

Run an Extra Class Report

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


Running the Extra Class Report

To access extra class reports go to:

Main menu > Extra classes > Extra class reports





▼ Favourites

Drag reports here to add to favourites

-  Extra Class Reports - Displays - Attendance List

▼ Extra Class Reports

Displays - *These reports produce display information on Extra Classes*

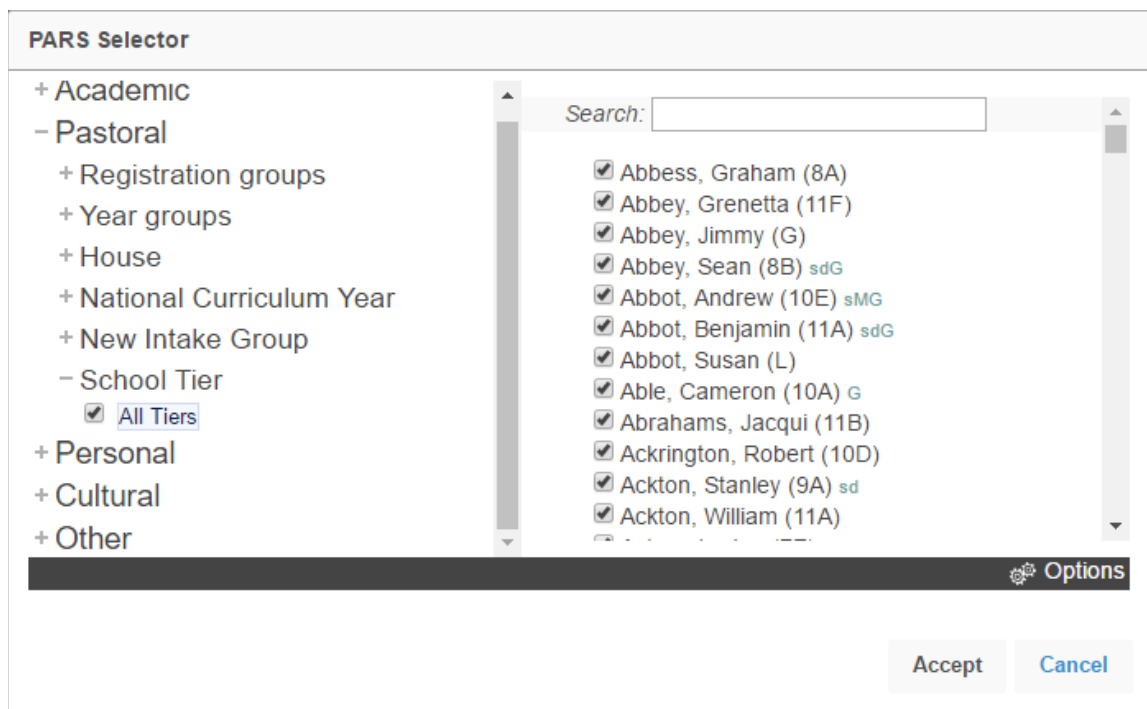
<ul style="list-style-type: none">  Usage summary  Attendance List 	<ul style="list-style-type: none">  Attendance Report  Attendance Report with extra codes
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Click on **Extra class reports** to expand the section then click on **Attendance list**.

A date selector window will now appear. At the bottom left of the window there is a list of vulnerability groupings that you can choose to show on your report. Select any of the groupings you want on your report.

Next choose the date range. Click the **Last week** link on the left of the window, then click **Accept**.

A student selection window will now open. Select all students using the **All tiers** option on the left side of the window, under the **School Tier** section.



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.

Share Show/hide columns Record Close

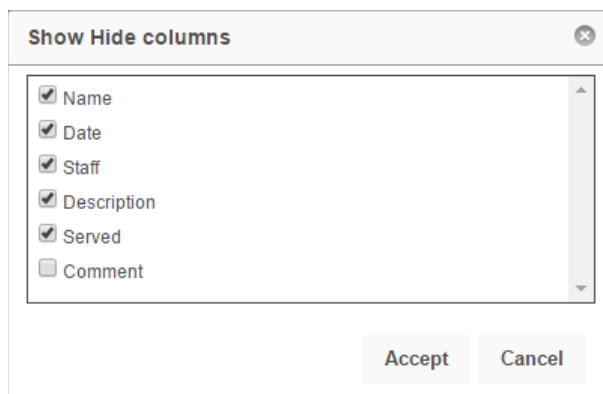
Drag a column header here to group by that column

Name	Date	Staff	Description	Served	Comment
Abbey, Sean (8B) sdG	29/06/2016	Blacker, Mr Adrian	Football club	Not attended with reason	
Ackton, William (11A)	29/06/2016	Not personal - no default	Football club	Served	
Ainsworth, Zoe (N)	29/06/2016	Not personal - no default	Football club	Served	
Akmal, Mohammed (11D)	29/06/2016	Not personal - no default	Football club	Served	
Albion, Frederick (10F)	29/06/2016	Not personal - no default	Football club	Served	
Aldridge, Courtney (10E)	29/06/2016	Not personal - no default	Football club	Not attended without reason	
Alfrey, Trista (9F)	29/06/2016	Not personal - no default	Football club	Served	
Aloia, Paolo (9F)	29/06/2016	Not personal - no default	Football club	Served	
Binks, Benjamin (10C)	01/07/2016	Anderson, Mrs Mary	GCSE Support class	Served	
Burlison, Angus (11F)	29/06/2016	Blacker, Mr Adrian	Football club	Served	
Butterfield, Liam (J)	29/06/2016	Blacker, Mr Adrian	Football club	Served	
Cale, Billy (7D)	29/06/2016	Blacker, Mr Adrian	Football club	Served	
Carlson, Delia (10A)	29/06/2016	Blacker, Mr Adrian	Football club	Served	
Cheng, Tao (10D) sd	01/07/2016	Anderson, Mrs Mary	GCSE Support class	Not attended with reason	
Christenson, Olivia (10A)	29/06/2016	Blacker, Mr Adrian	Football club	Served	
Cronin, Michael (J)	29/06/2016	Blacker, Mr Adrian	Football club	Served	

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 the **Date** column header twice to order highest to lowest based on the date of the extra class. The pupils in the most recent extra class will appear at the top of the report.

Filtering

The data in the report can be filtered e.g. only show pupils with specific types of extra classes. To do this, first select the column you are going to filter. The **Description** column shows the type of extra class that the pupil was supposed to attend.

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

Name	Date ▲	Staff	Description	Served
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Binks, Benjamin (10C)	01/07/2016	Anderson, Mrs Mary	GCSE Support class	Served

Click on the pin button to see the options for filtering. For this example, select **Begins with**. Next type the name of the detention you want to use for filtering into the textbox, such as “GCSE Support”.

The report will now only show pupils who should have attended that type of extra class last week.