

Introduction to Using Reports

PARS contains numerous reports which can display data on attendance, behaviour, grading, pupils on report, detentions, and more. Knowing how to use these reports properly will allow you to find a wealth of information about students, staff or parents.

Many reports have extra options that allow you to print, save, email, filter and change columns. You can also send communications from various reports, including letters to parents (mail merge is supported) emails and texts. Student groups can also be created from within reports.

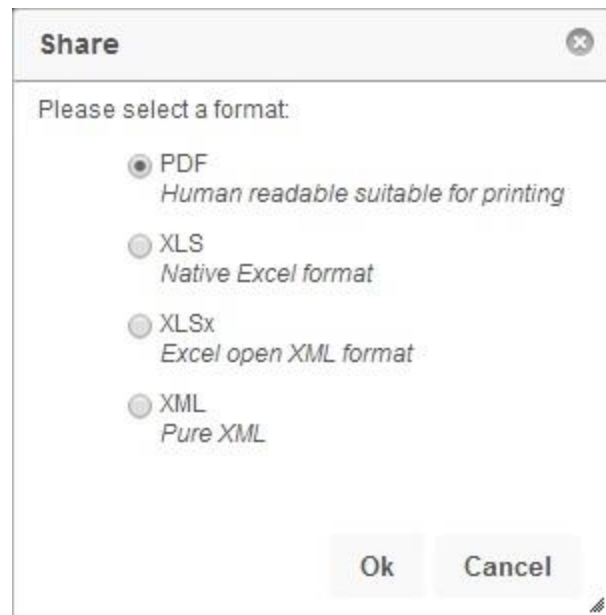


This toolbar can be seen at the top of most reports – the pictures are buttons which allow you to use the features mentioned above.

Share

The share button allows you to export your report in various formats. Once a report has been exported, you can print it or open it in another program.

Clicking **share** will open this window:



PDF documents cannot be edited, but are easy to print and read.

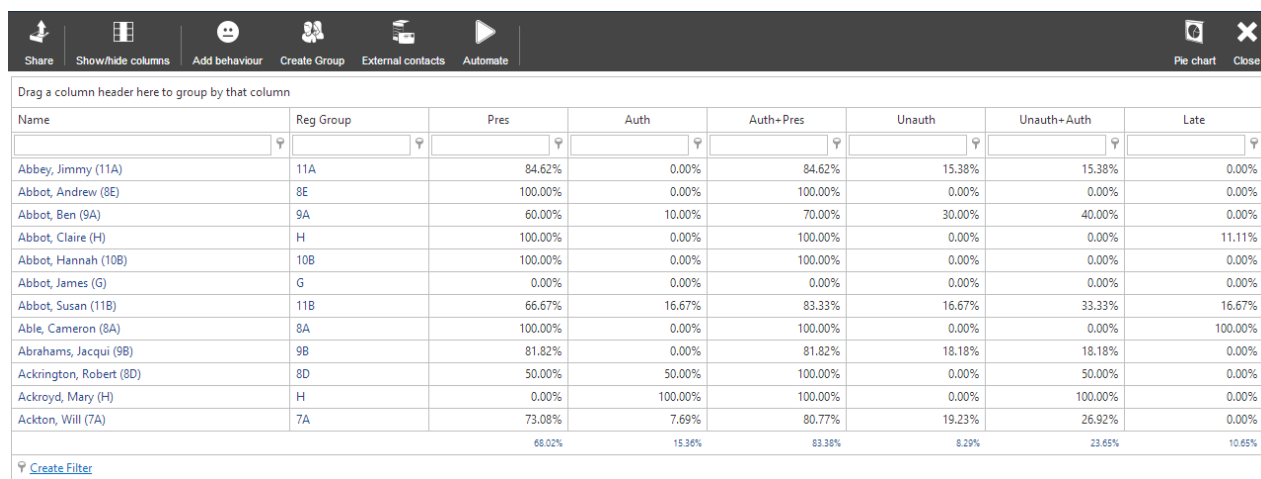
Excel is the most commonly used format. XLSx is for newer versions of Excel.

XML documents are generally only used by technicians.

Filter

When viewing a report, you might want to extract certain data. For example, let's say you're looking at an attendance report for year 11, but instead of seeing all pupils of year 11, you only want to see pupils with less than 80% attendance. In this case you need to filter the report.


You can filter reports using the blank white space underneath each column header. First click in the white space beneath the column you want to filter – "Pres" in this case.



Name	Reg Group	Pres	Auth	Auth+Pres	Unauth	Unauth+Auth	Late
Abbey, Jimmy (11A)	11A	84.62%	0.00%	84.62%	15.38%	15.38%	0.00%
Abbot, Andrew (8E)	8E	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%
Abbot, Ben (9A)	9A	60.00%	10.00%	70.00%	30.00%	40.00%	0.00%
Abbot, Claire (H)	H	100.00%	0.00%	100.00%	0.00%	0.00%	11.11%
Abbot, Hannah (10B)	10B	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%
Abbot, James (G)	G	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Abbot, Susan (11B)	11B	66.67%	16.67%	83.33%	16.67%	33.33%	16.67%
Able, Cameron (8A)	8A	100.00%	0.00%	100.00%	0.00%	0.00%	100.00%
Abrahams, Jacqui (9B)	9B	81.82%	0.00%	81.82%	18.18%	18.18%	0.00%
Ackrington, Robert (8D)	8D	50.00%	50.00%	100.00%	0.00%	50.00%	0.00%
Ackroyd, Mary (H)	H	0.00%	100.00%	100.00%	0.00%	100.00%	0.00%
Ackton, Will (7A)	7A	73.08%	7.69%	80.77%	19.23%	26.92%	0.00%
		68.02%	15.36%	83.38%	8.20%	23.65%	10.65%

[Create Filter](#)

Type the number that you want to use for filtering. In this case we want to use 80% as we're looking for pupils with less than 80% attendance. If you are dealing with percentages then you need to write them as decimal numbers i.e. 80% = 0.80

Next click the small button to the right  this allows you to choose how to filter your report.

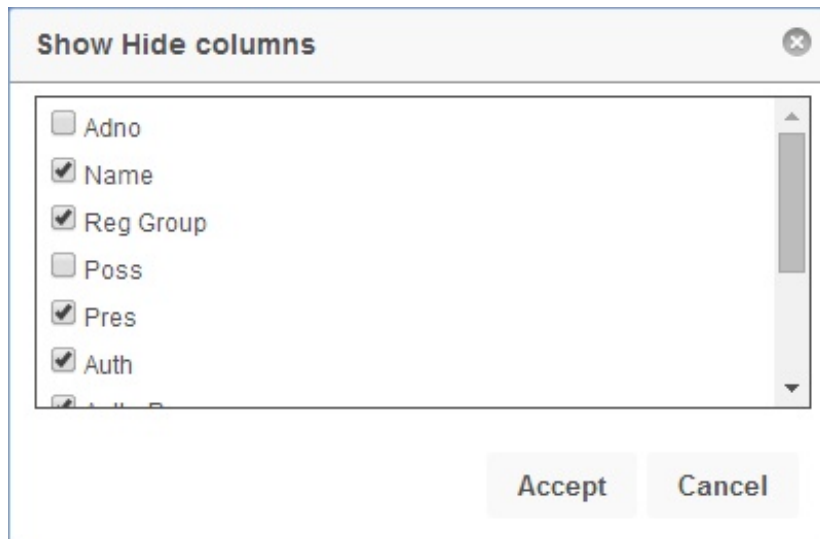


Name	Reg Group	Pres	Auth	Auth+Pres
Abbey, Jimmy (11A)	11A	84.62%		84.62%
Abbot, Andrew (8E)	8E	100.00%		100.00%
Abbot, Ben (9A)	9A	60.00%		70.00%
Abbot, Claire (H)	H	100.00%		100.00%
Abbot, Hannah (10B)	10B	100.00%		100.00%
Abbot, James (G)	G	0.00%		0.00%
Abbot, Susan (11B)	11B	66.67%	16.67%	83.33%

Finally, click Enter and your filter will be applied!

Hiding columns

To alter which columns are shown on your report, click the “Show/hide columns” button. A window will open with a list of columns that are available on your report.

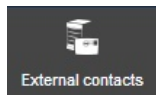


Any columns that are ticked will be shown on your report, so tick any you want to see and untick any unwanted columns.

Depending on your permissions, you may see another window asking whether you want your changes to be applied to all PARS users.

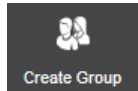


External Communication



Use this button to send texts, emails or letters to pupils or their contacts (as set in SIMS). For more information, try some of our other training guides, in the “Communication” section.

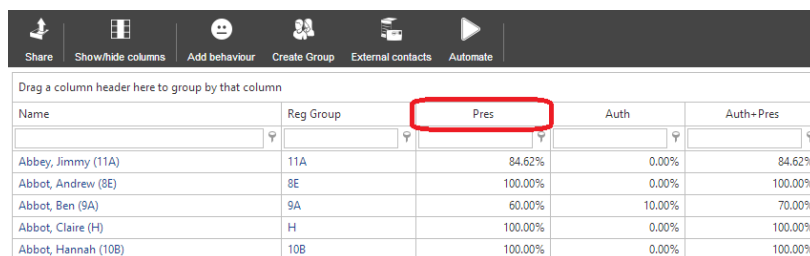
Create a Group



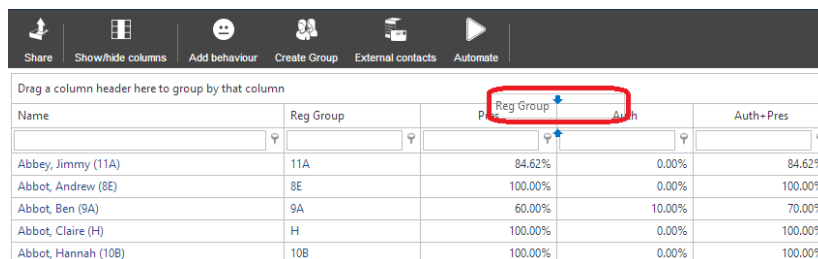
By clicking this button, you can put all of the pupils in your report, or just those left after filtering, into a “group”. Groups are used for ease-of-selection elsewhere in PARS (e.g. when running reports, or in the Attendance View screen). These groups will be visible under “User defined groups” on the student selection screen.

Moving Column Headers

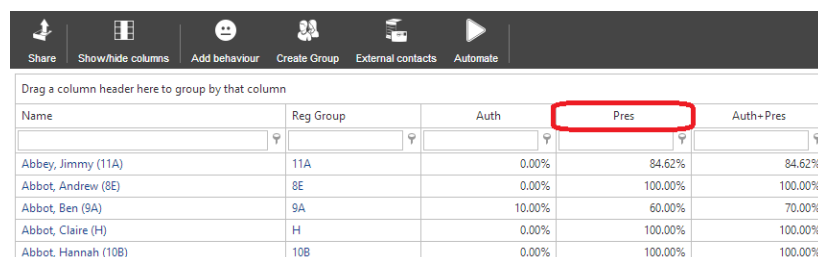
Larger report can be manipulated enabling you to see exactly what you want to see by clicking and dragging headers to swap the order of columns.



Name	Reg Group	Pres	Auth	Auth+Pres
Abbey, Jimmy (11A)	11A	84.62%	0.00%	84.62%
Abbot, Andrew (8E)	8E	100.00%	0.00%	100.00%
Abbot, Ben (9A)	9A	60.00%	10.00%	70.00%
Abbot, Claire (H)	H	100.00%	0.00%	100.00%
Abbot, Hannah (10B)	10B	100.00%	0.00%	100.00%



Name	Reg Group	Auth	Pres	Auth+Pres
Abbey, Jimmy (11A)	11A	0.00%	84.62%	84.62%
Abbot, Andrew (8E)	8E	0.00%	100.00%	100.00%
Abbot, Ben (9A)	9A	10.00%	60.00%	70.00%
Abbot, Claire (H)	H	0.00%	100.00%	100.00%
Abbot, Hannah (10B)	10B	0.00%	100.00%	100.00%



Name	Reg Group	Auth	Pres	Auth+Pres
Abbey, Jimmy (11A)	11A	0.00%	84.62%	84.62%
Abbot, Andrew (8E)	8E	0.00%	100.00%	100.00%
Abbot, Ben (9A)	9A	10.00%	60.00%	70.00%
Abbot, Claire (H)	H	0.00%	100.00%	100.00%
Abbot, Hannah (10B)	10B	0.00%	100.00%	100.00%

Ascending / Descending Column Data

Click on the column to change the ordering of data in that column. Data can be ascended, descended, or unordered.

Name	Pres
<input type="text"/>	<input type="text"/>
Abbey, Jimmy (11A)	84.62%
Abbot, Andrew (8E)	100.00%
Abbot, Ben (9A)	60.00%
Abbot, Claire (H)	100.00%
Abbot, Hannah (10B)	100.00%
Abbot, James (G)	0.00%
Abbot, Susan (11B)	66.67%
Able, Cameron (8A)	100.00%
Abrahams, Jacqui (9B)	81.82%
Ackrington, Robert (8D)	50.00%
Ackroyd, Mary (H)	0.00%
Ackton, Will (7A)	73.08%

Click on the column to change its ordering.

Name	Pres
<input type="text"/>	<input type="text"/>
Abbot, James (G)	0.00%
Ackroyd, Mary (H)	0.00%
Ackrington, Robert (8D)	50.00%
Abbot, Ben (9A)	60.00%
Abbot, Susan (11B)	66.67%
Ackton, Will (7A)	73.08%
Abrahams, Jacqui (9B)	81.82%
Abbey, Jimmy (11A)	84.62%
Abbot, Andrew (8E)	100.00%
Abbot, Claire (H)	100.00%
Abbot, Hannah (10B)	100.00%
Able, Cameron (8A)	100.00%

Grouping Data

Data can also be grouped within reports by clicking onto a column header and dragging it to the top grey box called “Drag a column header here to group by that column”.

When you group a column, data with the same values in that column will be grouped together. So if you group a report using the “Reg Group” column, then each Reg Group will be grouped together in the report:

Drag a column header here to group by that column			Reg Group
Name	Pres	Reg Group	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Abbot, James (G)	0.00%	G	
Ackroyd, Mary (H)	0.00%	H	
Ackrington, Robert (8D)	50.00%	8D	
Abbot, Ben (9A)	60.00%	9A	
Abbot, Susan (11B)	66.67%	11B	
Ackton, Will (7A)	73.08%	7A	
Abrahams, Jacqui (9B)	81.82%	9B	
Abbey, Jimmy (11A)	84.62%	11A	

Reg Group		
Name	Pres	Auth
Reg Group: H		
Ackroyd, Mary (H)	0.00%	100.00%
Abbot, Claire (H)	100.00%	0.00%
Reg Group: G		
Reg Group: 9B		
Reg Group: 9A		
Reg Group: 8E		
Reg Group: 8D		
Reg Group: 8A		
Reg Group: 7A		
Reg Group: 11B		
Reg Group: 11A		
Reg Group: 10B		
	68.02%	15.36%

Once you have grouped your report, you can click on the arrows on the left to expand each section.

If you have grouped your report and sorted the data (i.e. lowest to highest) then the groups will be separated first, then each group's data will be sorted.

Automate

All reports in PARS can be automated. This means the report will be automatically emailed to certain members of staff every week on a day and time of your choosing. The report will use the same selection of students and any filters you have applied when you automate the report.

To do this, click the Automate button



you will then see a window:

Automate report ✕

Job name:

Time frame:

Email to:

Format:

- as PDF
- as XSL
- as XSLX

Optional password:

On these days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
- Termtime only

At:

You need to enter some options on the automation window. The “Job name” will be part of the title of the email that gets sent. You also need to choose the timeframe, which is the date range that the report will use.

You can either type the recipient’s email address into the “Email to” field, or click the button to the right. This opens a window that allows you to choose the recipients – PARS will use their email addresses as taken from SIMS.

Choose the format for the report to be sent in and the days of the week when it should run. You also need to choose a time for your report to run – automation (which is what sends the report) will be running 24 hours a day, so choose a quiet time (e.g. 5am).

N.B. the automation module must be running in order for automated reports to be sent. If you want your automated report to be filtered, grouped, have columns hidden then it **must** be created and automated in PARS Connect (the web-based version) not PARS .net (the desktop version).

Terminology

Group based: this means that the report will show aggregate data for a group, or a number of groups. For example, running a group based attendance report on Year 7 would show one attendance mark – that for the whole of year 7.

Individual based: this means that individuals will be shown in the report, not groups. If you were to run an individual based attendance report on Year 7, you would see an attendance mark for every year 7 pupil.

Favourites

Frequently-used reports may be dragged to the “favourite’s panel” at the top of the report selection screen. This section is only for you – other users can’t see which reports are your favourites.

Click on the report name, drag and drop into favourites section.

▼ Favourites

Drag reports here to add to favourites

♥ Attendance summaries - Individual percentages - Selected individual session attendance

♥ You can name these reports whatever you like

♥ Attendance summaries - Individual percentages - Selected individual lesson attendance

- ▶ Attendance displays *These reports present the attendance marks given to students*
- ▶ Attendance summaries *These reports present summary information of the attendance marks given to students*
- ▶ Attendance summaries for groups *These reports present summary information of the attendance marks given to groups*
- ▶ Attendance code analysis *These reports present summary information of attendance code usage by students*
- ▶ Attendance miscellaneous *These reports present miscellaneous attendance information*
- ▶ Paper registers *These reports produce paper registers.*

Once you have dragged a report into the favourites you can rename it by clicking on the heart symbol next to the name of the report.