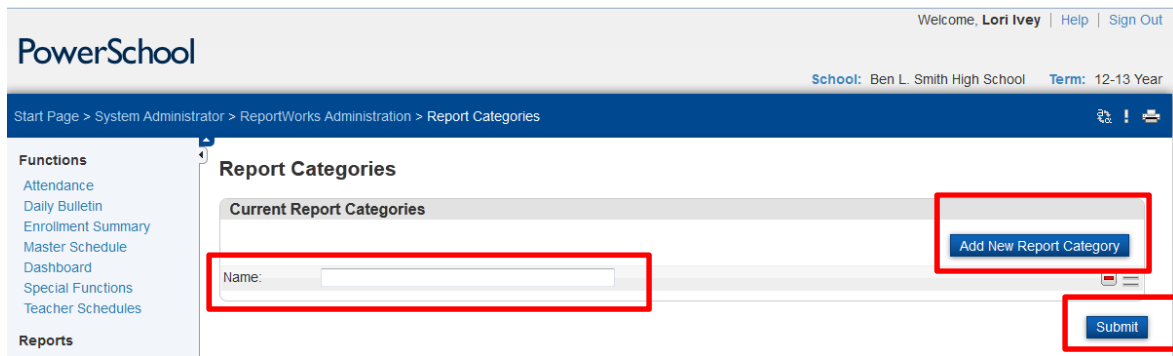
Before importing ReportWorks templates, you must have at least one category set up for the import to work properly. Click on the System link under Setup.

Function	Description
Assign New Student Numbers	Replaces student numbers with new ones.
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Average Final Grades	Calculate and store averaged final grades.
Calculate Honor Roll	Calculate and store honor rolls.
Change Course Number	Changes a course number system-wide.
Change School Number	Changes a school number system-wide.
Clear Activities	Clears students activities.
Copy Master Schedule	Copies the master schedule (sections) from one year to another.
Copy School Setup Info	Overwrites existing school information with new information.
Custom Fields / Screens	Creates and edits fields and screens for staff and students.
Direct Database Export (DDE)	Exports information from database directly.
End-of-year process	Closes out and archives student records at end of year.
Export Historical Grades	Exports historical grades for current school year.
Import Report Template	Imports a report from another system.
Permanently Store Grades	Changes current grades into historical grades.
Photo Management	Import and/or delete student and teacher pictures.
PowerTools	PowerSchool data diagnostics
Report Queue Settings	Links to Report Queue settings and functions.
ReportWorks Administration	Links to ReportWorks settings and functions.
Roles Administration	Links to Roles settings and functions.
Search Page Contents	Search for content in pages.

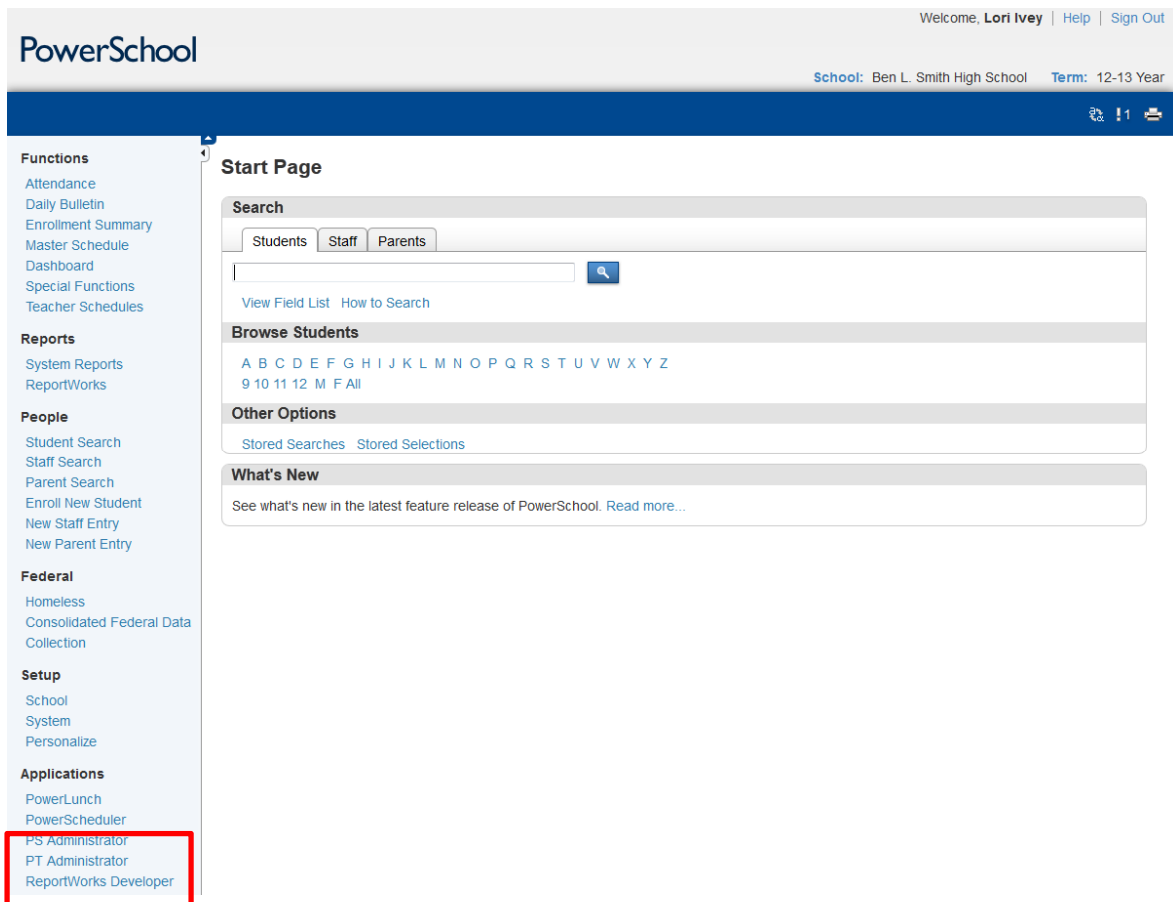
Then click on the Report Categories link.

Function	Description
Report Categories	Create, update, delete, and order report categories.
ReportWorks Preferences	Edit report queue and developer preferences.
Grades Data Set	See the current status of the Grades Data Set and be able to manually run a Grades Data Set Refresh.

Click on Add New Report Category, type the name of the category such as Demographics, and then click on the Submit button.



To import the ReportWorks template, from the Start Page, click on the link for ReportWorks Developer under the Applications menu. You must have been setup (have a user name and password) to use this application.



Click on the Launch button. For Mozilla Firefox users, select the open with option and click the OK button. Once the application has been launched, a sign in screen will appear. Enter your user name and password and click the OK button.

The screenshot shows the PowerSchool web interface. At the top, it says "Welcome, Lori Ivey" with links for "Help" and "Sign Out". Below this, it identifies the "School: Ben L. Smith High School" and "Term: 12-13 Year". The main navigation bar includes "Start Page > Launch ReportWorks". On the left, a sidebar lists various functions like Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, and Teacher Schedules. Under "Reports", it lists System Reports and ReportWorks. Under "People", it lists Student Search, Staff Search, Parent Search, Enroll New Student, New Staff Entry, and New Parent Entry. Under "Federal", it lists Homeless, Consolidated Federal Data, and Collection. The main content area is titled "Launch ReportWorks" and contains a description of the tool and a "Launch" button, which is highlighted with a red rectangle. Overlaid on this is a Firefox security warning dialog titled "Opening reportworks.jnlp". The dialog informs the user that they have chosen to open a JNLP file from a specific URL. It offers two options: "Open with" (selected) and "Save File". The "Open with" option is set to "Java(TM) Web Start Launcher (default)". There is also a checkbox for "Do this automatically for files like this from now on." and "OK" and "Cancel" buttons at the bottom.

PowerSchool

Welcome, **Lori Ivey** | [Help](#) | [Sign Out](#)

School: Ben L. Smith High School Term: 12-13 Year

Start Page > Launch ReportWorks

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Federal

- Homeless
- Consolidated Federal Data
- Collection

Setup

Launch ReportWorks

ReportWorks is the next-generation custom report development solution from Pearson. ReportWorks provides the tools to give report developers an easy way to find, evaluate, and share information that is available in PowerSchool. ReportWorks provides robust reporting capabilities with drag-and-drop report layout design.

Launch

Opening reportworks.jnlp

You have chosen to open:

reportworks.jnlp
which is a: JNLP File
from: http://10.39.129.36:7980

What should Firefox do with this file?

☒ Open with Java(TM) Web Start Launcher (default)

☐ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

Select the "Project based on a template."



ReportWorks

Would you like to Start a new report project?

- ☒ Project based on a template
- ☐ Project from scratch

Would you like to Open an existing report project?

- ☐ Open an Existing Project

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ALWAYS LEARNING

PEARSON

Selecting Project from Template will give you the option for choosing a project. Select any project and click on the Create button. It does not matter which project is selected, you will not be using it. This is just a way to get to the ReportWorks main page to import the template.



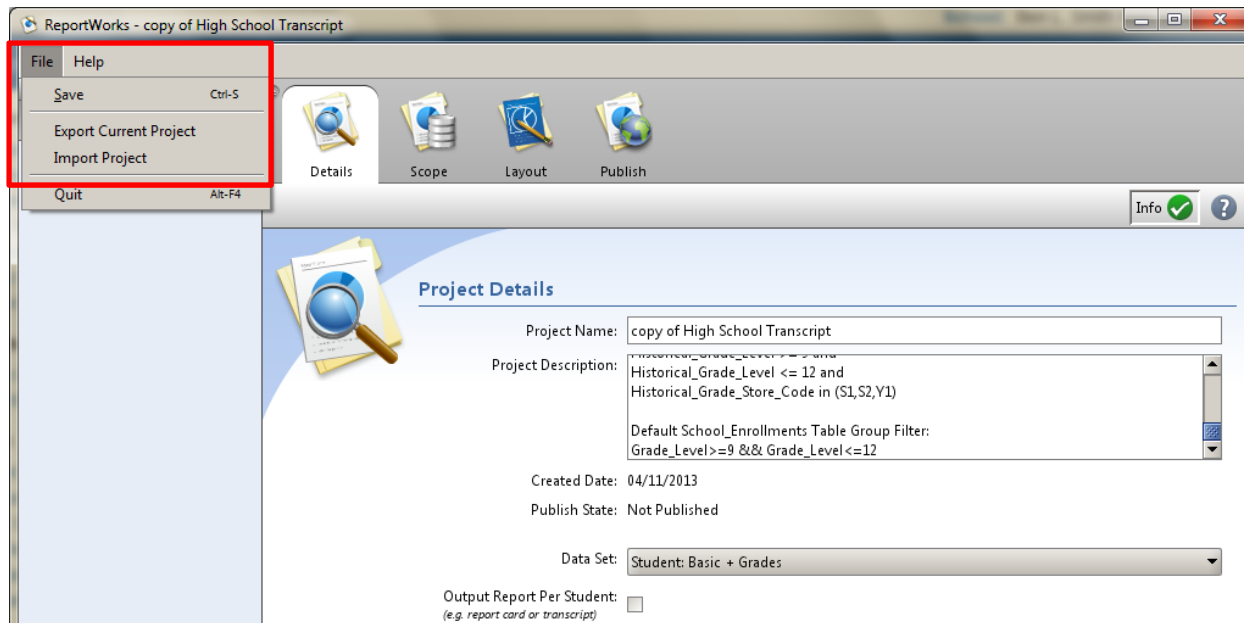
ReportWorks

What template would you like to use?

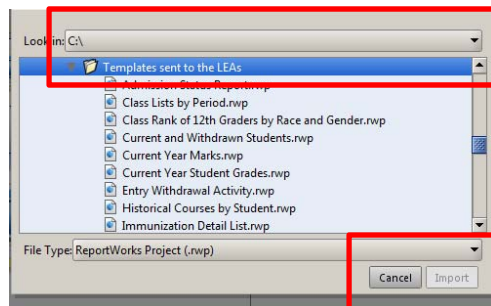
Template Name	Description
Aggregate Immunization Summary	Immunization status counts by vaccine.
Ethnicity Distribution Graph	Graph of students by ethnicity
Generic Truancy Letter	Generic Truancy Letter
Health Office Visits by Student	Table containing health office visits by student.
Health Screenings	Student table group contains child tables for ...
High School Transcript	This template is an example of a high school tr...
Historical School Enrollments	Table of students with school enrollments
Incident Management- CrossTab by ...	Incident Management report that provides a c...
Incident Management- District Sum...	Incident Management report that provides a s...
Incident Management- Participant R...	Incident Management report that provides inf...

Back Create

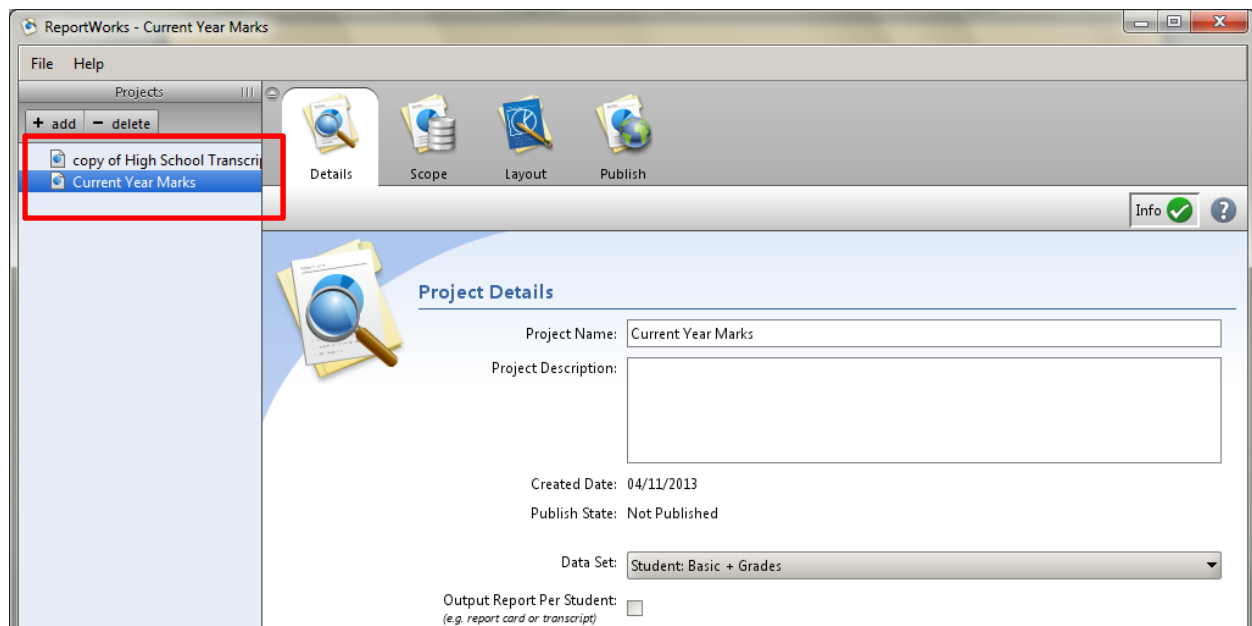
Once you are in the ReportWorks main page, click on File and Import Project.



Change the "Look In" location to the location of the saved template, select the template to import, and then click the Import button.



Select the newly imported template by double clicking on the name.



Once the template has been imported and selected, click on the Publish tab. You must specify the Report Name, Report Description (Optional), Output Type, Application (PowerSchool), Category (Optional), schools, and security groups. Click the Publish button to publish the report to PowerSchool. This makes the template/report available to be used within PowerSchool.

ReportWorks - Current Year Marks

File Help

Details Scope Layout Publish

Info

Publishing Information

Project Name: Current Year Marks Publish State: Not Published

Project Description:

Published By: N/A

Published Date: N/A

Report Name: Current Year Marks

Report Description: Student Report for Current Year Marks

Output Type: PDF

Application: No Applications...

Category: No Categories...

School(s):

Unpublished Schools	Published Schools
Brightwood Elementary	
Brooks Global Elementary	
Brown Summit Middle	

Security Groups:

Unpublished Security Groups	Published Security Groups
Counselors	Administrator
Data Managers	
Group 11	
Group 12	
Group 13	
Group 14	
Group 15	

Unpublish Publish

Once the report has been published, your users can then print the report from PowerSchool by clicking the ReportWorks link under the Reports menu and select the newly imported report.