**ASM (ADMIN Student Management) Series**

**Module 1.1      Reporting**

1.   A Template has been created to import Student data out of Registration Magic in its entirety by clicking the "Import Button" found on the Template, automation will retrieve the necessary data to populate the template.

**Under Construction**     ➡️     IMPORT

2. The form can be updated as often as needed.  (Please be aware that other's use this form and excessive updating could impact their usage.)

3.  Once data has been imported, the preset fields at the top of the form will calculate those #'s for you, in real time.  The Total Student Enrollment, OPS and Non-OPS counts and the Grade level #'s are preset, based on specific criteria.

4.  There is a drop down labeled select school, by clicking on the dropdown you can select any school and the total # of students registered from that school will be populated.

 (At this time only one school can be selected.  For a combined Non-OPS or OPS school count, see those preset fields.)

5.  Each column can be filtered to your liking, Ascending, Descending, or other specific criteria.

| | | | | |
|---|---|---|---|---|
| **STUDENT COUNT** | 293 | **Student Count by Grade** | 4th 29 | 9th 29 |
| **OPS Count** | 0 | | 5th 38 | 10th 22 |
| **Non OPS Count** | 0 | | 6th 50 | 11th 21 |
| | | | 7th 41 | 12th 6 |
| **Select School** | 0 | | 8th 40 | |

| Email | NorthStar Assigned Student ID | Student First Name | Student Last Name | Student Address | Student Phone | Student's School | Student's Grade | Student DOB | Student Race | Meal Plan | Student Lives with | Re |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| vachonu@cox.net | 376877 | Destin | Achonu | 7723 Curtis Ave, Omaha, Nebraska, | (402)-547-6465 | | 6 | 12/20/2008 | African American | Free | Both Parents | Mot |
| bethany.paushan@gmail.com | 327510 | Elijah-Blue | Adams | 4206 Browne Street, Omaha, Nebraska, 68111 | (402)-225-0683 | Sacred Heart | 8 | 8/29/2006 | African American | Free | Both Parents | Mot |
| Roagonor@yahoo.com | 328377 | Royce | Agonor | 6563 N 24th St., Omaha, Nebraska, 68112 | (402)-830-8737 | King Science | 5 | 10/23/2009 | African American | Free | Father/Stepmother | Fath |
| j.cpower@yahoo.com | 285107 | Daniel | Agossou | 4553 Butler Avenue, Omaha, Nebraska, 68104 | (402)-201-0872 | Dodge Elementary | 4 | 4/1/2010 | African American | Free | Both Parents | Fath |
| j.cpower@yahoo.com | 382110 | Godwin | Agossou | 4553 Butler Avenue, Omaha, Nebraska, 68104 | (402)-201-0872 | Dodge Elementary | 5 | 2/8/2009 | African American | Free | Both Parents | Fath |
| lalford6@hotmail.com | 290339 | Devon | Alford | 3612 Hartman Ave, Omaha, Nebraska, 68131 | | Central High | 11 | 6/13/2004 | African American | Free | Mother Only | Mot |
| lalford6@hotmail.com | 398195 | Carnell | Alford | 3612 Hartman Ave, Omaha, Nebraska, 68131 | | McMillan | 7 | 10/29/2007 | African American | Free | Mother Only | Mot |

6.  You can access this template from your ADMIN IPAD, Laptop, Jamf managed desktop, Jamf invited IPHONE or other device that has been enrolled in BYOD (Bring your Own Device) All NorthStar Devices will be enrolled with JAMF Management soon.

7.  For now if you have your ADMIN IPAD with you, connect to WiFi at home or you should already be connected if you are in the office.  It is also possible to HotSpot the iPad from your cell phone (See Module 1.7 Online/Offline Reporting.

8.  Look for the APP button represented here on your home screen of your IPAD, simply click on the app, and sign into your NorthStar Microsoft account. You will only need to sign in once and it will remember you the next time.

9.  The template will open and you can proceed with your reporting needs. Follow the steps in #2 above to update the form when the Import is functional.  Until then the report will be updated 2-3 times per week or as requested.

Happy Reporting!