

Online RadSchool

Web-based Radiologic Science Software by

America's Software Corporation

Quick Start Guide

SCHOOL ID _____

USERNAME _____

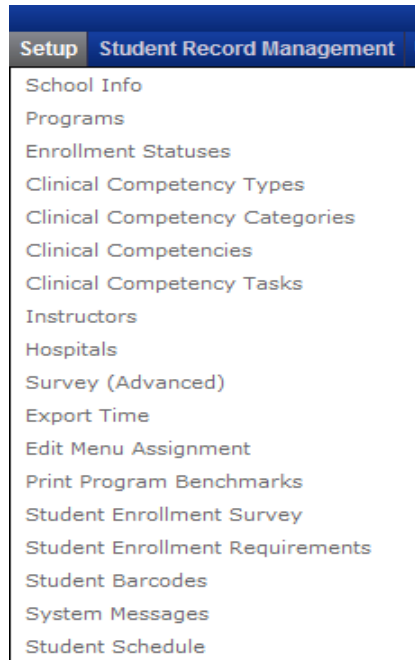
PASSWORD _____

Please write your user information in the space provided and store in a safe place.

Anytime you see an Asterisk **
the information in that field is required to continue.

Setup List Menu Item

Although there is sample data already setup in the items on the SETUP LIST, it is recommended you pick each item on the list and verify the values reflect the needs of your school.



School Info

Enter your basic school information. Specify which time clock and grading method you prefer. If you specify straight time for the time clock then no rounding will occur when a student clocks in and out. If you specify the ¼ hour system, the time clock will round to the nearest ¼ hour. Grading System: Specify either the check box system or a Likert Scale. Specify the number of options you want to appear on the Likert scale in the grade entry form. If you want the student's Hours To Date to appear on the time clock, check the SHOW HOURS TO DATE field.

School Setup

School Name*:

Address:

City:

State, Zip: ,

Phone:

Exam Pass Rate Benchmark:

TimeClock Method *

Quarter Hour

Straight Time

Show Hours to Date

Grading Method *

CheckBoxes

Likert Scale

Likert Scale Maximum Value 0 1 2 3 4 5

Programs

Enter your list of programs. This list will be used throughout the software to identify the program the student is in and to filter reports. The first section of fields (Section A) control time clock functions and the bottom half of form (Section B) is used to setup program benchmarks.

Programs Setup

Section A

Edit Existing Program: Radiography

Program Name*: Radiography

Maximum Daily Hours: 9:00

Tardy Time (hh:mm AM): 08:12 AM

Block Clock Time (hh:mm AM):

Early Time (hh:mm AM): 07:00 AM

Program Benchmarks

	Benchmark Set
Program Completion Rate:	100
Certification Exam pass Rate (1st Attempt):	100
Placed within 6 months of Graduation:	100
Graduate Satisfaction:	9
Employer Satisfaction:	100

Break Adjustments

Section B

Section A

- Maximum Daily Hours** -If a student goes over the maximum daily hours allowed, the time clock will automatically adjust their time for the day to the maximum time allowed.
- Tardy Time** – Specify the time the student is considered tardy
- Block Clock** – If the first punch of the day is after the block clock time, block the student from getting any time for the day.
- Early Time** – If a student clocks in before the early time, let them clock in but change their clocked in punch to the early time.

Program Benchmarks – These values are used by the PRINT PROGRAM BENCHMARK report located on the SETUP LIST menu and can assist you in making sure your program is meeting its goals.

System Messages

If you want a message to show each time a student or faculty logs onto the software use this form to create a personalized message.

Description:

Expires:

Target: Instructors Students Both

Message:

Normal Times 3 Black B I U ABC x² x₂

Clinical Instructor Meeting Friday at 2PM. Don't be late!

Enrollment Status

Values entered here appear on the Enroll Status drop down list on the Student Profile.

Enrollment Statuses

Add New:

Current Enrollments:

Enrollment Status	
New Start	<input type="button" value="Delete"/>

Clinical Competency Types

These values appear in the drop down list on the Clinical Competency Grade Entry screen. Examples: Pediatric, Trauma, Surgical.

Competency Types

Add new:

Appear on Reports

Modify Existing:

Competency Type	Reports
Behavioral	<input checked="" type="checkbox"/> Delete
Clinical Instructor Evaluation	<input checked="" type="checkbox"/> Delete
Clinical Site Evaluation	<input checked="" type="checkbox"/> Delete
Final	<input checked="" type="checkbox"/> Delete
Mastery	<input checked="" type="checkbox"/> Delete
MRI	<input checked="" type="checkbox"/> Delete
Pediatric	<input checked="" type="checkbox"/> Delete
Routine	<input checked="" type="checkbox"/> Delete
Trauma	<input checked="" type="checkbox"/> Delete

Create NEW Competencies

Modify EXISTING Competencies

Create NEW Competency Types

Competency Types

Add new:

Appear on Reports

STEP 1:
Name the NEW Competency

STEP 2:
Should this Competency appear on reports?
If this boxed is checked it WILL appear on reports.

STEP 3:
Make sure you click ADD;
once you do your new competency should appear in the section below.

Competency Types

Modify Existing:

Competency Type	Reports
Behavioral	<input checked="" type="checkbox"/> Delete
Clinical Instructor Evaluation	<input checked="" type="checkbox"/> Delete
Clinical Site Evaluation	<input checked="" type="checkbox"/> Delete
Final	<input checked="" type="checkbox"/> Delete
Mastery	<input checked="" type="checkbox"/> Delete
MRI	<input checked="" type="checkbox"/> Delete
Pediatric	<input checked="" type="checkbox"/> Delete
Routine	<input checked="" type="checkbox"/> Delete
Trauma	<input checked="" type="checkbox"/> Delete

STEP 1: Highlight the Competency that you would like to Modify.

STEP 2: Type the new name for that Competency Type in the space provided.

STEP 3: Make sure you choose whether or not you would like this Competency Type to appear on your reports.

STEP 4: Click **SAVE CHANGES** or **CANCEL CHANGES**.

To **DELETE** a Competency you can simply click on the DELETE button next to that Competency Type. The program will ask you to confirm that you would like to delete that particular Competency Type.

Clinical Competency Categories

Examples: Abdomen, Chest and Thorax. Used in the Grade Entry screen.

Create NEW
Competency
Categories

Competency Categories

Add new:

Category Name*:

Programs*:

LXMO

MRI

NMT

Nursing

Radiography

Modify Existing:

Select Program:

Modify
EXISTING
Competency
Categories

Create NEW Competency Categories

The screenshot shows the 'Competency Categories' form. At the top, it says 'Add new:'. Below this, there are three steps highlighted with callout boxes:

- STEP 1:** Type the name of the new Category. This points to the 'Category Name*' text input field.
- STEP 2:** Select the PROGRAM the Category should be listed under. This points to the 'Programs*' section, which contains a list of checkboxes for LXMO, MRI, NMT, Nursing, and Radiography.
- STEP 3:** Click ADD CATEGORY. This points to the 'Add Category' button at the bottom right of the form.

Modify EXISTING Competency Categories

The screenshot shows the 'Modify Existing' form. At the top, it says 'Modify Existing:'. Below this, there is a 'Select Program:' dropdown menu with 'Radiography' selected. Below the dropdown is a table with the following columns: 'Competency Category' and 'Delete'.

Competency Category	Delete
Abdomen	Delete
Chest and Thorax	Delete
Cranium	Delete
Fluoroscopy Studies	Delete
Lower Extremity	Delete
Mobile Studies	Delete
MRI Abdomen	Delete
Pediatric (age 6 or younger)	Delete
Spine and Pelvis	Delete
Surgical Studies	Delete
Upper Extremity	Delete

At the bottom of the form, there are two buttons: 'Save Changes' and 'Cancel Changes'.

STEP 1: Select the Program

STEP 2: Highlight the Category that you would like to Modify.

STEP 3: Type the new name for that Category in the space provided.

STEP 4: Click **SAVE CHANGES** or **CANCEL CHANGES**.

To **DELETE** a Competency you can simply click on the **DELETE** button next to that Competency Type. The program will ask you to confirm that you would like to delete that particular Competency Type.

Clinical Competencies - Create NEW Competencies

Clinical Competencies

Add new:

Program*: MRI

Category*: Test Category

Competency*: Test Competency

Required:

Sort Order:

Inactive:

[Add](#)

STEP 1: Select the Program

STEP 2: Select the Category.

STEP 3: Type the new name for the competency you are creating.

STEP 4: Make the Competency **REQUIRED** by checking the box, or leave unchecked if the Competency is not required.

STEP 5: Determine the Sort Order number.

STEP 6: Make the Competency **INACTIVE** by checking the box, it will be an active Competency if left unchecked.

STEP 7: Click **ADD**

Modify Existing:

Select Program: Radiography

Competency	Category	Required	Sort Order	Inactive	
Chest AP (wheelchair or stretcher)	Chest and Thorax	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	Delete
Chest Lateral Decubitus	Chest and Thorax	<input type="checkbox"/>	4	<input type="checkbox"/>	Delete
Chest Routine	Chest and Thorax	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Delete
Ribs	Chest and Thorax	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	Delete
Sternum	Chest and Thorax	<input type="checkbox"/>	5	<input type="checkbox"/>	Delete
Upper Airway (soft tissue neck)	Chest and Thorax	<input type="checkbox"/>	6	<input type="checkbox"/>	Delete
AC Joints	Upper Extremity	<input type="checkbox"/>	17	<input type="checkbox"/>	Delete
Clavicle	Upper Extremity	<input type="checkbox"/>	15	<input type="checkbox"/>	Delete
Elbow	Upper Extremity	<input checked="" type="checkbox"/>	11	<input type="checkbox"/>	Delete
Forearm	Upper Extremity	<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	Delete
Hand	Upper Extremity	<input checked="" type="checkbox"/>	8	<input type="checkbox"/>	Delete
Humerus	Upper Extremity	<input checked="" type="checkbox"/>	12	<input type="checkbox"/>	Delete
Handwashing	Patient Care	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	Delete
Putting on of non sterile gloves	Patient Care	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	Delete
sterile gloves	Patient Care	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	Delete
Venipuncture	Patient Care	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	Delete

[Save Changes](#) [Cancel Changes](#)

Add Competency Tasks

Enter the list of tasks associated with the competency. Competency tasks appear in the clinical grade entry form. You can also track benchmarks on competency tasks.

The screenshot shows the 'Competency Tasks' form with the following sections:

- Add New Tasks:** Includes a 'Select Program*' dropdown, a 'Task Description*' text field, and a 'Benchmark:' text field. A dropdown menu is open, showing options: 'LXMO', 'MRI', 'NMT', 'Nursing', and 'Radiography'.
- Associate to Categories:*** Includes an 'Add Task' button.
- Copy Categories to a Different Category:** Includes 'Copy From:' and 'Copy To:' dropdowns, and a 'Copy' button. A dropdown menu is open, showing various categories like 'MRI - Lower Extremity', 'Radiography - Abdomen', etc.
- Modify Existing Tasks:** Includes a 'Select Category:' dropdown and buttons for 'Save Changes', 'Cancel Changes', and 'Delete Checked'.

Add Instructors

Enter the list of Instructors who will evaluate students. This list will appear in the clinical grade entry form.

The screenshot shows the 'Evaluators' form with the following sections:

- Add new:** Includes 'First Name*' and 'Last Name*' text fields, and an 'Add' button.
- Modify Existing:** Includes a table with columns for 'First Name', 'Last Name', and 'Delete'.

First Name	Last Name	Delete
Jane	Smith	Delete
Mary	Jones	Delete
Theodore	Franklin	Delete
		Delete

Buttons: 'Save Changes', 'Cancel Changes'

Hospitals/Clinics

Setup your list of clinical/hospital sites. This list will appear in the clinical grade entry form and will be used by the student when clocking in and out using the timeclock.

Hospitals

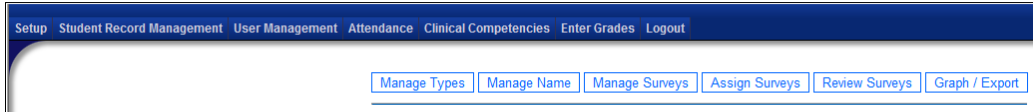
Add new:

Modify Existing:

Hospital Name	
Arthritis Center of Lexington	Delete
Bluegrass Orthopedics	Delete
Bourbon Community Hospital	Delete
General Hospital	Delete
Good Samaritan Hospital	Delete
Good Samaritan Hospital - Evening	Delete
Harrison Memorial Hospital	Delete
Integrity	Delete
James B. Haggin Hospital	Delete

Survey (Advanced)

Create Surveys for students and faculty to complete such as self evaluations, students can evaluate the program, the faculty. The surveys can be completed by Instructors or Students. The results can be viewed or printed and compiled into a summary for evaluation.



The first step is to create a survey type under the MANAGE TYPES TAB.

Manage Survey Types

In this section you will be able to set the type of Survey (Student or Instructor) and what the survey will be about.

Manage Survey Types

Survey Type:

Survey Completed by: Students (S) Instructors (I)

Survey About: a Clinic (C) a Student (S) an Instructor (I) Self (V) a Program (P)

Active:

[Save Survey Type](#)

Survey Type	Assigned To	About	
Student Evals Clinic	S	C	Select
Student Evals Self	S	V	Select
Student Evals Instructor	S	I	Select
Instructor Evals Students	S	S	Select
Student Evals Program	S	P	Select

Create the survey by adding your own headers, questions and answer types.

<input type="button" value="Edit"/> <input type="button" value="Cancel"/>		
II SUPERVISION		
A. Applies to either the Clinical Instructor and/or the technologist you worked with:		
Sort Order	Question	
1.	Was consistent in giving instruction.	- Yes - No - NA
2.	Included the student in as many exams as possible.	- Yes - No - NA
3.	Was available to the student to answer questions.	- Yes - No - NA
4.	Provided clear instructions about the work flow within the department.	- Yes - No - NA
5.	Was aware of student's knowledge and ability level to perform procedures.	- Yes - No - NA
6.	Delegated responsibility consistent with student's degree of learning and ability.	- Yes - No - NA
<input type="button" value="Edit"/> <input type="button" value="Cancel"/>		
III FACILITY		
A. Applies to the clinical site in general:		
Sort Order	Question	
1.	Exposed to a wide variety of exams.	- Yes - No - NA
2.	Provided a positive learning environment. (If no, leave specific comments in comment area).	- Yes - No - NA
<input type="button" value="Edit"/> <input type="button" value="Cancel"/>		

Review Completed Surveys

[Manage Types](#) | [Manage Name](#) | [Manage Surveys](#) | [Assign Surveys](#) | [Review Surveys](#) | [Graph / Export](#)

Review Surveys

Select Survey: ▼

Completed: 17 of 17
Average Rating: 8.92 out of 12 ratings completed

Assigned To	Assigned	Complete	Last Printed	
Doe, Jane	10/18/2009	2/24/2010	3/21/2011	<input type="checkbox"/>
Martin, Brandy	10/26/2009	11/1/2009	1/27/2010	<input type="checkbox"/>
Clark, Lana	12/8/2009	12/8/2009	12/11/2009	<input type="checkbox"/>
Currans, Noelle	3/8/2010	3/11/2010	3/15/2010	<input type="checkbox"/>
Retrum, Rebecca (Becky)	3/8/2010	3/10/2010	3/11/2010	<input type="checkbox"/>
Gillum, Terry	5/17/2010	6/9/2010	6/9/2010	<input type="checkbox"/>
Leslie, Miriam	5/27/2010	6/1/2010	6/2/2010	<input type="checkbox"/>
Martin, Brandy	6/1/2010	6/1/2010	6/2/2010	<input type="checkbox"/>
Sparks, Crystal	7/27/2010	7/27/2010	7/29/2010	<input type="checkbox"/>
Blair, Emily	8/27/2010	9/2/2010	9/7/2010	<input type="checkbox"/>

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[Delete Selected](#) | [Print Selected](#)

[Manage Types](#) | [Manage Name](#) | [Manage Surveys](#) | [Assign Surveys](#) | [Review Surveys](#) | [Graph / Export](#)

Manage Survey Name

Survey Name:

Survey Type: ▼

Active:

Anonymous (Do not show who completed): Yes No

Survey can be seen by the person it is about: Yes No

[Save Survey Name](#)

Survey Name	Survey Type	Anonymous	Visible to Subject	Active	
Instructor Evals Students	Instructor Evals Students	Yes	No	<input checked="" type="checkbox"/>	Select
Student Evals Clinic	Student Evals Clinic	Yes	No	<input checked="" type="checkbox"/>	Select
Student Evals Instructor	Student Evals Instructor	Yes	No	<input checked="" type="checkbox"/>	Select
Student Evals Program	Student Evals Program	Yes	No	<input checked="" type="checkbox"/>	Select
Student Evals Self	Student Evals Self	Yes	No	<input checked="" type="checkbox"/>	Select

Should the person that completed the survey remain anonymous?

Edit Menu Assignment - Select which menus you want Faculty and Students to view upon login.

Menu Option	Visible To
Setup Lists	<input checked="" type="radio"/> Faculty <input type="radio"/> Student <input type="radio"/> Both <input type="radio"/> Hidden
Student Record Management	<input checked="" type="radio"/> Faculty <input type="radio"/> Student <input type="radio"/> Both <input type="radio"/> Hidden
User Management	<input checked="" type="radio"/> Faculty <input type="radio"/> Student <input type="radio"/> Both <input type="radio"/> Hidden
Attendance	<input checked="" type="radio"/> Faculty <input type="radio"/> Student <input type="radio"/> Both <input type="radio"/> Hidden
Clinical Competencies	<input checked="" type="radio"/> Faculty <input type="radio"/> Student <input type="radio"/> Both <input type="radio"/> Hidden
View Progress	<input type="radio"/> Faculty <input checked="" type="radio"/> Student <input type="radio"/> Both <input type="radio"/> Hidden
Open Timeclock	<input type="radio"/> Faculty <input checked="" type="radio"/> Student <input type="radio"/> Both <input type="radio"/> Hidden
Complete Surveys	<input type="radio"/> Faculty <input checked="" type="radio"/> Student <input type="radio"/> Both <input type="radio"/> Hidden
Enter Grades	<input checked="" type="radio"/> Faculty <input type="radio"/> Student <input type="radio"/> Both <input type="radio"/> Hidden

Should the survey be visible to the person it is about?

The screen shots for the Survey instruction will be demonstrated using the STUDENT EVALUATES A CLINIC SURVEY, however, the basic instruction will apply to all SURVEYS created in the SURVEY (Advanced) Section.

Print Program Benchmarks

If you track benchmarks such as exam pass/fail rates, completion rates, placement rates etc. use this form to print the benchmark report.

Program Benchmark Report

Select Program

Entry Start Date

Entry End Date

Report Output: View in Browser PDF Word Excel

Choose the program you would like to print the benchmarks for.

Choose your start and end dates.

Choose your output type.

Student Enrollment Requirements

Track enrollment requirements by entering requirements in the student profile section. Use this form to print reports such as CPR expirations and missing enrollment requirements.

Student Requirement Report

Select Program

CPR expires within days

TB expires within days

Select Missing Requirement (Optional)

<input type="checkbox"/> Background	<input type="checkbox"/> CPR Certification	<input type="checkbox"/> DP T
<input type="checkbox"/> Drug Test	<input type="checkbox"/> Health History	<input type="checkbox"/> Heal
<input type="checkbox"/> Hepatitis	<input type="checkbox"/> Hepatitis Titer	<input type="checkbox"/> Imm
<input type="checkbox"/> Physical Exam	<input type="checkbox"/> TB Test	<input type="checkbox"/> Tetanus
<input type="checkbox"/> Varicella/Rubella	<input type="checkbox"/> Custom 1	<input type="checkbox"/> Custom 2
<input type="checkbox"/> Custom 3		

Report Output: View in Browser PDF Word Excel

Choose the program you would like to print the benchmarks for.

Choose your start and end dates.

Choose your output type.

Choose your output type.

Setup student enrollment requirements using the HEALTH HISTORY tab of the student profile.

Notes	Attendance	Absences	Clinical Evaluation	Health History	Test Information
Health History					
<input checked="" type="checkbox"/> Health History Received? Date: 02/01/2007 Notes: Dr. James Allen			<input checked="" type="checkbox"/> Passed Last Physical? Date: 01/01/2009 Notes: Dr. James Allen		
<input checked="" type="checkbox"/> Health Insurance? Date: 03/01/2009 Notes: Blue Cross NC			<input checked="" type="checkbox"/> Passed Drug Test? Date: 10/10/2007 Notes:		
<input checked="" type="checkbox"/> Background Check? Date: 04/12/2009 Notes: Traffic Ticket 2007			CPR Cert. Date: 01/01/2010 CPR Exp. Date: 12/30/2010 Notes:		
<input checked="" type="checkbox"/> Immunization Records Received? TB Test Date: 05/01/2009 DP Date: 05/02/2009 Varicella / Rubella Date: 05/03/2009 Hepatitis 1 Date: 05/04/2009 Hepatitis 2 Date: 05/05/2009 Hepatitis 3 Date: 05/06/2009 Other: Hep B Other: Hep C			Immunization Notes: TB Expire Date: 05/07/2009 Tetanus Date: 05/08/2009 Hep Titer Date: 05/09/2009 Hepatitis Notes: Date: 03/11/2009 Date: 02/19/2009		

Setup Student Schedules - Track your student's rotation schedule using this form

Location	Date	Weekday	Start - End	
General Hospital	3/3/2010	Wednesday	8:00AM - 4:00PM	Delete
General Hospital	3/1/2010	Monday	8:00AM - 4:00PM	Delete
General Hospital	2/28/2010	Sunday	8:00AM - 4:00PM	Delete
General Hospital	2/26/2010	Friday	8:00AM - 4:00PM	Delete
General Hospital	2/24/2010	Wednesday	8:00AM - 4:00PM	Delete
General Hospital	2/22/2010	Monday	8:00AM - 4:00PM	Delete
General Hospital	2/19/2010	Friday	8:00AM - 4:00PM	Delete
General Hospital	2/18/2010	Thursday	8:00AM - 4:00PM	Delete
General Hospital	2/17/2010	Wednesday	8:00AM - 4:00PM	Delete
General Hospital	2/15/2010	Monday	8:00AM - 4:00PM	Delete
1 2				

Verify Grades – If you give student's permission to enter their own grades, those grades are unverified until an authorized instructor verifies them. To verify a grade pick CLINICAL COMPETENCIES from the main menu then pick VERIFY GRADES. A list of unverified grades will appear. To verify the grade check the VERIFY box. FYI: If an instructor enters a grade it is automatically verified.

Verify Grades								
<input type="radio"/> Verified <input checked="" type="radio"/> Not Verified								
Program	Evaluator	Clinic	Competency	Date Entered	Grade	Verified	Date Verified	
Radiologic Technology	Rodebaugh, Danielle	Freeport Memorial Hospital	Lower extremity Ankle Trauma	8/19/2009	100%	<input type="checkbox"/>		
Radiologic Technology	Renner, Lacey	KSB Hospital	Chest and Thorax Chest AP (wheelchair or stretcher) Portable/c-arm	8/24/2009	100%	<input type="checkbox"/>		
Radiologic Technology	Renner, Lacey	KSB Hospital	Trauma Trauma Shoulder Trauma	8/24/2009	100%	<input type="checkbox"/>		
Radiologic Technology	Esmé, Jan	Perry Memorial Hospital	Upper Extremity Shoulder Final	8/24/2009	100%	<input type="checkbox"/>		

User Management – Setup user names and passwords and assign permissions for faculty. If you want a user to be able to view data but not make changes to it pick READ ONLY.

User Maintenance

Update Existing User: -- Select One --

Name:

Login Name:

Password:

Timedlock

Active

Assigned to Clinic: [show clinics]

Menu Access		
Granted	Menu Name	Read Only
<input type="checkbox"/>	Setup Lists	<input type="checkbox"/>
<input type="checkbox"/>	Student Record Management	<input type="checkbox"/>
<input type="checkbox"/>	User Management	<input type="checkbox"/>
<input type="checkbox"/>	Attendance	<input type="checkbox"/>
<input type="checkbox"/>	Clinical Competencies	<input type="checkbox"/>
<input type="checkbox"/>	Complete Surveys (students only)	<input type="checkbox"/>

Setup Student Profiles – Enter a profile for each student. Use the tabs across the top of the profile to view important student information.

Notes Attendance Absences Clinical Evaluation Health History Test Information

[Add New Student](#)

Basic Information

Login Name*: Jane Password*: Jane

School ID*: Doe101 Enrollment Status: New Start

First Name*: Jane Middle Name: M.

Last Name*: Doe Date of Birth: 07/01/1976

Address: 188 Ponderosa Circle City: Mooresville

State, Zip: NC, 28117 Home phone: (704) 555-1212

County: Iredell Work Phone: (555) 555-5555

Cell Phone: (555) 555-5555

Entry Date: 01/01/2008 Graduation Date: 12/30/2009

Re-Entry Date: Scheduled Graduation: 12/30/2009

Withdrawal Date: Withdrawal Reason:

Email Address: student@netdevnow.com Passed Exam?:

Degree Seeking?: Passed 1st Attempt?:

Status: Active Full Time Permit #:

Marital Status: Single Married Gender: Male Female

Program *

- LXMO
- MRI
- NMT
- Nursing
- Radiography

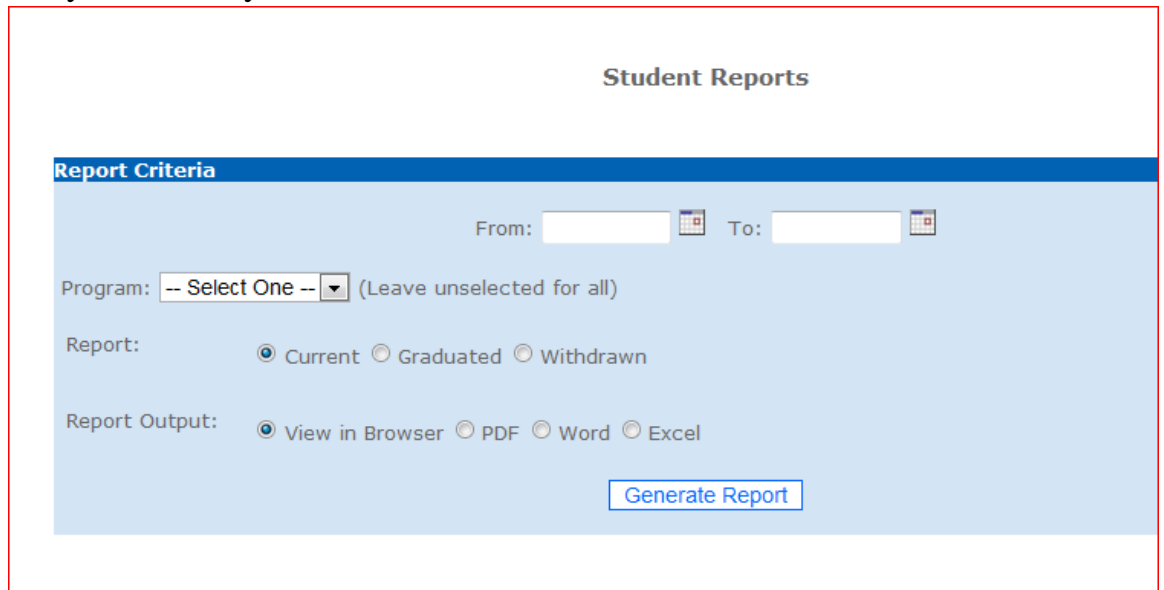
Ethnicity

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black, Non-Hispanic
- Hispanic
- Multi Racial

Print Student enrollment reports such as currently enrolled, graduated or withdrawn students.

- 1. Currently enrollment report uses the ENTRY DATE from the student profile in the report date range.**
- 2. Withdrawn report uses withdrawal dates from the student profile in the report date range.**
- 3. Graduate report uses graduation dates from the student profile in the report date range.**

Example: If you want to get a listing of currently enrolled students who entered the program this year, make sure you have entered entry dates in the student profile, then enter the dates for this year in the FROM and TO date fields on the report criteria form. The report will show you a listing of all currently enrolled students with entry dates this year.



The screenshot displays a web form titled "Student Reports". Below the title is a blue header bar labeled "Report Criteria". The form contains the following fields and options:

- "From:" and "To:" date pickers.
- "Program:" dropdown menu with "-- Select One --" and the instruction "(Leave unselected for all)".
- "Report:" section with radio buttons for "Current" (selected), "Graduated", and "Withdrawn".
- "Report Output:" section with radio buttons for "View in Browser" (selected), "PDF", "Word", and "Excel".
- A "Generate Report" button at the bottom right.