Run a Detention Report

This guide will explain how to run a single grading report. Reporting features such as hiding columns, filtering data and automating the report will be covered.

This guide uses a single report for demonstration purposes. You may find that other grading reports are better suited to your needs.

Running the Grading Report

To access grade reports go to:

Main menu > **Grading** > **Grading reports**
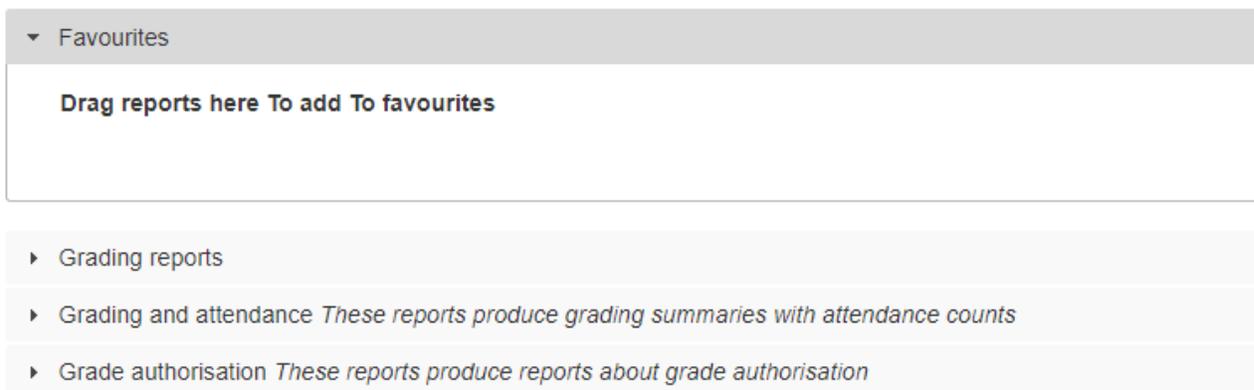
Prepared by PARS Training and Support Team
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Click on **Grading Reports** section to expand then from the **Grade Summaries** section, click on the

Summary of grades report.

A window will now appear showing a list of the Grade Elements that are scheduled for this year.

Select the elements that you want to report on.
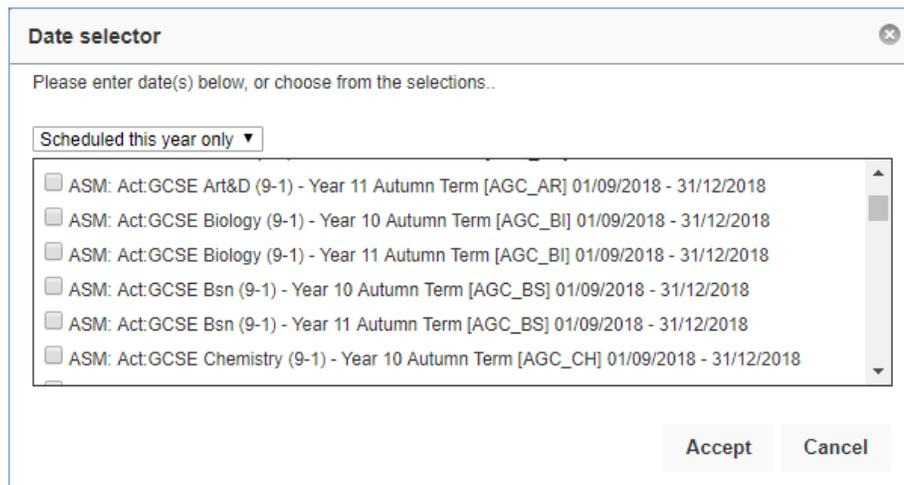
A student selection window will now open. Select a year group of students by clicking the **Year**

groups section on the left of the window, then using the checkboxes to select a year group.
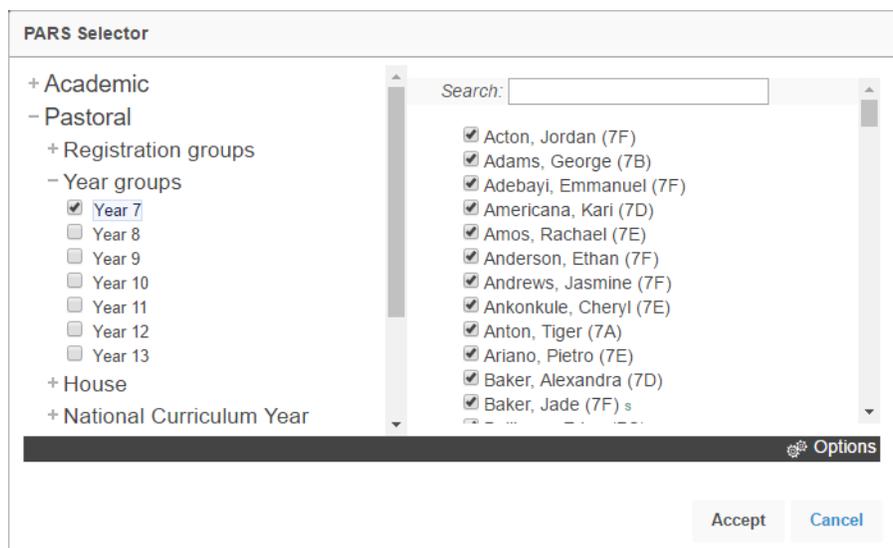
Your report will then open in a new window.

If your report does not open, check that your pop-up blocker has not blocked pop-ups from PARS.

Features in Reports

Hiding Columns

To hide columns from your report, click the **Show/hide columns** button on the top toolbar. This will open a window with a list of all of the columns that are available on the report. Deselect any columns you wish to hide.

Ordering Data

To order the data on the report (e.g. highest to lowest) click on the column header for the column you want to order. Click the column header once to order lowest to highest, or twice to order highest to lowest.

In the report in our example, click one of the Subject/Class column headers to order the grades for that column. The grades will be ordered alphabetically.

Filtering

The data in the report can be filtered e.g. only show pupils with specific grades. To do this, first select the column you are going to filter. Each Subject/Class column shows the grade the students have received.

Beneath the column header there is a textbox and a button that looks like a pin.

Click on the pin button to see the options for filtering. For this example, select **Equals**. Next type the grade you want to use for filtering into the textbox, such as "A".

The report will now only show pupils with an A grade.

Automating the Report

In PARS reports can be automated. This means the report will automatically be emailed to one or more email addresses, once or more a week. Filters can be applied to automated reports, data can be ordered and columns can be hidden.

First configure the report so that it looks exactly as you want it e.g. apply filters, hide columns, etc.

Next click the **Automate** button on the top toolbar. This will open a window with various options for automating your report.

Your automated report will need a job name. It is recommended that you start with your initials, as this will make it easier to identify your own reports from the list of all automated reports in the future.

Choose a timeframe for your report. This is the date range that the report will use when it is sent. Enter one or more email addresses to receive the report, separated by semi colons. You can also click the button next to the email textbox to select staff members. PARS will then find their email addresses for you.

Choose the format that you would like the report to use. XSL and XSLX are both Excel documents. XSLX is slightly more modern than XSL.

Finally choose the day(s) and time you would like the report to be sent. Once done, click the **Automate** button. Your report will then be added to the automation list.