

Accessing the SCHOOL REPORTS MENU

Broward Public Schools Data Warehouse

Instructions for Data Processors

Following are the instructions for printing the TERMS reports from the Data Warehouse at your school on your local printer. Please note that on the new Mac computers, Safari is the browser supported. On the older Macs, Netscape is supported (IE is not supported).

Getting Started

- Open your web browser.
- On the address line, type <http://web/dwh/>
- On the upper left side you will see a new option, 'School Reports Menu'. Point your mouse at this option and click.

Data Warehouse

BRIO
SOFTWARE
2002 Achievement Award

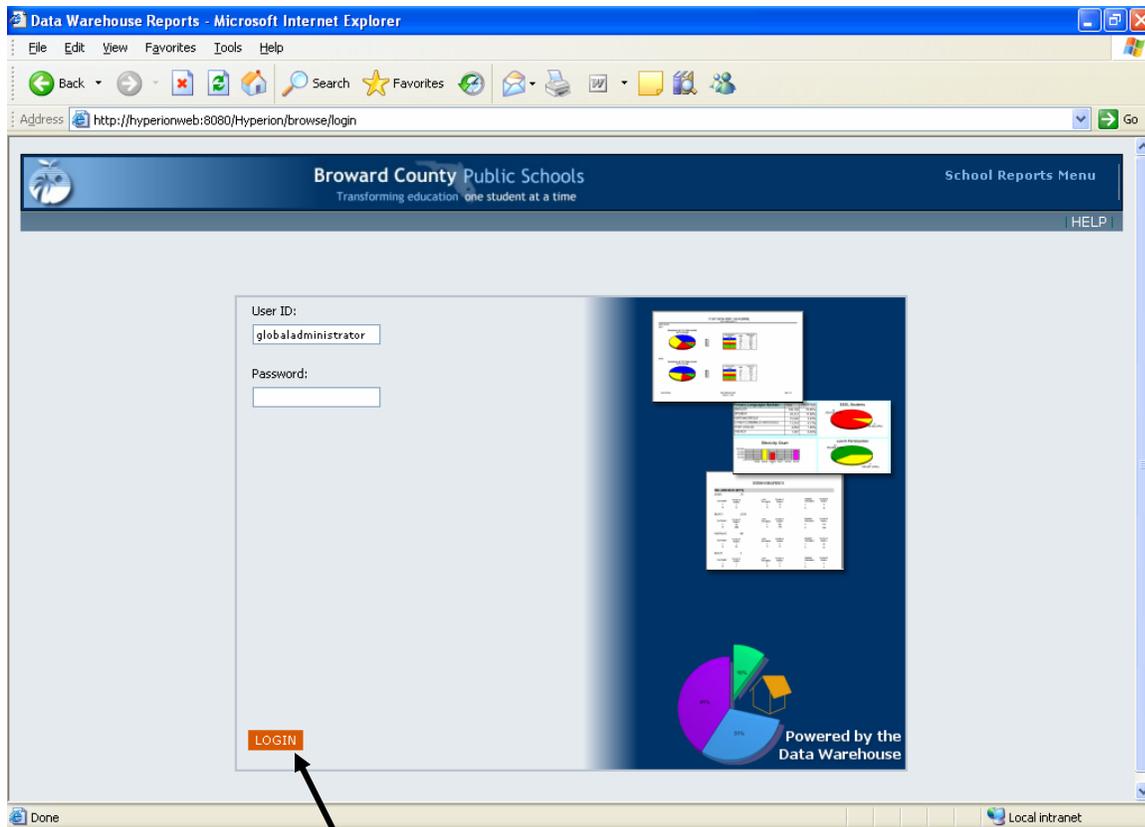
Data Warehouse Vision: School improvement teams, administrators, teachers and parents will gain fingertip access to data that enables better decision making. Data can and will make a difference in student achievement.

2158465 VISITORS HAVE BEEN TO THIS SITE ■ LAST UPDATED JANUARY 5, 2004

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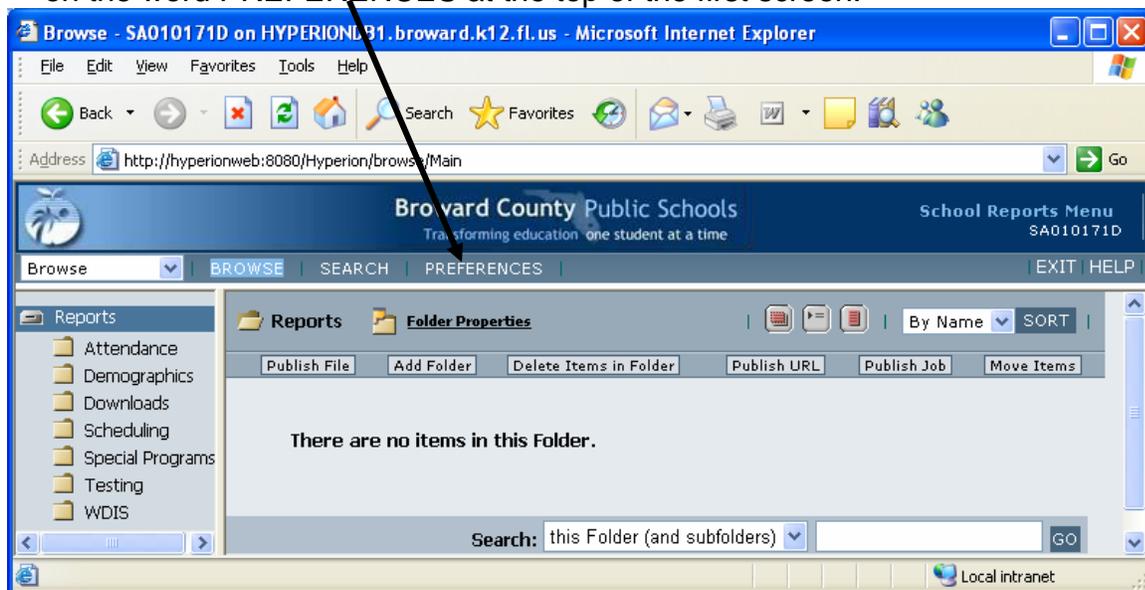
- This will take you to the signon screen for the new School Reports Menu.
- You must have a signon to run reports. If not follow the instructions below:
 - Each school has been assigned a signon for their DPC
 - Your signon is sa01#####d where ##### is your location number. For example, if you are Sunrise Middle School (0251), your signon would be sa010251d.
 - Your password is the word 'password'.
 - The user id and password are case sensitive, so please make sure that you enter it correctly in lower case.

- Enter your User ID and password where indicated.

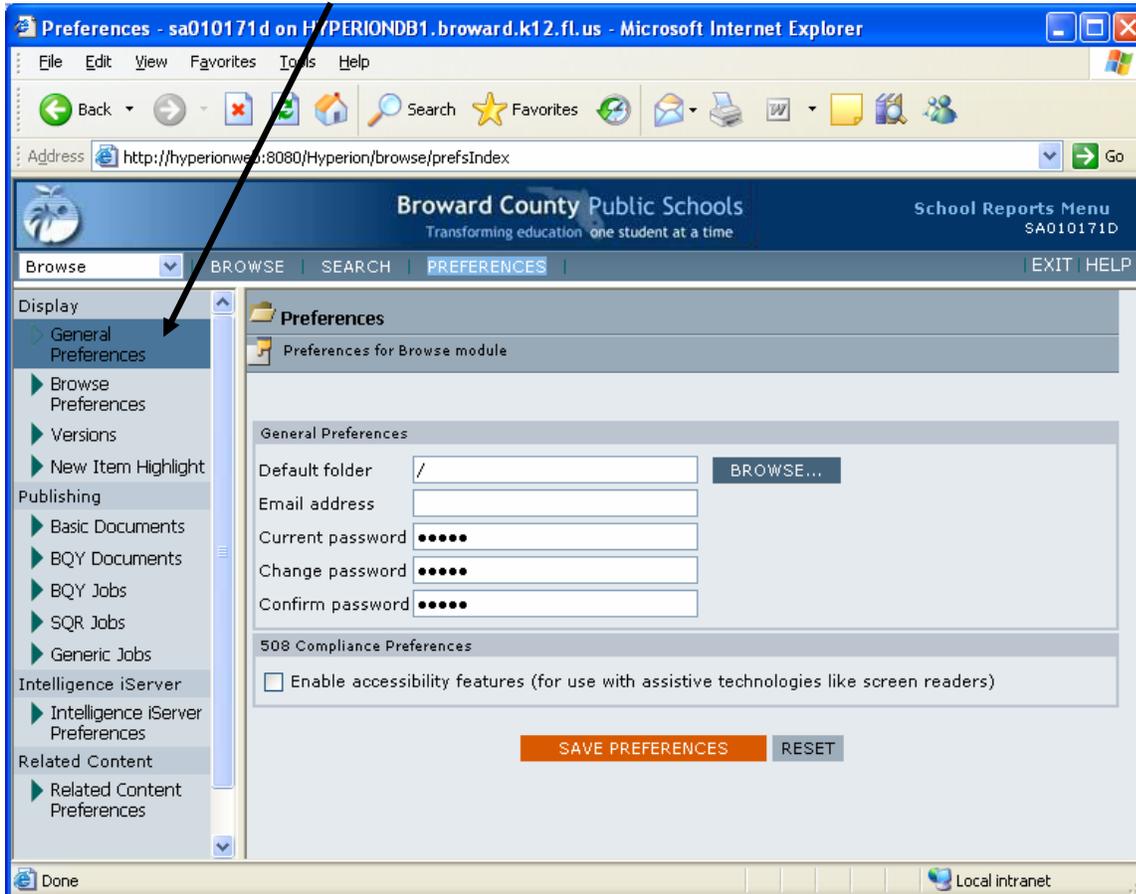


- Click on the **LOGIN** button at the bottom.

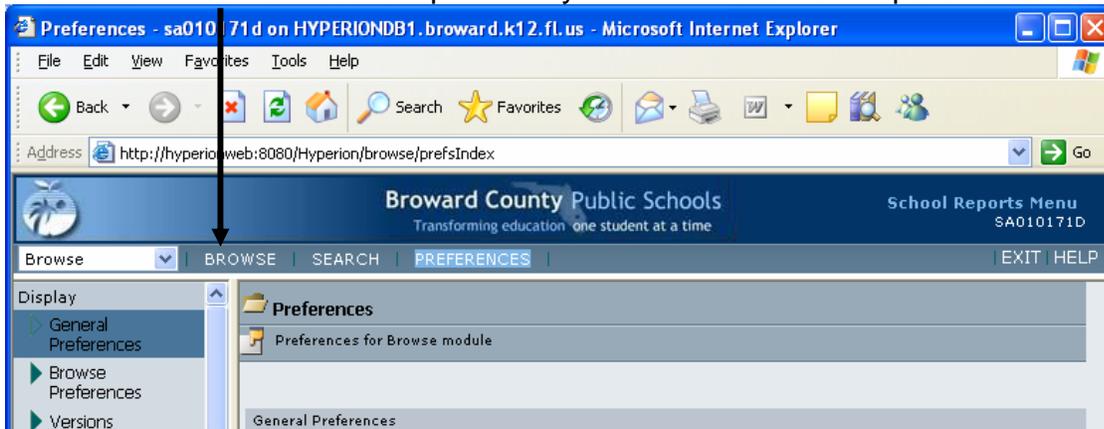
- It is suggested that the first time you sign in, you change your password. To do this, click on the word **PREFERENCES** at the top of the first screen.



- Click on 'General Preferences' in the left window.

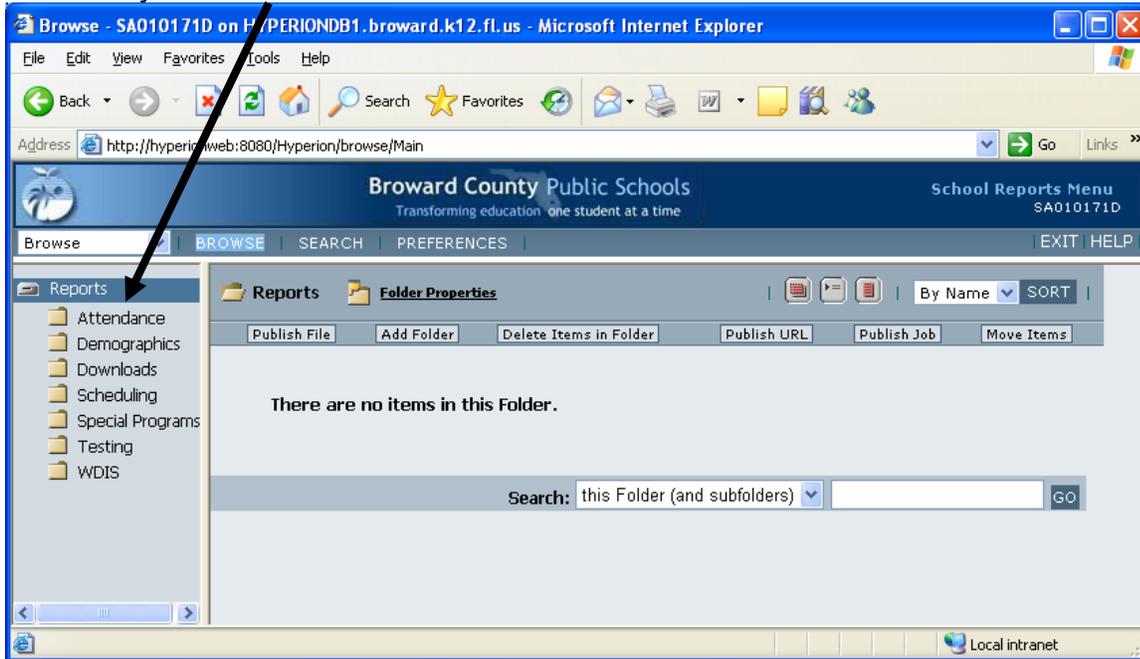


- This will open a screen that will allow you to change your password.
- Fill in your current password and what you would like your new password to be.
- Click on 'SAVE PREFERENCES' at the bottom to save your new password.
- Click on BROWSE at the top to take you back to the main report menu.

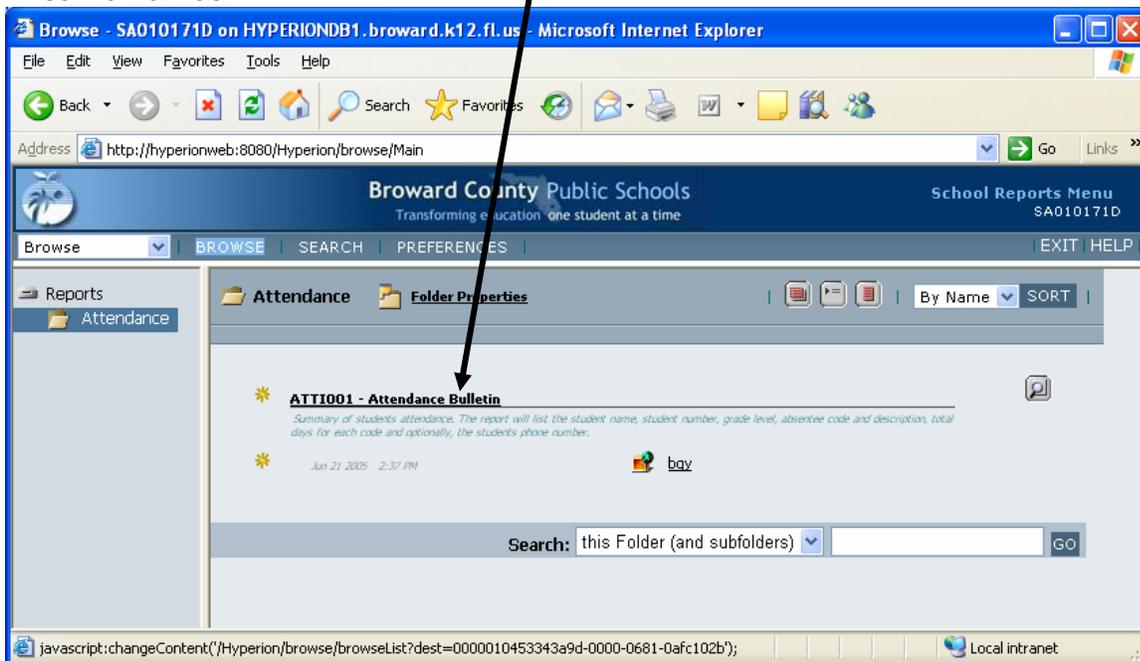


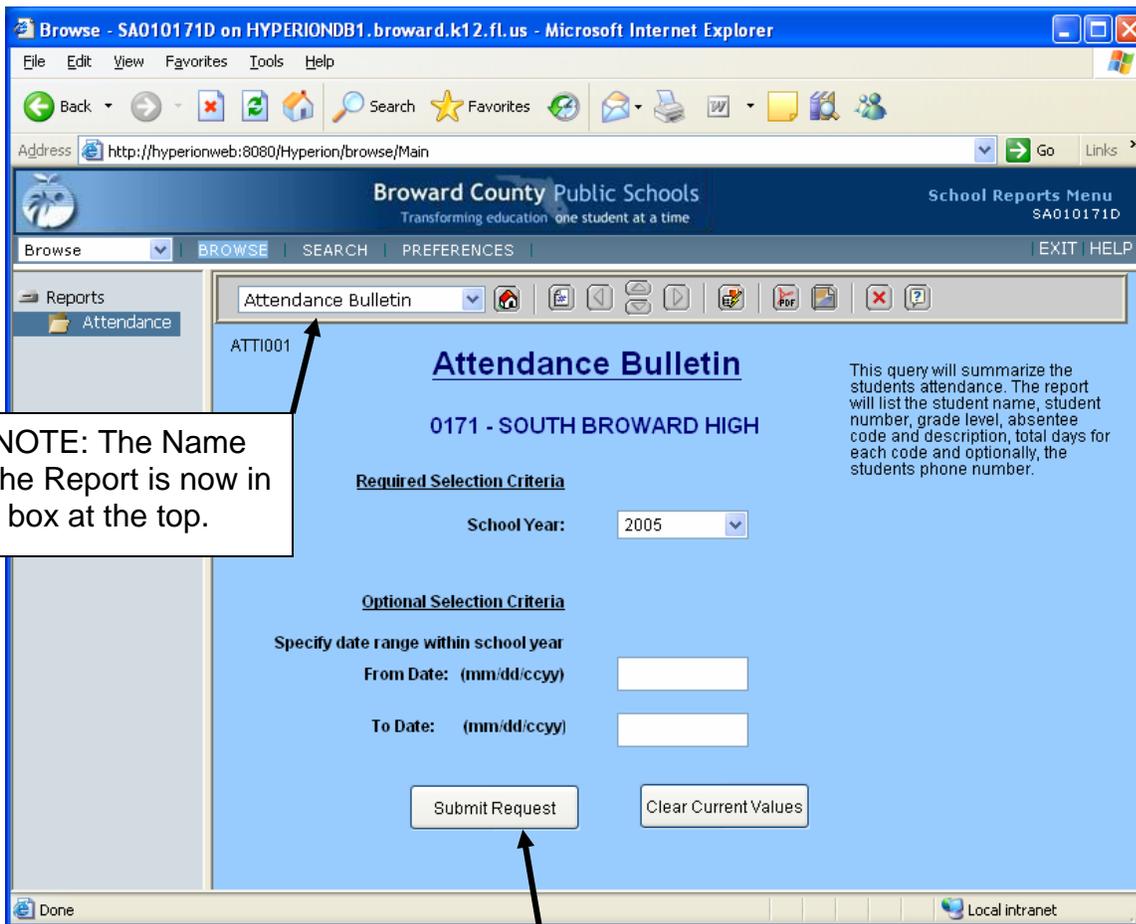
- The BROWSE button will be used to return you to the Main Menu at any time you are in the School Reports Menu System.

- You will now be at the new School Reports Menu.
- There will be a list of Folders which contains reports for that area. More reports will be added periodically. For a list of reports that are available, go to: <http://web/dwh> and click on FAQs.
- Select your folder and click.



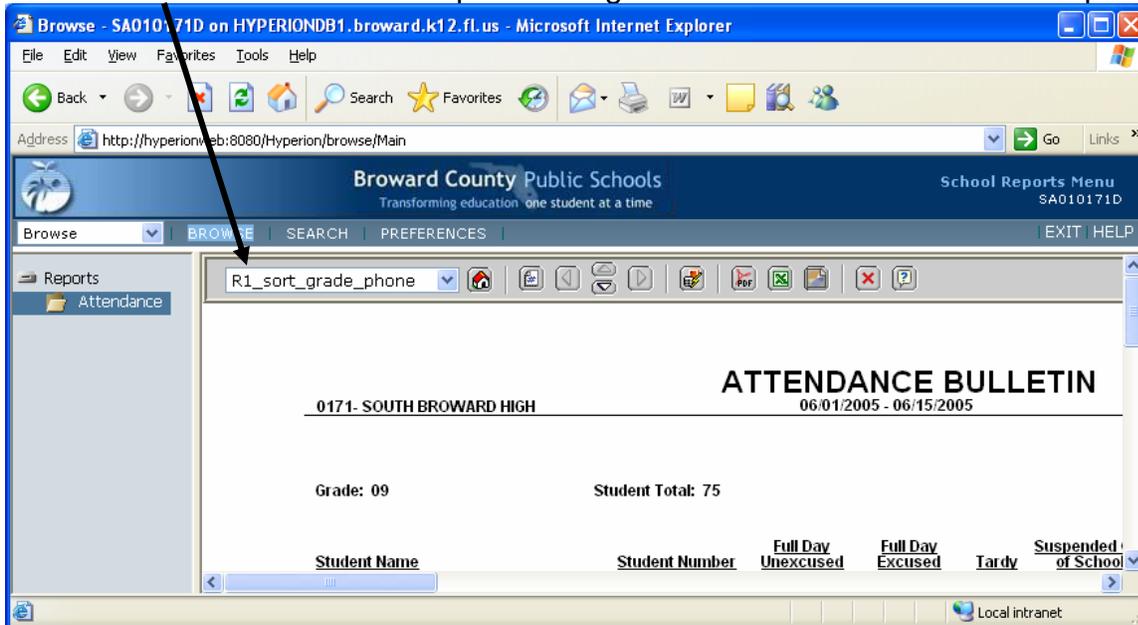
- The Reports available in that folder will appear in the right panel. Click on the report name to open the selection screen. Reports that have been migrated from TERMS will have the same names.



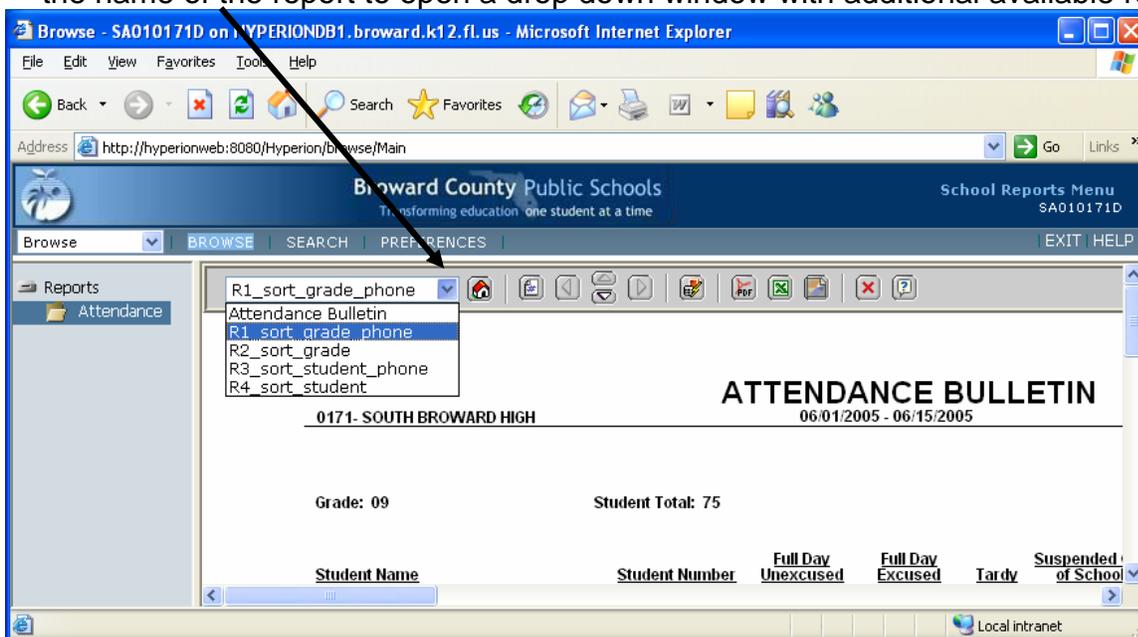


- Enter the Report Parameters and click on the Submit Request button.
- After the report has run, the first page of the report will appear on the screen.

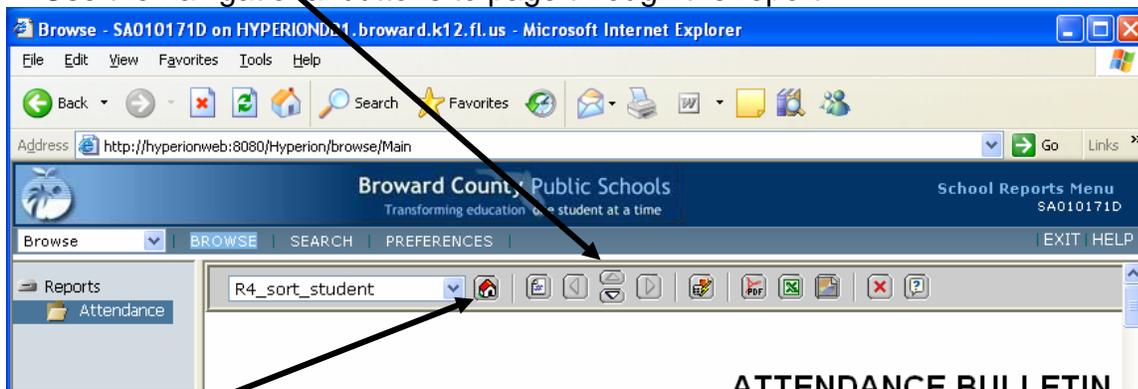
- The name in the box at the top will change to the name of the individual report.



- If additional reports are available, such as other sort options, click on the down arrow by the name of the report to open a drop down window with additional available reports.

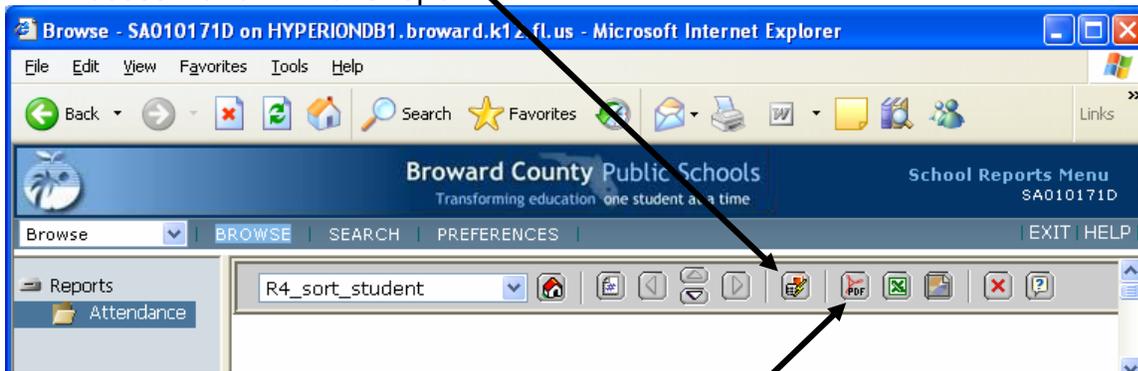


- Simply select the report you want and the chosen report will display.
- Use the navigational buttons to page through the report.

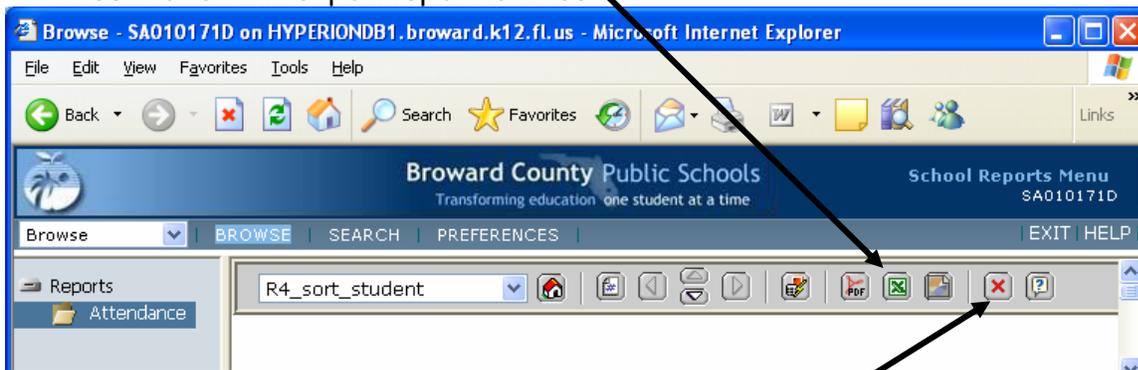


- Home Button – takes you back to the report parameter screen.

- Process Button – Runs report



- PDF Button – Creates the report in Acrobat Reader format for printing.
- Excel Button will export report to Excel



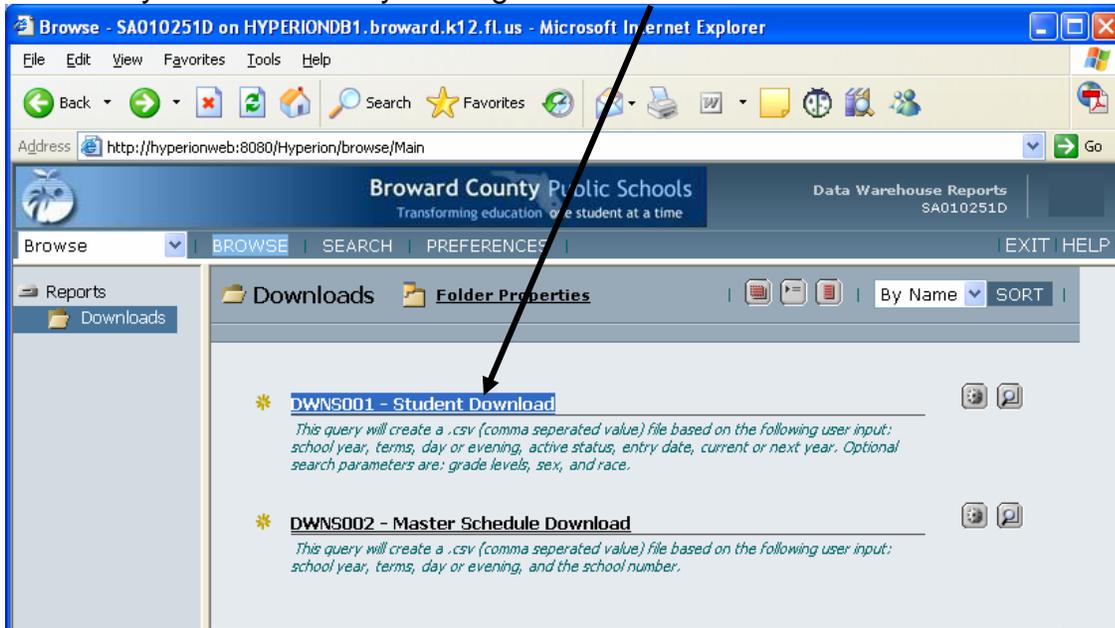
- Close Document Button – will close document on screen

Printing Reports

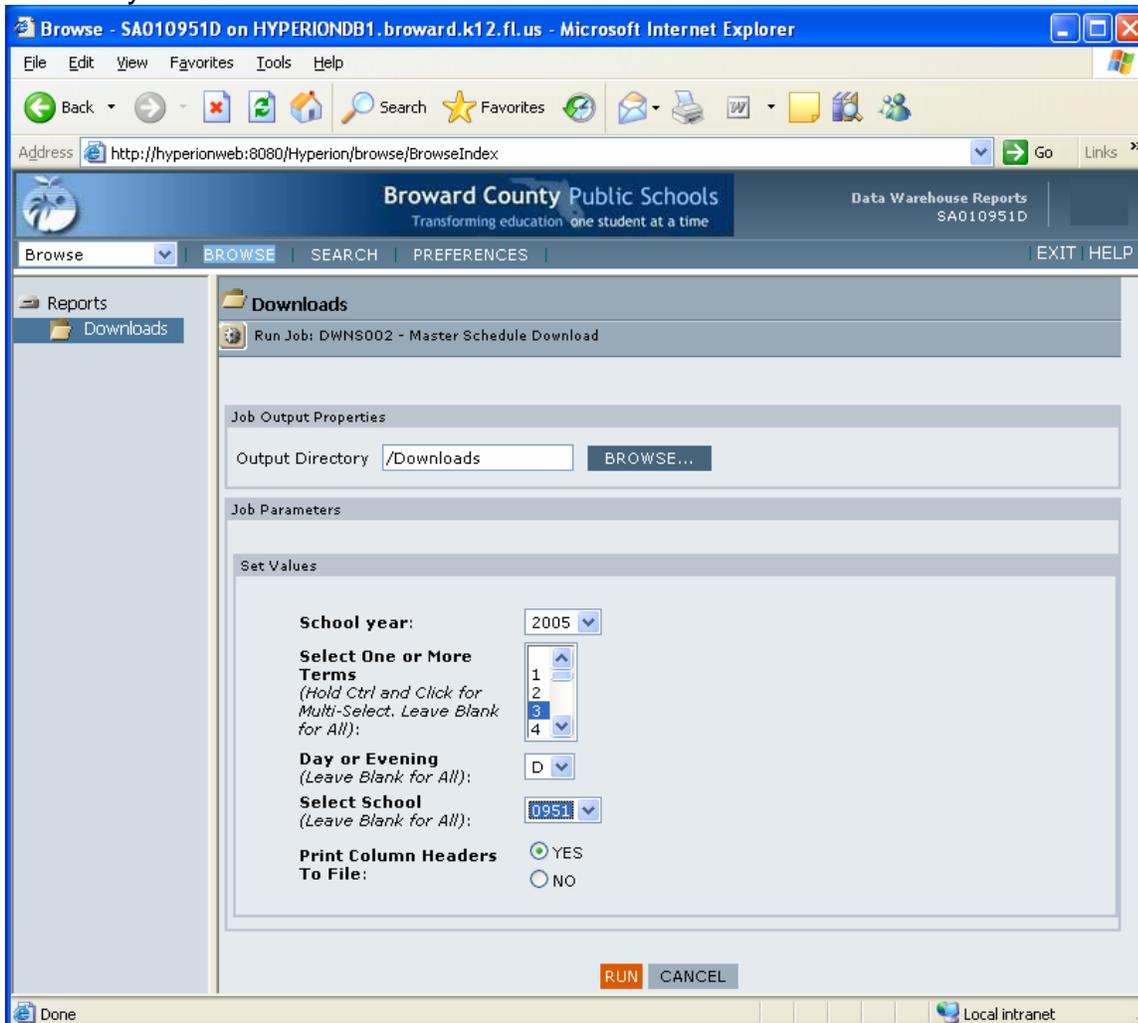
- Make sure the settings on your computer are set to open pdf documents in acrobat reader.
- To print a report, click on the pdf button at the top of the page.
- The first page of the report will open in pdf format on your desktop.
- Click on File and then Print to print the report. (It is suggested that you print one page to make sure your print options are correctly set)
- Reports may be saved to the desktop computer from the open pdf file.

Downloads

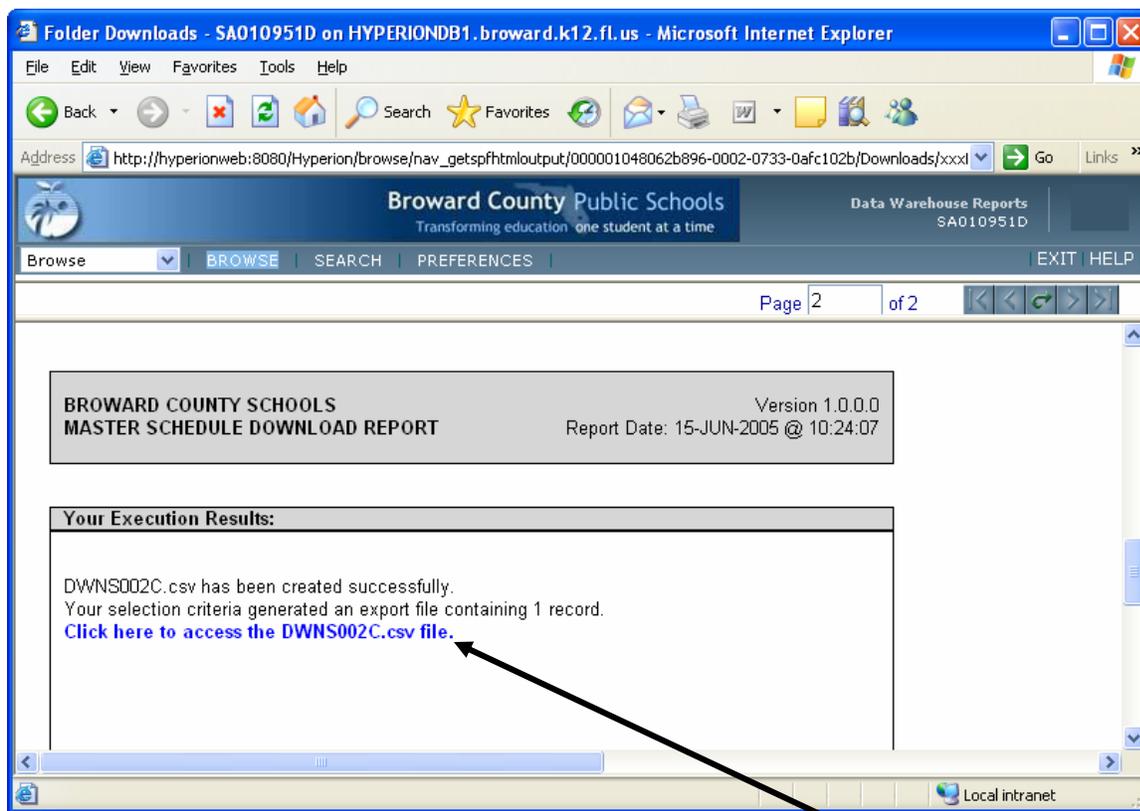
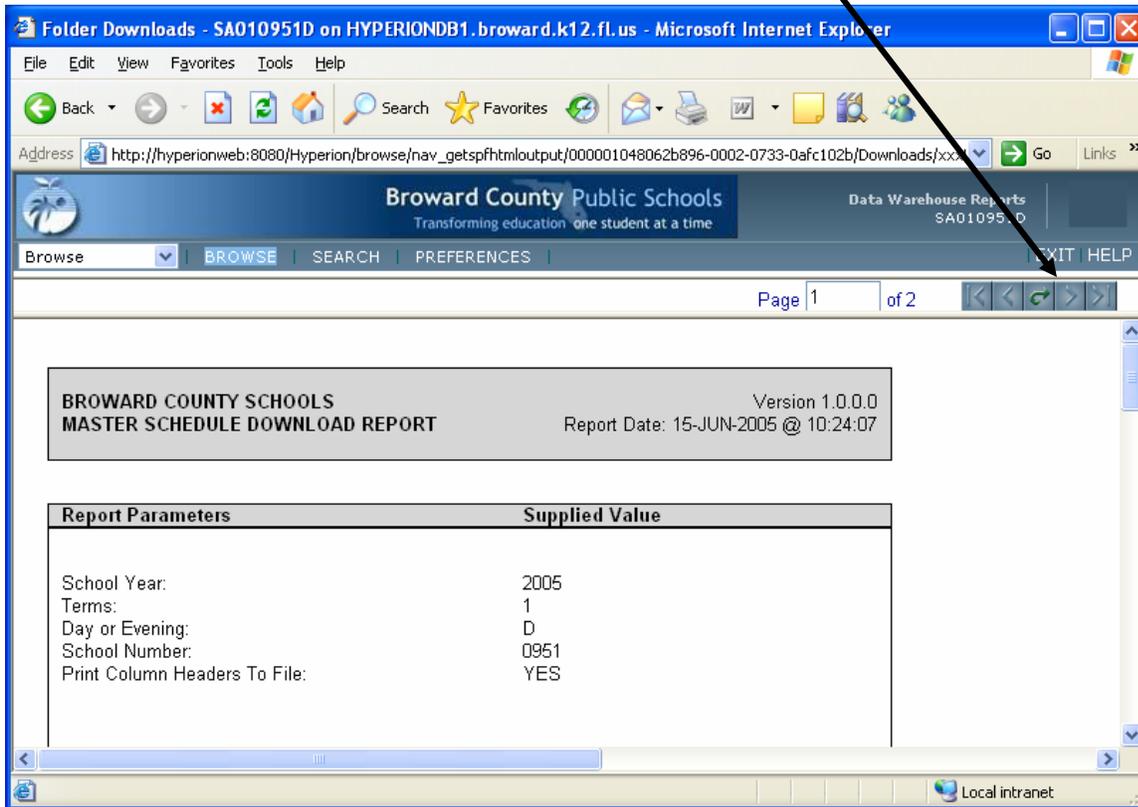
- To download a file, click on the Downloads Folder.
- Select your Download by clicking on the name of the download.



- Fill in your selection criteria. Then click on the RUN button at the bottom to submit.

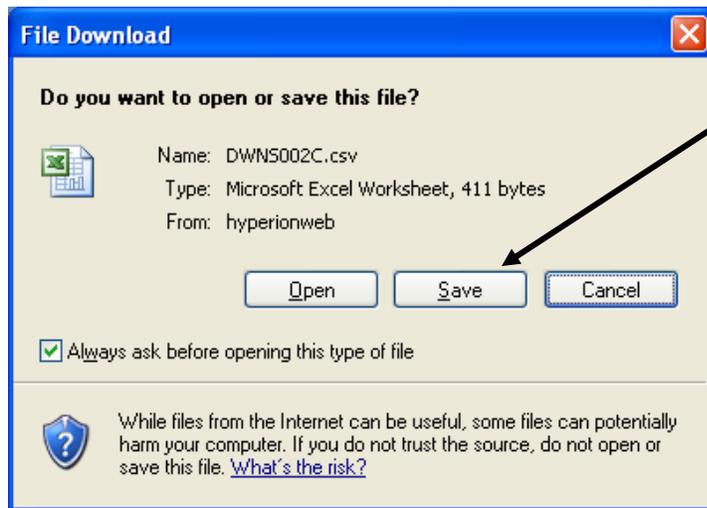


- After your download runs the following pages will appear:
- This first page displays the limits you chose for your download.
- You may scroll down or click on the page navigation buttons to go to the next page.



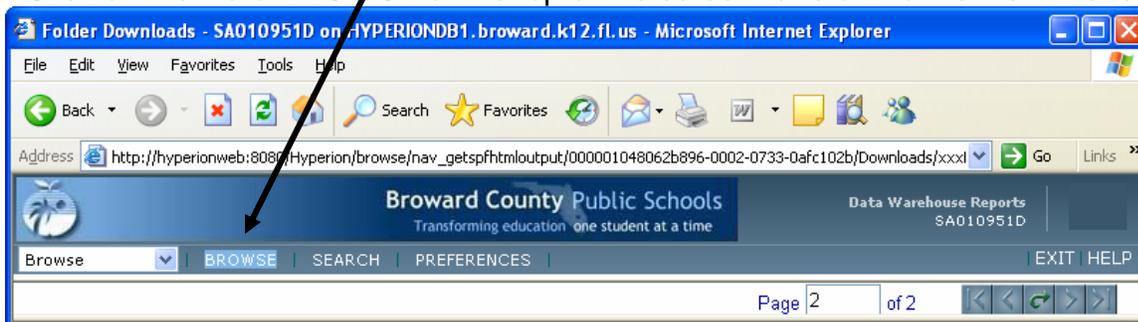
- The second page provides a link to access the download file. Click on this link to save the download to your desktop.

- This will open a window that will allow you to save the file. Click on Save and save to any location you want.

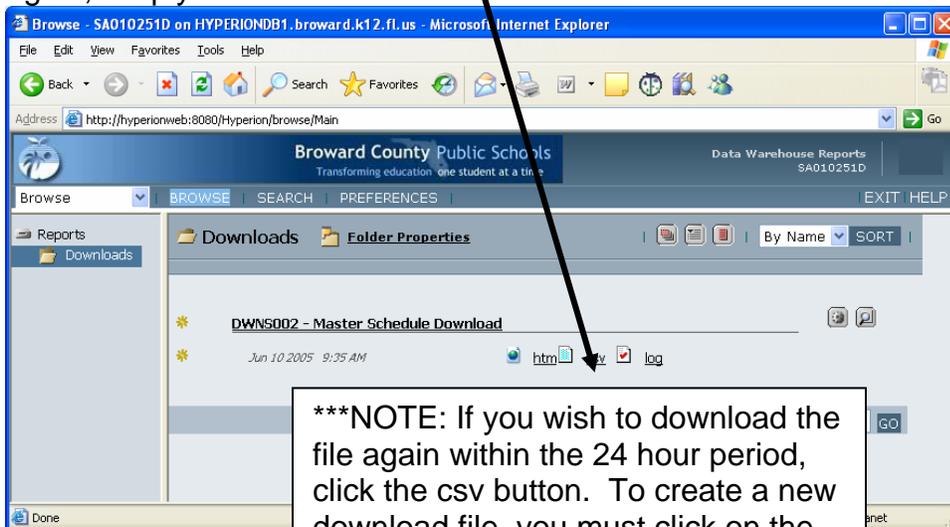


***NOTE: If you wish your file to open automatically in Excel, your computer preferences must be set to use Excel for .csv (comma delimited) files. Your tech support person can help you with this.

- Click on the word BROWSE at the top of the screen to return to the main Menu.



- Your output will remain in the download folder for one day. If you wish to download the file again, simply click on the csv button.



***NOTE: If you wish to download the file again within the 24 hour period, click the csv button. To create a new download file, you must click on the Download name and submit your parameters.

- If you encounter any problems accessing or running reports from the School Reports Menu, please contact the Help Desk or send an email to DWH Mail.