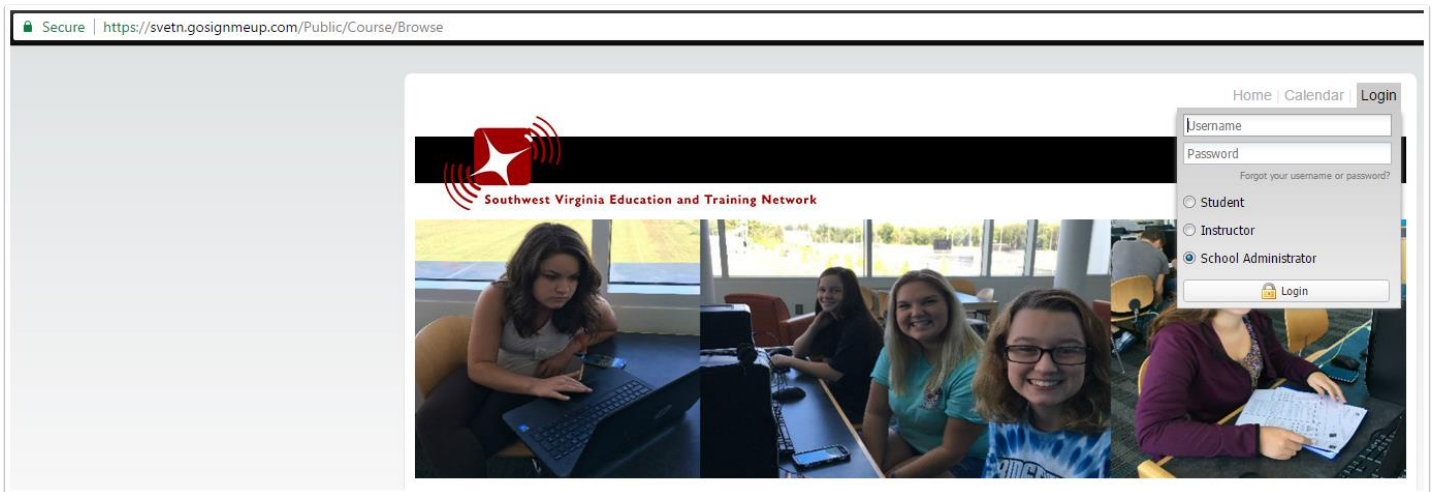


# SVETN School Administrators: How to Run Student Enrollment Reports

*Often school administrators will need a roster listing the enrollment of their school for SVETN Elite Learning courses. School administrators can create these reports at any time from their accounts within the system.*

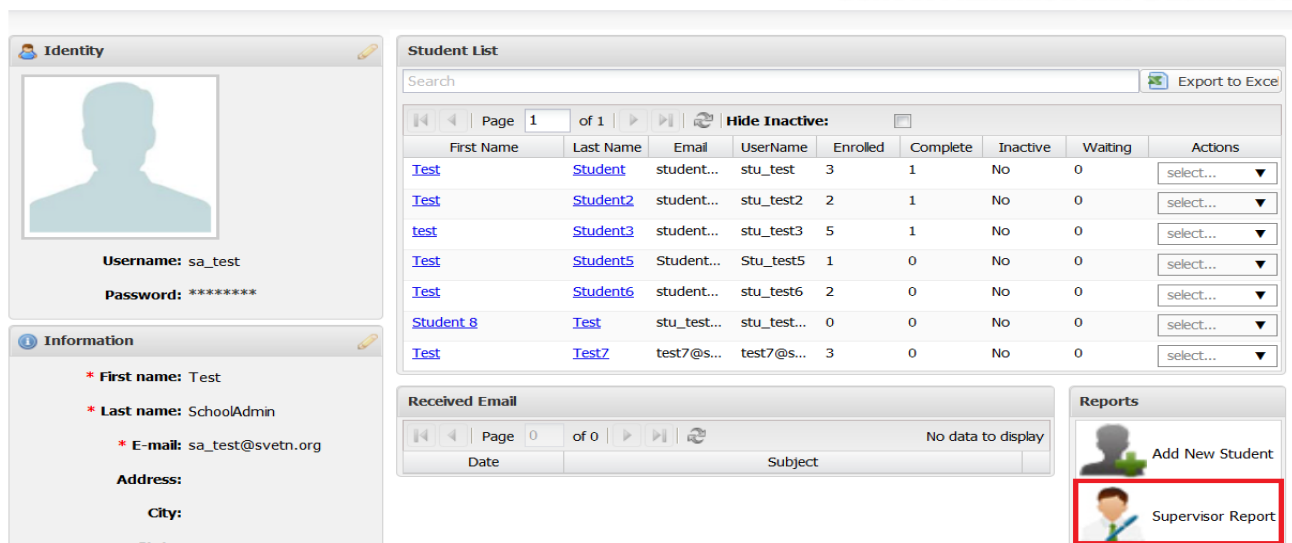
**Step 1:** Go to <https://svetn.gosignmeup.com> to log in to your School Administrator Account using your provided credentials. *NOTE: You may click the “Forgot your username or password?” link if you need to recover/reset your credentials.*



**Step 2:** Once logged in, click on the “Supervisor Report” icon as indicated below.

Welcome Test SchoolAdmin

School Administrator Dashboard



First Name	Last Name	Email	UserName	Enrolled	Complete	Inactive	Waiting	Actions
Test	Student	student...	stu_test	3	1	No	0	select...
Test	Student2	student...	stu_test2	2	1	No	0	select...
test	Student3	student...	stu_test3	5	1	No	0	select...
Test	Student5	Student...	Stu_test5	1	0	No	0	select...
Test	Student6	student...	stu_test6	2	0	No	0	select...
Student 8	Test	stu_test...	stu_test...	0	0	No	0	select...
Test	Test7	test7@s...	test7@s...	3	0	No	0	select...

**Step 3:** The Supervisor Report window will appear. *NOTE: It may take a few moments for the data to load.* This list will include all your students across all courses with no date filters.

Division	High School	School administrator Name	Student Name	Email	Course ID
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2522
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student2, Test	student2@svetn.org	2522
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student2, Test	student2@svetn.org	2521
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2521
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2522
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student5, Test	Student5@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student6, Test	student6@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student6, Test	student6@svetn.org	2521
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2570

**Step 4:** You should narrow the list down to class dates by entering date filters as indicated below. The supervisors report will automatically update as you type in changes for the Class Date Range fields.

Division	High School	School administrator Name	Student Name	Email	Course ID
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student5, Test	Student5@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student6, Test	student6@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2570

*See next page for example Class Date Ranges to enter at this step.*

Example Class Date Ranges for 2017-2018 school year (change year dates for other school years)

- List of students and enrollments for entire school year (fall, spring, yearlong courses): Enter start date as 08/01/2017 and end date as 05/31/2018
- List of students and enrollments for fall semester only: Enter start date as 08/01/2017 and end date as 12/31/2017
- List of students and enrollments for spring semester only: Enter start date as 01/01/2018 and end date as 05/31/2018

**PLEASE NOTE: The start/end dates entered to run the reports are not necessarily the actual start/end dates for a course. These dates are used to ensure that all course enrollment data for a specified year or semester is captured in the report.**

**Step 5:** You may manipulate the data displayed on the Supervisor Report screen by sorting the ABC order of the data (ascending/descending), or selecting which columns of the data you wish to see on the screen as indicated in the screenshot below. **NOTE: Mouse over the column header to see the dropdown icon for options.**

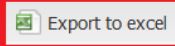
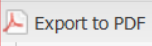
The screenshot displays the 'School Administrators Report' interface. On the left, a table lists data for 'SVETN Test Div' with columns for 'Division', 'High School', and 'School administrator'. A dropdown menu is open over the 'High School' column header, showing options for 'Sort Ascending', 'Sort Descending', and 'Columns'. The 'Columns' option is selected, opening a secondary dropdown menu. This menu lists various columns with checkboxes, and several are highlighted in yellow: 'High School', 'Student Name', 'Class Name', 'Class Dates', and 'Instructor 1'. To the right of the column selection menu is a filter menu with checkboxes for 'Division', 'High School', 'School administrator Name', 'Email', 'Course ID', 'Course Number', 'Class Name', 'Class Dates', 'Start Date', 'Start Time', 'End Time', 'Instructor 1', 'Instructor 2', 'Instructor 3', 'Course Location', 'Enrollment status', 'Attended', 'Course Transcribed', and 'Date Transcribed'. Below the filter menu is a table with 'Email' and 'Course ID' columns, containing data for various students. At the bottom of the interface, there is a pagination bar showing 'Page 1 of 1' and a 'Clear Filter' button.

**NOTE:** At a minimum, it is suggested that you always select the columns highlighted in yellow in the example above. You may elect to select additional columns.

## **Step 6:** If you wish, you may export a copy of the Supervisor Report into Excel format or PDF format for use outside the system.

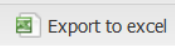
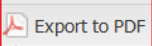
### **Export to Excel**

To export into Excel, click the “Export to Excel” button. You will then be presented with a download prompt to save/open the Excel file on your computer. *NOTE: The exported Excel file will contain all the columns of data (regardless of if you have selected specific columns to appear on the Supervisor Report screen). Some of these columns may be relevant and others may not be relevant to your reporting needs.*

School Administrators Report					
Search: <input type="text" value="Division, High School, Student"/>		Class Date Range: <input type="text" value="08/01/2017"/> <input type="text" value="05/31/2018"/>			
Division	High School	School administrator Name	Student Name	Email	Course ID
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student5, Test	Student5@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student6, Test	student6@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2570

### **Export to PDF**

To export into PDF format, click the “Export to PDF” button.

School Administrators Report					
Search: <input type="text" value="Division, High School, Student"/>		Class Date Range: <input type="text" value="08/01/2017"/> <input type="text" value="05/31/2018"/>			
Division	High School	School administrator Name	Student Name	Email	Course ID
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student5, Test	Student5@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student6, Test	student6@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Test7, Test	test7@svetn.org	2570

You will then be presented with a prompt to select which columns of data you wish to export. *NOTE: At a minimum, it is suggested that you select the data elements highlighted in yellow in the example below. You may elect to select additional columns.*

School Administrators Report

Search: Division, High School, Student      Class Date Range: 08/01/2017      05/31/2018      Export to excel      Export to PDF

Division	High School	School administrator Name	Student Name	Email	Course ID
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student, Test	student@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2570
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2571
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2572
SVETN Test Div	SVETN Test School	SchoolAdmin, Test	Student3, test	student3@svetn.org	2570

**Select PDF Fields**

<input type="checkbox"/> Division	<input checked="" type="checkbox"/> High School	<input type="checkbox"/> School administrator Name
<input checked="" type="checkbox"/> Student Name	<input type="checkbox"/> Email	<input type="checkbox"/> Course ID
<input checked="" type="checkbox"/> Course Number	<input checked="" type="checkbox"/> Class Name	<input checked="" type="checkbox"/> Class Dates
<input type="checkbox"/> Start Date	<input type="checkbox"/> Start Time	<input type="checkbox"/> End Time
<input checked="" type="checkbox"/> Instructor 1	<input type="checkbox"/> Instructor 2	<input type="checkbox"/> Instructor 3
<input type="checkbox"/> Course Location	<input type="checkbox"/> Enrollment status	<input type="checkbox"/> Attended
<input type="checkbox"/> Course Transcribed	<input type="checkbox"/> Date Transcribed	<input type="checkbox"/> Community College
<input type="checkbox"/> Course Grade	<input type="checkbox"/> Middle	<input type="checkbox"/> Suffix
<input checked="" type="checkbox"/> Date of Birth	<input type="checkbox"/> Grade Level	<input type="checkbox"/> Graduation Year
<input type="checkbox"/> Gender	<input type="checkbox"/> Ethnicity	

Export      Close

Page 1 of 1      Record 1 - 10 of 10      Clear Filter

When done selecting data elements, click the “Export” button. The generated PDF file will then be downloaded to your computer for your usage.

**Congratulations! You have successfully exported student enrollment data reports!**

**Questions/Issues?**

**Open a trouble ticket at <http://support.svetn.org>**