PURPOSE: The purpose of this procedure is to demonstrate create custom reports using RenWeb1.

OPERATING SYSTEM: Windows 7 is demonstrated in this procedure, but similar steps can be taken with other operating systems.

PROCESS STEP	REFERENCE IMAGE
STEP 1: Click on the FIREFOX	
browser icon	Mitozallis Finaitoza
STEP 2: Go to:	ren & web (1)
https://login.renweb.com	
AND login with your regular RenWeb credentials.	District Code ST-NC
	FLast
	Password
	LOGL
	Forgot User Name/Password?
STEP 3: Click on the "Bar" Icon in the	Most Visited St. Thomas Mo
menu.	Home
	- राज
	we

Step 4: Select Report Manager:	Report Manager
Step 5: Select Create A Report.	COURSE CREATE REPORT CUSTOM
Step 6: Select FAMILY or STUDENT for the type of report that will be needed.	Create-A-Report: Family OR Create-A-Report: Student
Step 6 Select PRINT PREVIEW	A Print Preview
Step 7: Choose filtering options to view a specific class or grade level.	Enrolled * Select Additional Subcategory * Select Additional Subcategory *



	- Hus
Step 8: Select the students.	Q, []
	B
	" G
	opher Di
	> Fr
	e la
	>rk Ki
	<u></u> Кі
	hristopher
	< Ni
	3
	n << 0
	Pi
	iro Kadoma ci
Sten 9: Select PRINT PREVIEW	
	Drint Denviou
	Print Preview Cancel
Step 10: Click on the SELECI	
ADDITIONAL FIELDS to choose the	Student / Status / Current School / Grade Level
data fields for the report	
	Select Additional Fields
	last Distinct 🗐 May Dawa 1000 📼

FAQ: Custom Reports Using RenWeb1

Step 11: Click on the arrows and	
select the fields you wish to display.	4 📕 🗅 Student
	Student ID (System)
	School UD ID
	EC/PU Unlink from sib
	🚛 💻 🗅 Naming
	FirstName LastNa
	LastName, FirstNa
	LastName, FirstNa
	Full Name
	📝 First Name
	Middle Name
	Mast Name
	Nick Name
	Suffix
	Salutation
	🐭 User Name
Step 12: Select DONE when all fields are selected.	
	Clear Dore b Crea
Step 13: Select \uparrow or \downarrow or X to move	
a field up or down on the list or	Mile Chudow / Namina / Cint Mana
report.	Student / Naming / First Name
	Student / Naming / Liser Name

Step 14: Once sorted, this sequence will be your right to left order of columns.	Uata Fields Student / Student ID (System) Student / Naming / LastName, FirstName Student / Status / Current School / Status Student / Status / Current School / Grade Level Student / Status / Current School / Grade Level Student / Naming / First Name Student / Naming / Last Name Student / Naming / User Name Student / Naming / User Name Select Additional Fields
Step 15: Select DISPLAY RESULTS to view the report.	Display Reputs Select Distinct Max Rows 1000 V
Step 16: Print the results if needed.	Display Results Select Distinct Max Rows 1000 • Student ID (System) LastName, FirstName Status Grade Level First Name Last Name User Name 10135 Boll Scorlatt Foralled DDE K Scorlatt Boll