

# SCHOOLS ONLINE

## New report instructions

The Students Online report is designed to assist schools to monitor that all students activate their Students Online user account.

The report shows all students for whom they are the contact school.

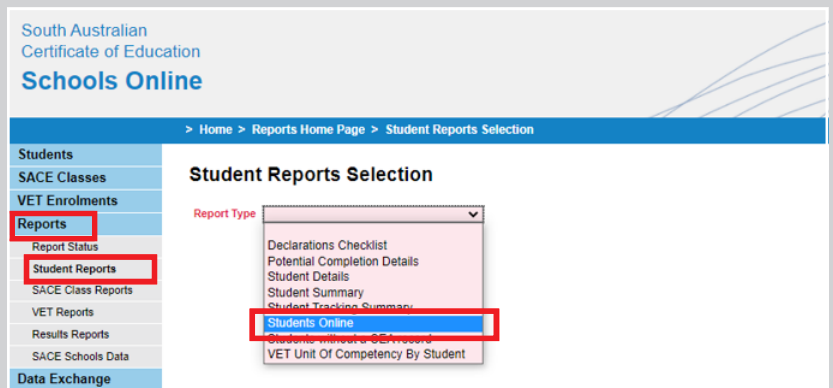
The report can be accessed by the following roles:

- Principal's Delegate
- Schools Online Administrator
- Schools Online Operator
- SACE Board Administrator

The report can also be used to identify students that have changed any of their *Sharing Preferences* to *No*.

### TO ACCESS THE REPORT

1. Log in to Schools Online
2. Select the *Reports* menu
3. Select *Student Reports*
4. Select *Students Online* from Report Type drop-down menu.



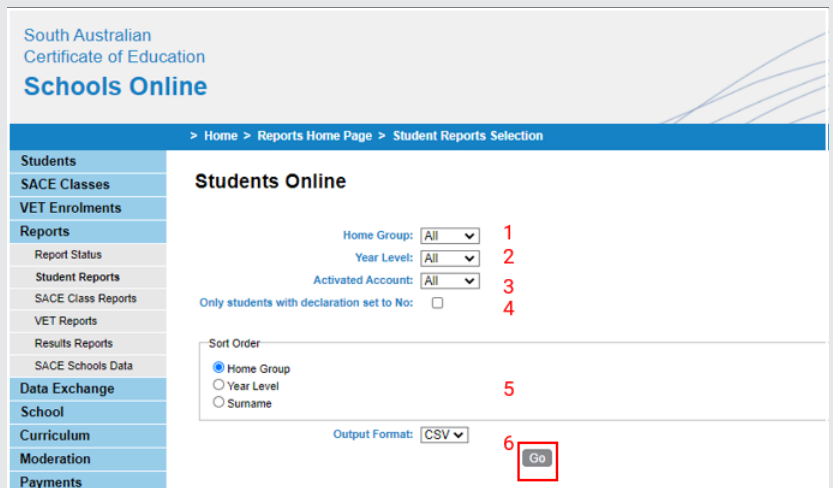
The default for each selection is *All*.

Schools can select to run the report using the following criteria:

- *Home Group*
- *Year Level*
- *Activated Account*

The default Sort Order is *Home Group*.

Schools can also select *Year Level* or *Surname* when sorting.



The output format can be selected as a PDF or CSV file.

The report can also be used to identify students that are no longer attending the school and should be transferred out.

Organisation Name	Organisation Code	Registration	Student code	Name	Home Group	Date of Birth	Gender	Year Level	Activated	School Preferences	Media Preferences	SATAC Preference
Test High School	1.889777	18**00 K1**00, L**			0226C	22/12/2016	M	SL	No	Yes	Yes	Yes
Test High School	1.8922**L	18**64 B8***, K**n			0**6	9/07/2*14	M	10	No	Yes	Yes	Yes
Test High School	1.4491**E	18**97 B8***, J**ua			0**6	17/03/2*15	M	10	No	Yes	Yes	Yes
Test High School	1.5724**G	18**09 ***, L**m			0**6	19/01/2*16	F	10	No	Yes	Yes	Yes
Test High School	1.9681**R	18**34 E1***, J**n			0**6	28/03/2**4	M	10	No	Yes	Yes	Yes
Test High School	1.4724**H	2**221 F***, D8***/**			0**6	6/11/2*14	F	10	No	Yes	Yes	Yes
Test High School	1.8398**E	10**24 F***, D8***/**			0**6	30/06/2*16	M	10	No	Yes	Yes	Yes
Test High School	1.1814**H	18**7 J***, J**m			12**6	15/01/2**0	M	10	Yes	Yes	Yes	Yes