

Accessing the SCHOOL REPORTS MENU

Broward Public Schools Data Warehouse

Instructions

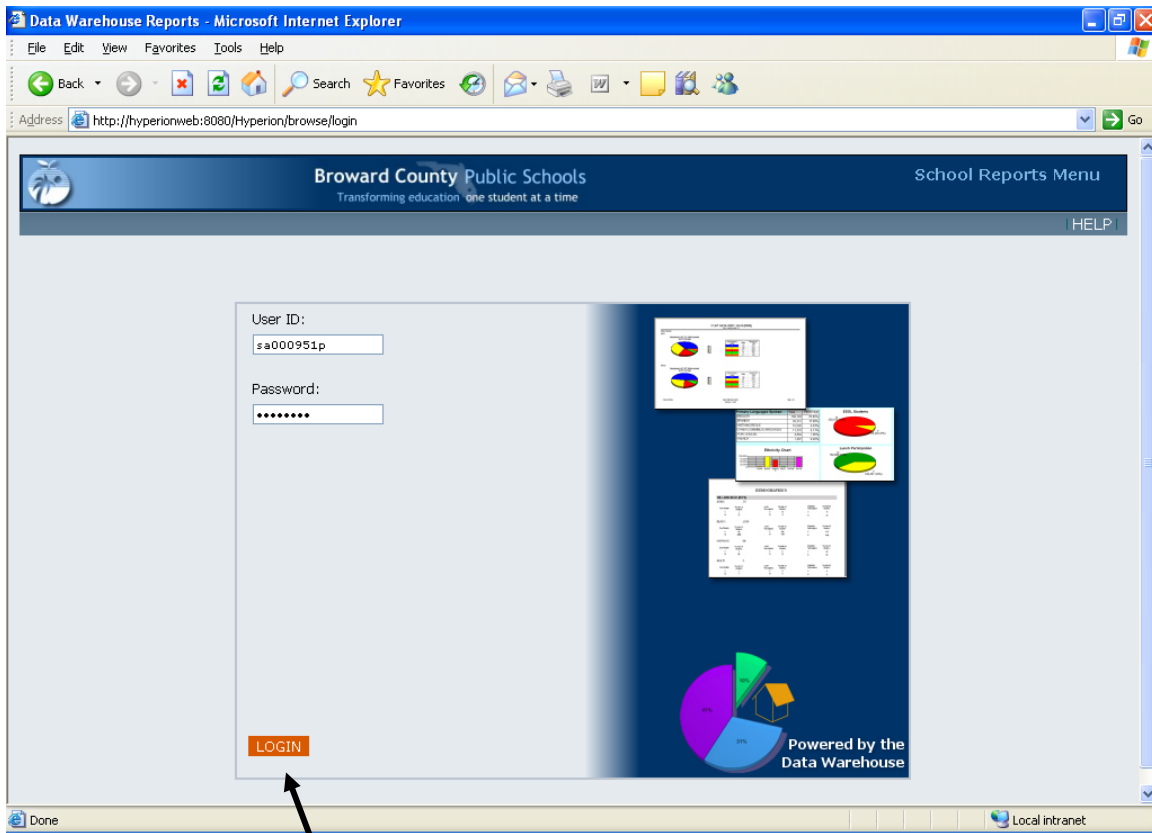
Following are the instructions for printing reports from the Data Warehouse on your local printer. Firefox is supported on all computers and generally works when other browsers have issues. Individual computer security settings may impact performance.

Getting Started

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

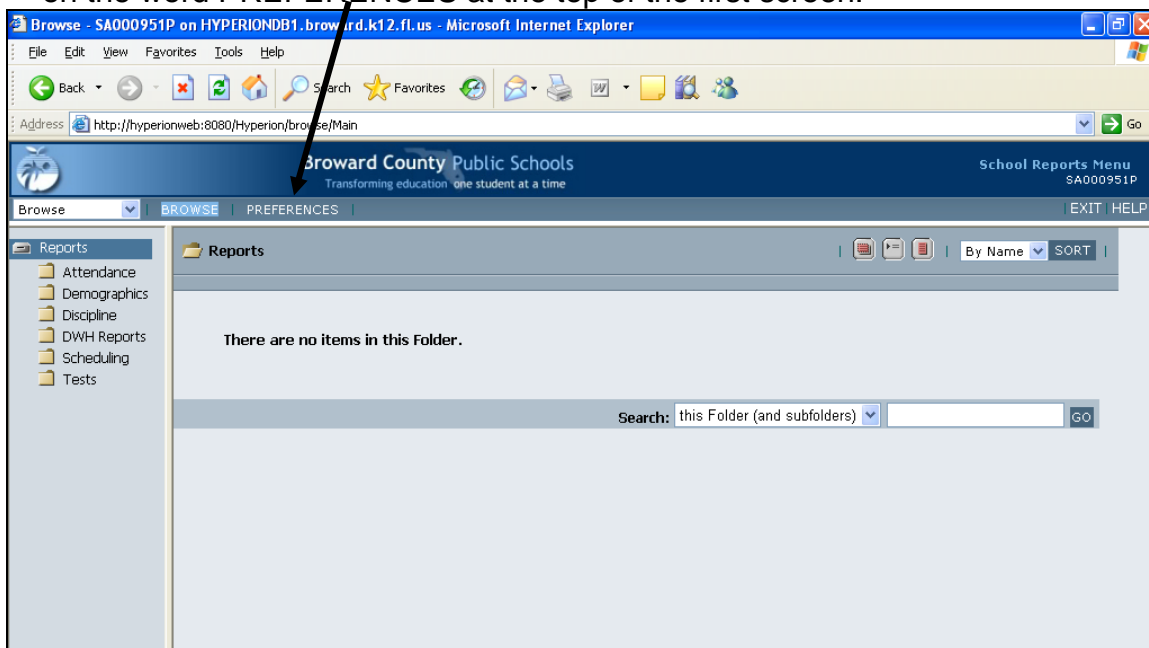


- This will take you to the signon screen for the new School Reports Menu.
- You must have a signon to run reports.
 - Your password is the word 'password'.
 - The password is case sensitive and must be in lower case. Please make sure you enter it correctly.
- Enter your User ID and password where indicated.

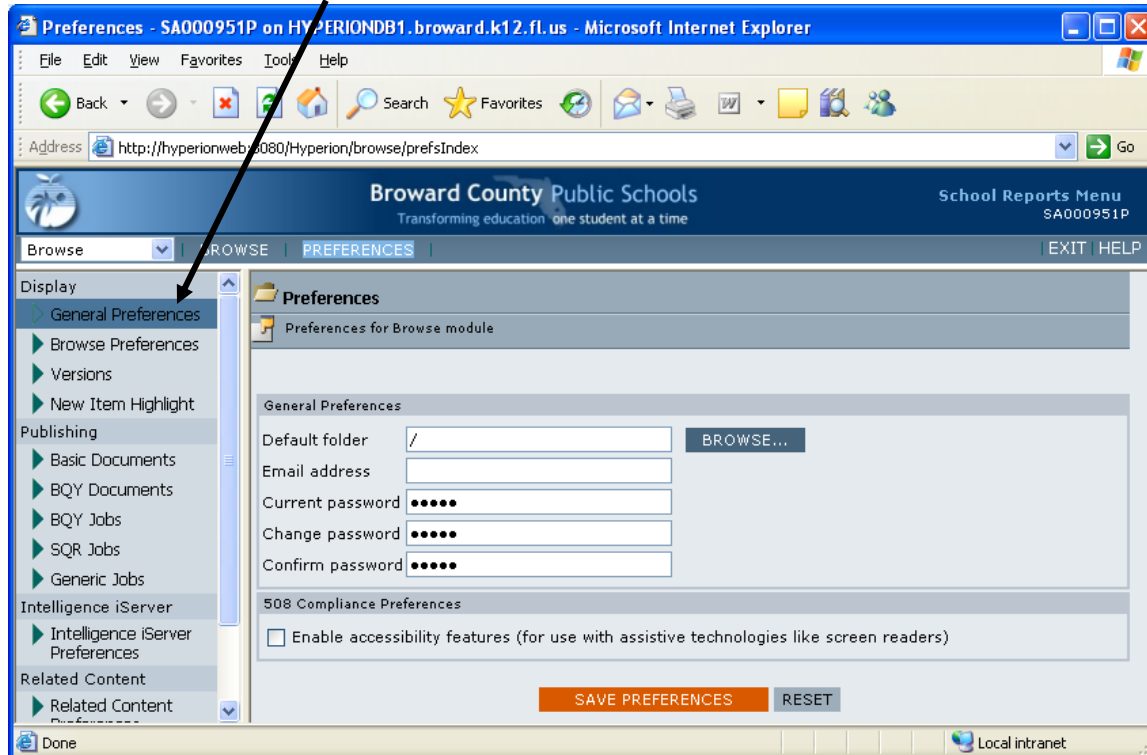


- Click on the **LOGIN** button at the bottom.

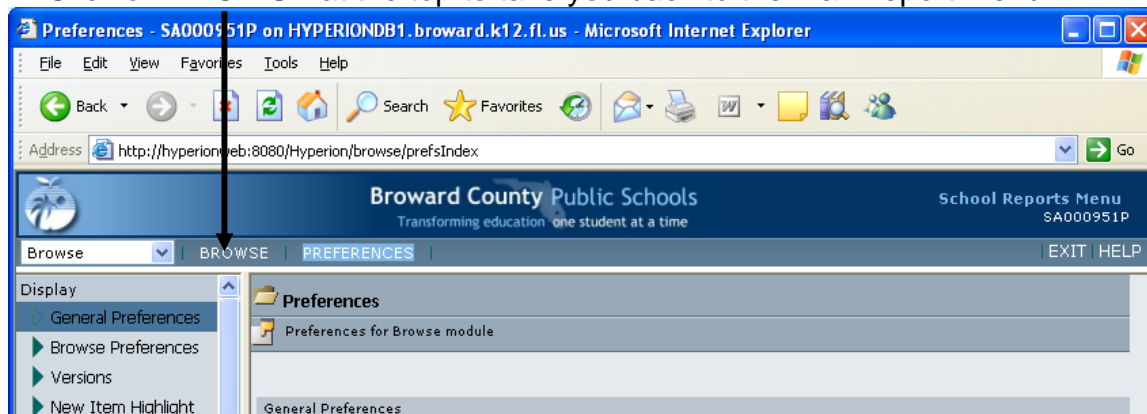
- It is suggested that the first time you sign in, you change your password. To do this, click on the word **PREFERENCES** at the top of the first screen.



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

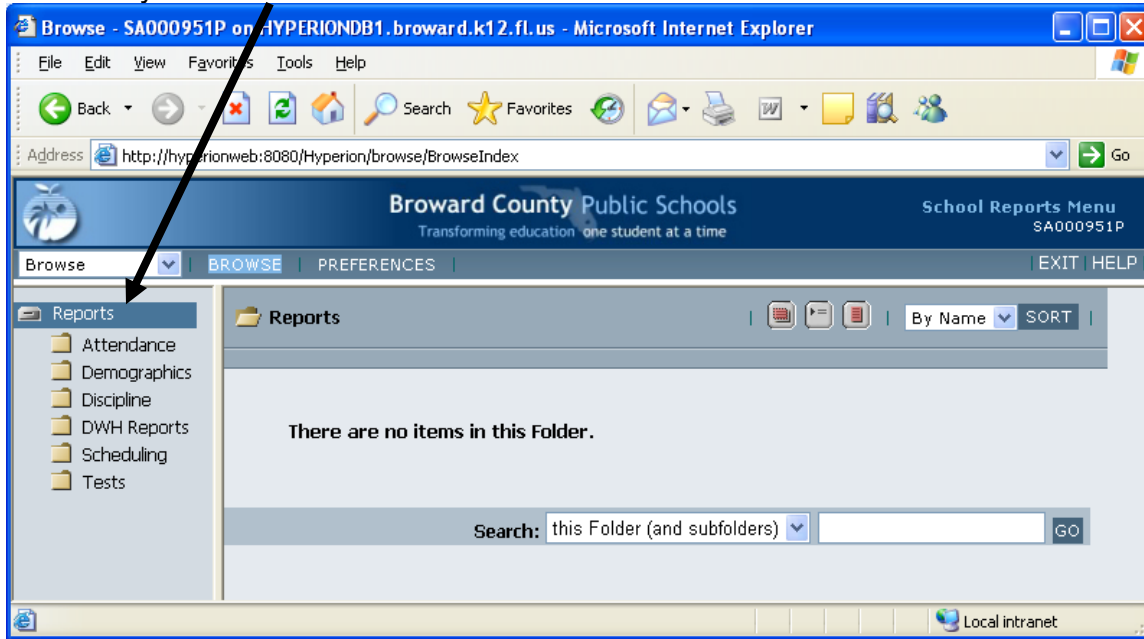


- This will open a screen that will allow you to change your password.
- Fill in your current password and what you would like your new password to be.
- Click on 'SAVE PREFERENCES' at the bottom to save your new password.
- Click on BROWSE at the top to take you back to the main report menu.

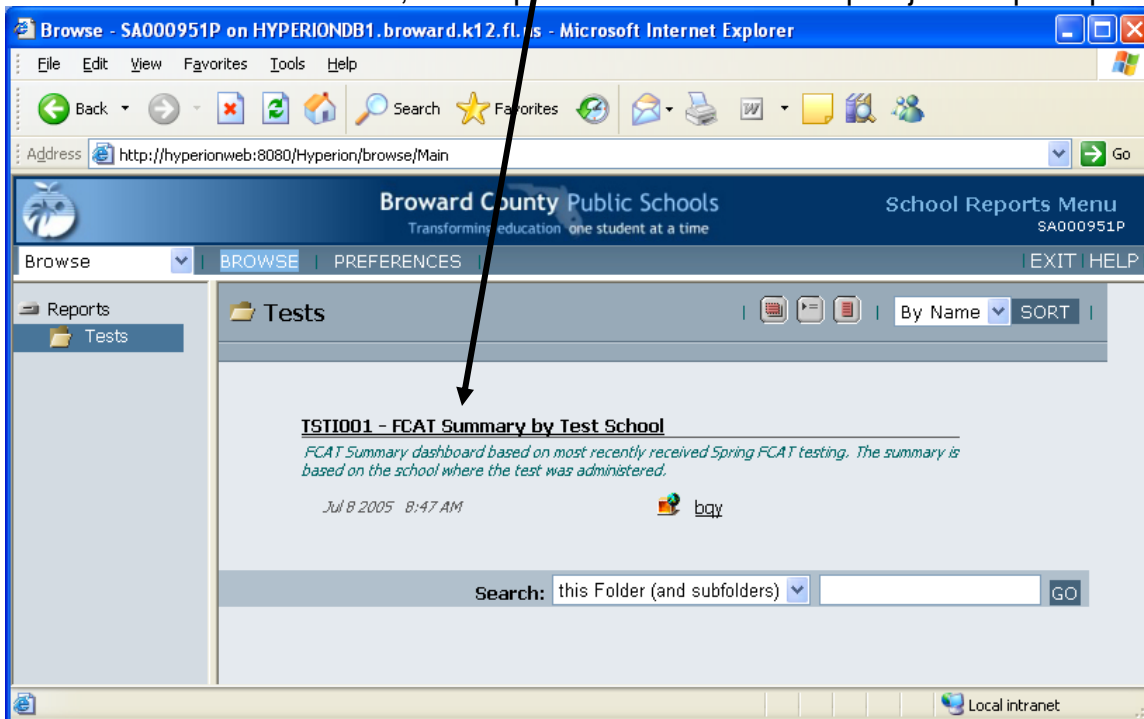


- The BROWSE button will be used to return you to the Main Menu at any time you are in the School Reports Menu System.

- 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 WHAT'S IN THE DWH.
- 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. In addition, new reports have been developed just for principals.



- **NOTE:** There are some reports that will be available for viewing only by Principals. These will be in the appropriate folder.

- Click on one of the criteria boxes to change the dashboard parameters.

***NOTE: The Name of the Report is now in the box at the top.

Broward County Public Schools
 School Reports Menu
 SA000951P

FCAT Summary by Subtest
FORT LAUDERDALE HIGH
 2005 FCAT TEST RESULTS

■ Percent Meeting Criteria ■ Percent Not Meeting Criteria

Subtest Ctl	Number Tested	Number Meeting Crt	Percent Meeting Criteria	Percent Not Meeting
COMPARISONS				
MAIN IDEA				
REF RESEARCH				
WORDS				

Selection Criteria
 Test Type: SSS
 Subtest Type: READING
 Test Level: *ALL TEST LEVELS*
 Ethnicity: *ALL GROUPS*
 ESOL: N
 ESE: N
 Last Selection
 Test: SSS READING

- Click on the word Reports or the word BROWSE to go back to the main menu.

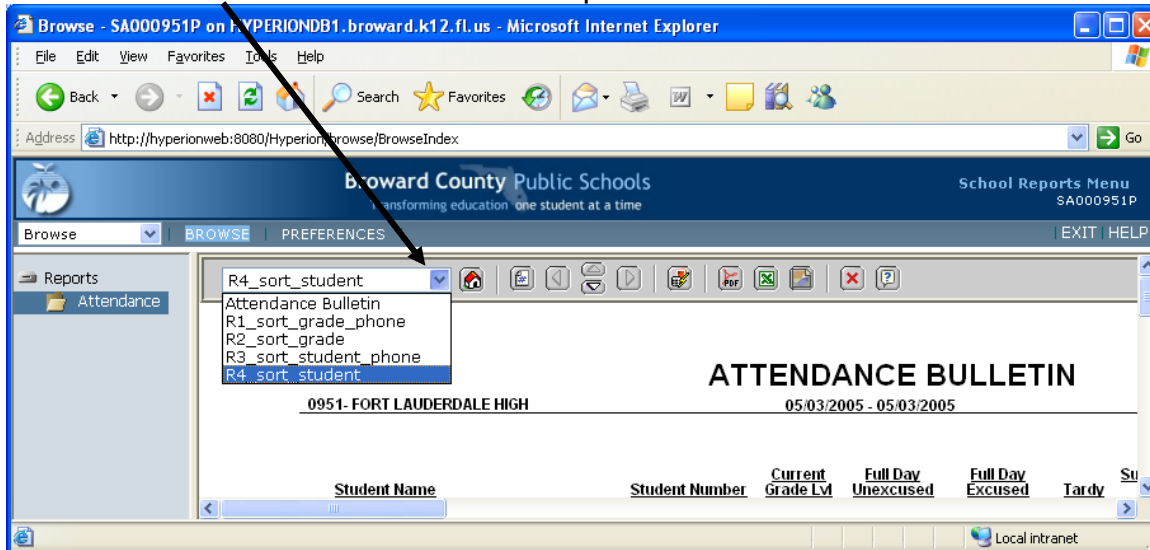
Broward County Public Schools
 School Reports Menu
 SA000951P

Reports

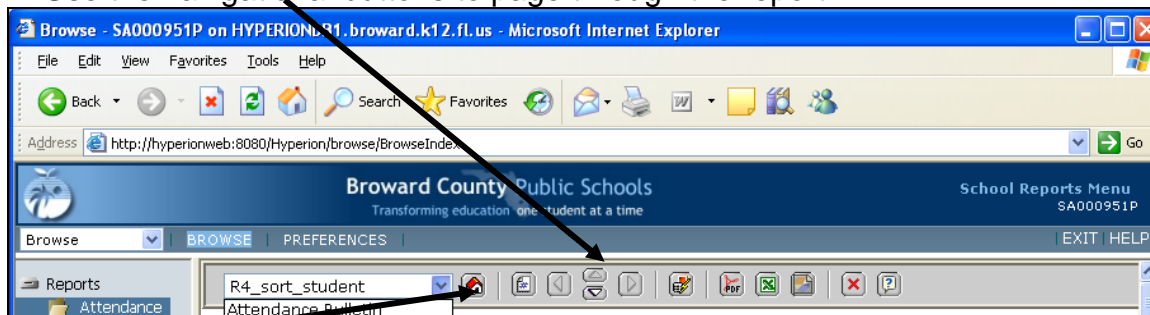
There are no items in this Folder.

Search: this Folder (and subfolders) [input field] GO

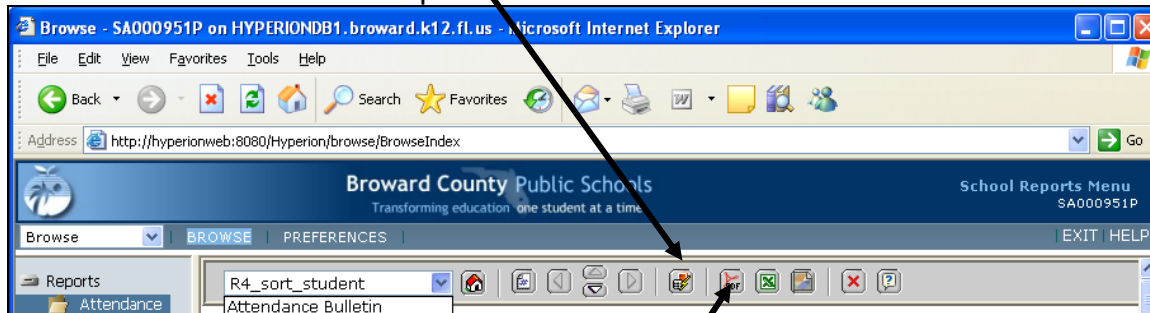
- Many of the reports have additional reports available. If additional reports are available, such as other sort options, click on the down arrow by the name of the report to open a drop down window with additional available reports.



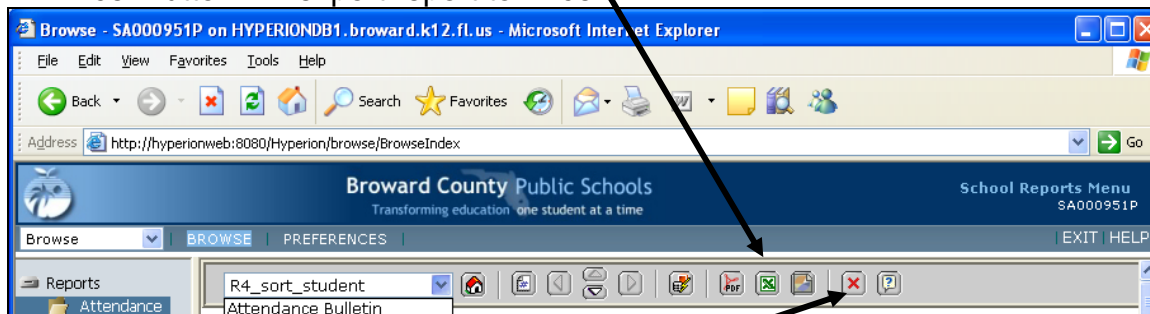
- Simply select the report you want and the chosen report will display.
- Use the navigational buttons to page through the report.



- 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.
-
- 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 or contact Dr. Phyllis Chasser.