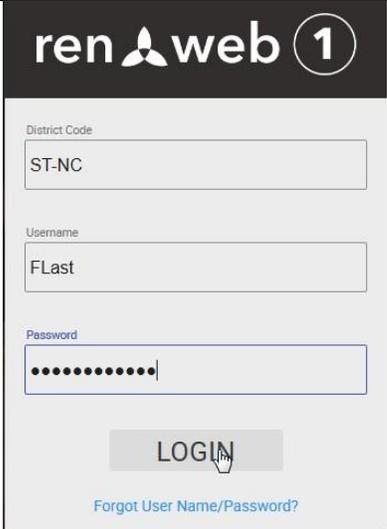
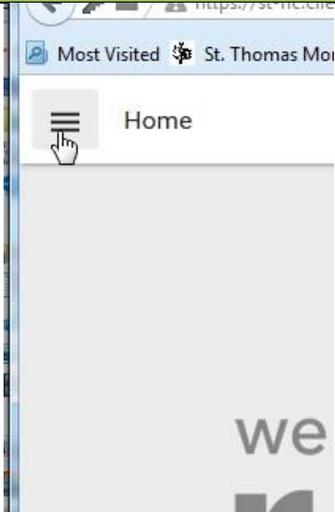
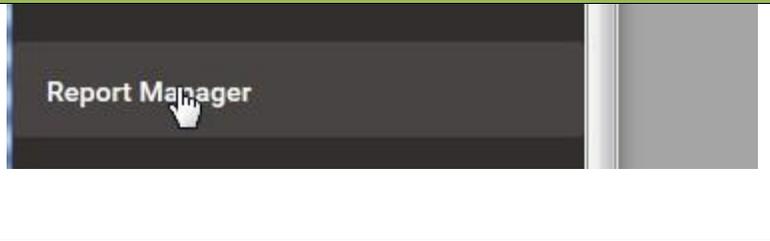


PURPOSE: The purpose of this procedure is to demonstrate create custom reports using RenWeb1.

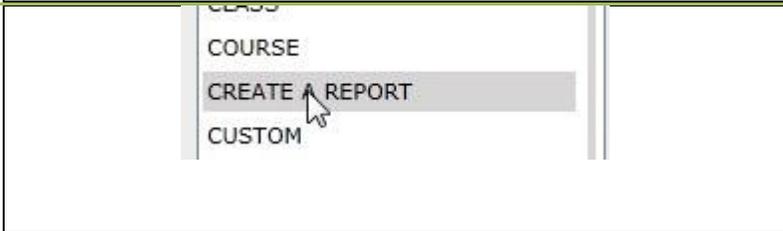
OPERATING SYSTEM: Windows 7 is demonstrated in this procedure, but similar steps can be taken with other operating systems.

PROCESS STEP	REFERENCE IMAGE
<p>STEP 1: Click on the FIREFOX browser icon</p>	
<p>STEP 2: Go to:</p> <p>https://login.renweb.com</p> <p>AND login with your regular RenWeb credentials.</p>	
<p>STEP 3: Click on the “Bar” Icon in the upper left hand corner to display the menu.</p>	

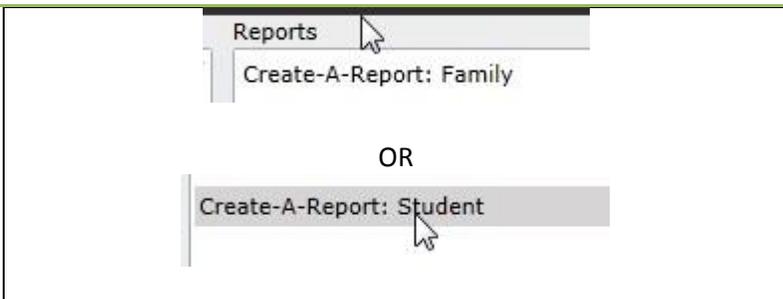
Step 4: Select Report Manager:



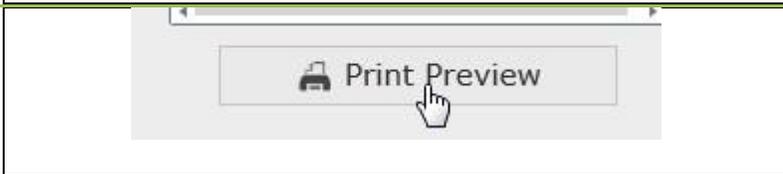
Step 5: Select Create A Report.



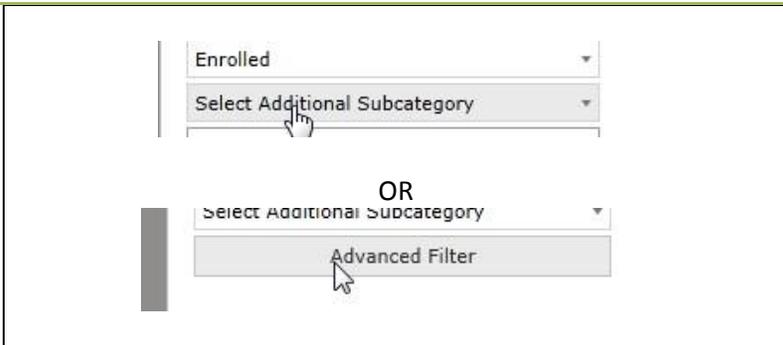
Step 6: Select FAMILY or STUDENT for the type of report that will be needed.



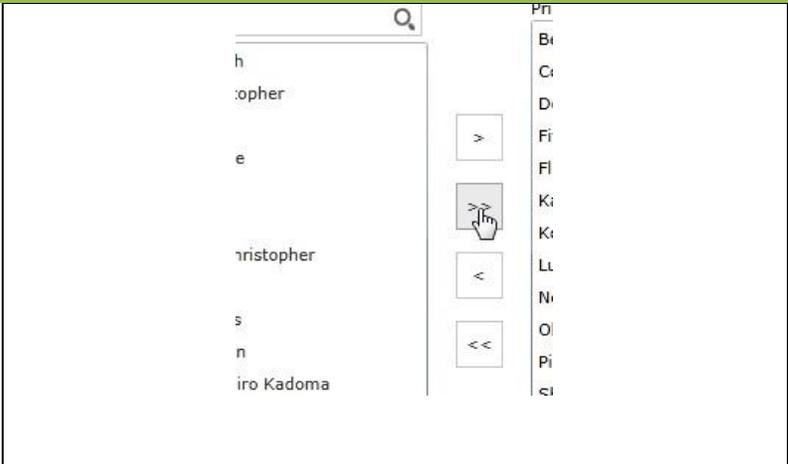
Step 6 Select PRINT PREVIEW



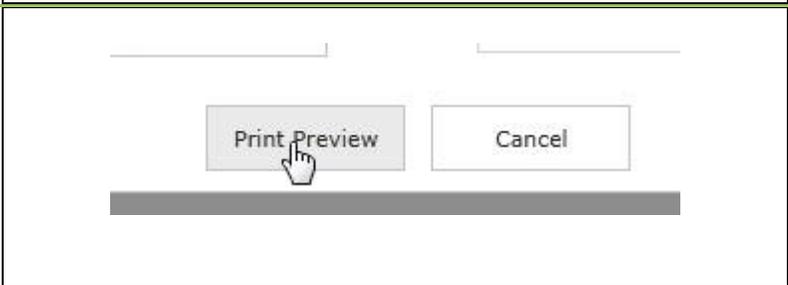
Step 7: Choose filtering options to view a specific class or grade level.



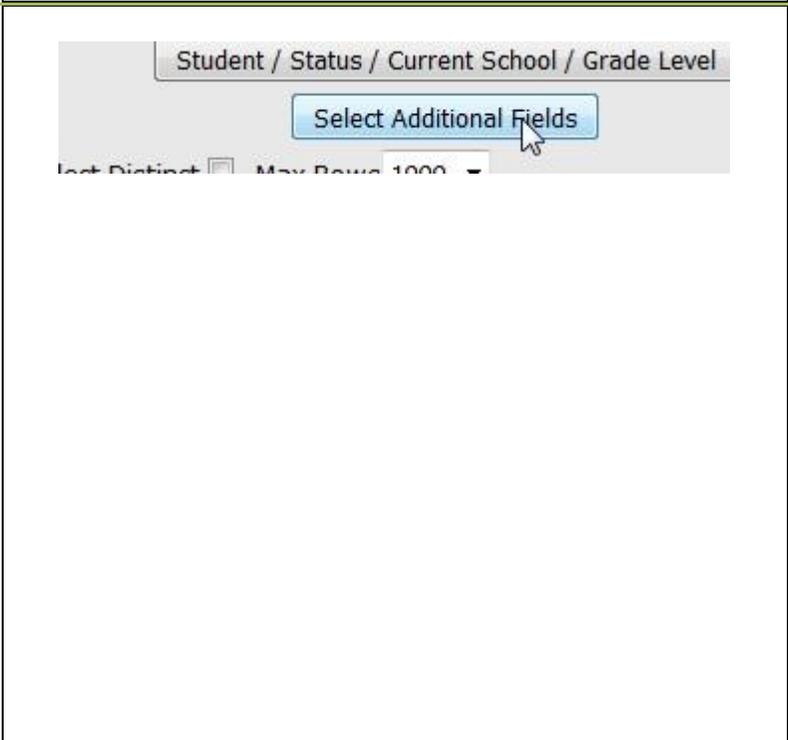
Step 8: Select the students.



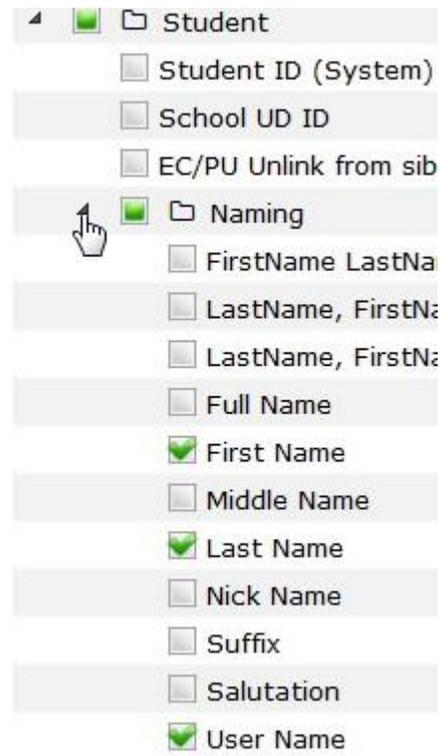
Step 9: Select **PRINT PREVIEW**.



Step 10: Click on the **SELECT ADDITIONAL FIELDS** to choose the data fields for the report.



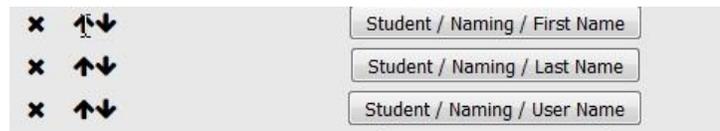
Step 11: Click on the arrows and select the fields you wish to display.



Step 12: Select DONE when all fields are selected.



Step 13: Select ↑ or ↓ or X to move a field up or down on the list or simply to remove the field from the report.



Step 14: Once sorted, this sequence will be your **right to left order** of columns.

Data Fields

Student / Student ID (System)

Student / Naming / LastName, FirstName

Student / Status / Current School / Status

Student / Status / Current School / Grade Level

Student / Naming / First Name

Student / Naming / Last Name

Student / Naming / User Name

Select Additional Fields

Step 15: Select DISPLAY RESULTS to view the report.

Select Additional Fields

Display Results Select Distinct Max Rows 1000

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
10125	Ball, Scarlett	Enrolled PRE K		Scarlett	Ball	