**Starting Off the School Year Right**

With Decision Ed, you can jump right into the new school year ready to go! Below are some of the reports that give you “need-it-now” info to kick off the year.

**Need a Quick List of Kids?**

For a quick list of currently enrolled students in any subgroup, use Report #R000125 (District Users—#R000037). Remember to use the optional selections filters which allow you to refine your search to pull a specific subset of students, such as LEP, GT, SPED, 504, Homeless, etc.

**Student Class Counts**

How many students are in each class section by grade level? Check it out with Report #LR000059. This is an updated variation of a class count report which lets you view how many students are in each section of a course for each teacher on your campus and then displays the student breakdown by grade level.

If you want to pull a list of all courses with hyperlinks to print a class list, check out Report #R000146. The optional selections let you choose specific courses or teachers.

**Specific Subgroup Class Lists**

When delivering documentation to teachers for LEP students, special education, 504, GT, or any specially coded group, use the Report #LR000044. In the optional filters, select your subgroup. It produces a report with the specific students for that subgroup in each teacher’s classroom.

**Class Counts with Demographics**

Do you want to examine the course enrollments by gender, federal race/ethnicity, Special Ed, LEP, EcoDis (called FARMS in Decision Ed), or by grade level? Check out report #R000995. This report displays the number of students enrolled in each course and displays the statistics for the percent of each gender and percent of race/ethnicity.

**Looking for Your No Shows?**

Once your registrar has withdrawn all your no-show students after the first day of school, you can pull a list of these students by using Report #R000131. Under the optional selections filter, choose the WNS withdrawal code. The report will display all students withdrawn in the selected school year with the selected withdrawal code. This list can also be converted to an Excel spreadsheet.

If you want to view ALL withdrawals, use Report #R000130, which gives a summary report of every withdrawal code used in the selected year. This report is a GREAT tool to watch your withdrawals throughout the school year, especially checking for those ‘98’ dropouts.

**One for the Coaches . . .**

UIL requires a student to have a specific number of credits for eligibility during the first six weeks of school (5 entering 10th; 10 entering 11th; 15 entering 12th) OR the “student must have earned at least five credits within the last twelve months that count toward state graduation requirements” (UIL Const Sub M Sect 411). How do we help coaches identify students who may not meet the overall credits required but did attain 5 credits in the previous year? Check out this wonderful report #LR000041. This report shows the total number of credits a student has earned, as well as the number of credits earned for each enrollment year. This is only one of the many uses for this valuable report. Check it out!
Refreshing Your Workspace

If you have not attended a recent training, you may need to refresh your workspace.

1. Once logged in to Decision Ed, from the Report and Search screen on your workspace, click on the folder drop-down icon on the left side of the black tool bar and select Open.

2. Click on the Public Folders, then XJ1 School Workspaces (For district users, you will click on the XJ1 District Workspaces folder). Right click on the School (or District) Workspace template and click on Open.

3. Return to the drop-down menu on the top left-hand side of the Decision Ed Dashboard screen and click “Save As,” then select “My Folders.” You can rename the new workspace or save it over your previous workspace name. Click Ok and Ok.

4. To set your new workspace as your “Home” screen, click on the small arrow beside the house icon. Select “Set Workspace as Home.” Now you are all set!

Recapturing Your 2017 Cohort

Finding all the students in your graduating cohort group can be quite tricky in eSchool since any search covers four years and does not always capture their final withdrawal code. There is a wonderful report in Decision Ed that can help you do this—Report #LR000016 (#LR000015 for District Users). Choose your cohort year and the withdrawal codes you wish to monitor. The report looks at the LAST withdrawal code for each student in the selected cohort. Important groups to monitor are the “98 - Dropout Code” and the “Failed State Assessment/Met Requirement” code. Just a note—occasionally the report does not capture an updated status if the update was made outside of the student’s enrollment year.

Bookmarking Your Favorite Reports

Did you know that you can save your favorite reports to your browser’s bookmarks? Run the report you want to save. When the report appears, click on the “Add this report” drop-down menu and select “Add to Bookmarks.”

When you select this bookmark, it will run the report with CURRENT data. It’s a great way to find those reports you use most often!

LOCAL vs. REGULAR Reports

What is the difference between the “LR” reports and the “R” reports? All reports that begin with an “R” are standard reports available to all Decision Ed users across the country. The “LR” reports are custom reports created specifically by the request of Humble ISD. These reports are at times custom reports created for our needs or sometimes just modifications of the standard reports with some added or enhanced features.

UPCOMING DECISION ED TRAININGS

If you have never attended a training—or just want a refresher—there are several upcoming dates open. Just register for one of the workshops below (or contact Mary Kay at X8128 for a campus team training).

Friday, Sept. 22, 8:00 a.m. to 10:00 a.m., ISC 1012

Friday, Sept. 22, 10:30 a.m. to 12:30 p.m., ISC 1012

Friday, Sept. 29, 8:00 a.m. to 10:00 a.m., ISC 1012

Friday, Sept. 29, 10:30 a.m. to 12:30:00 p.m., ISC 1012