



Indiana IEP Walkthrough for Advanced Reporting

IIEP Main Page

ADVANCED REPORTING ACCESS

1. From the Main Page, select School System from the gray menu bar at the top of the screen
2. Select Reports from the blue submenu
3. Click 'Start Advanced Reporting System'

The Advanced Reporting System is accessible by District Administrators, School Administrators and Special Education Coordinators only. This custom report creation tool contains all of the current and historical IEP data recorded in Indiana IEP. Each field in Indiana IEP is available in this database. The system is separate from Indiana IEP and is updated nightly. The information in Advanced Reporting is 24 hours old.

REPORT CREATION

1. Select Web Intelligence from the Business Objects Dashboard
 - a. Web Intelligence appears in the 'My Applications' window.
2. Click the "Page" icon in the upper left of the new window to start a new report
3. Select Universe from the pop-up window
 - a. Click 'OK'
4. Select 'EasyIEP IN Aggregate V1.2'
 - a. Click 'OK'
5. On the new web intelligence window there are three distinct "panes"
 - a. *The left side is the selected universe*
 - i. *The folders listed here contain all of the data fields in the IIEP system*
 - b. *The top right window is the Results Objects*
 - i. *Items placed here become column headings in the final report*
 - c. *The bottom right window is the Query Filters*
 - i. *Items placed here filter the information that will appear on the final report*

UNIVERSE WINDOW
1. This list of folders contains all of the data fields in Indiana IEP
2. The list consists of two main folders
3. Historical Data
a. <i>This folder contains all of the information in the current final (active) IEP and all previous IEPs in the system.</i>
4. Current Workspace
a. <i>This folder contains all information entered by the Teacher of Record (TOR) and Teacher(s) of Service (TOS) in preparation for the next case conference.</i>
5. Click the “+” beside any folder to expand the contents.
6. Both Historical Data and Current Workspace are organized by the pages in Indiana IEP
7. All fields appearing on the LRE Placement Page in IIEP are available in the LRE Placement folders
8. The system offers a search tool at the top of the Universe window
<ul style="list-style-type: none"> a. <i>Type a Keyword</i> b. <i>Click the Binoculars Icon</i> c. <i>Only results matching the keyword appear in the Universe window</i> d. <i>Scroll down to find the matching field</i> e. <i>Be sure to click the “X” in the search field to reset the search and view all folders once more</i>
RESULT OBJECT WINDOW
1. To add items to the Result Object Window
<ul style="list-style-type: none"> a. <i>Search or find an item in the Universe Window</i> b. <i>Click and drag the item to the Result Object Window, or</i> c. <i>Click the item</i> <ul style="list-style-type: none"> i. <i>The item should now be highlighted</i> ii. <i>Click the arrow beside the Result Objects Window</i> d. <i>The selected item should appear</i> e. <i>Continue this process until all of the items to appear in the final report are displayed</i>

QUERY FILTERS WINDOW

1. To add items to the Result Object Window

- a. Search or find an item in the Universe Window
- b. Click and drag the item to the Result Object Window, or
- c. Click the item
 - i. The item should now be highlighted
 - ii. Click the arrow beside the Result Objects Window
- d. The selected item should appear
- e. Continue this process until all of the items to appear in the final report are displayed

2. Each Query Filter Field has three options

- a. The first option by default is set to "In List"
 - i. This dropdown list provides options to specifically filter results such as
 1. In List
 2. Greater Than
 3. Less Than
 4. Between
 5. Equal To
 - ii. The most common option is "In List"
 1. This is used to select individual or multiple items
- b. If the filter item text is known the item may be entered manually
 - i. This is case sensitive
 - ii. The exact name of the item must be entered here to produce desired results
- c. Following the text field click the list icon to select
 - i. Constant
 1. Only choose this if the exact name of the item is known
 - ii. Value(s) from list
 1. Select this to view all of the options available for this database field
 2. A new window appears displaying all of the options for this field
 3. Select the item(s) and click the ">" to move the selection to the "In list" box.
 4. Click "OK" when complete
 - iii. Prompt
 1. Prompts each time the report is run to select a value for this field

RUN QUERY

1. When the report is complete and displayed, there are several options available.
2. If the report is to be discarded click "Close".
3. To make changes to the Result Objects or Query Filters select "Edit" under the Data Access tab at the top of the screen.
4. Click the 'Disk Icon' in the upper left to save a new report.
 - a. "Save" and "Save As" open a dialog box if this is the first time the report is saved.
 - b. "Save" will update the file with changes if the file already exists.
 - c. Enter the name of the file.
 - d. Optionally add a description of the report and keywords.
 - e. Choose the location the report is to be saved.
 - f. My Folders are only accessible to the current user.
 - g. Any report saved in the Public Folders is visible to every user in the district with access to the Advanced Reporting System.

Note. Export allows the user to save the report to his or her computer in one of the listed formats