

eCHILD Reports

The screens allow you a place to enter your data (information). You can always right click on a screen and select print to print the actual screen you are working on, but if you want the information on the screen(s) to be in a report format you must create a report and then print.

Creating Reports (Printing)

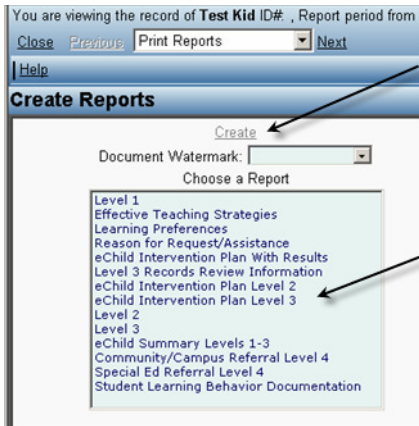
Creating a report creates a document in a report format with the information you have entered on the screens.

To Create and Print a Report:

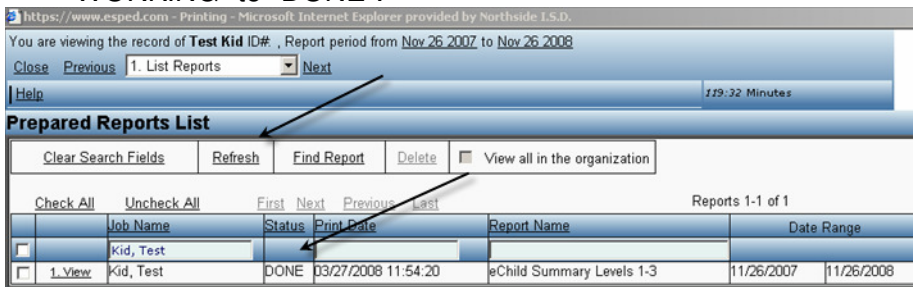
1. Click on the **Reports button** in your navigation bar to the left of your screens.



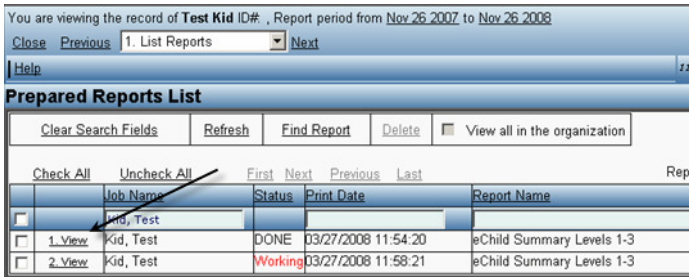
2. **Choose** (click on) the **type of Report** you would like to create (Level 1, Level 2, etc.) and then **click on the Create Button**.



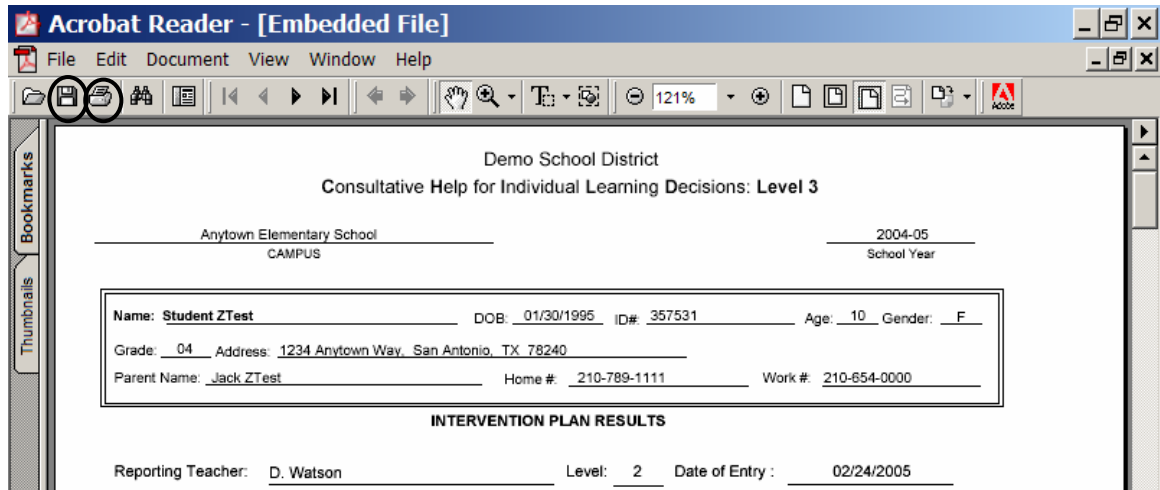
3. **Click the Refresh Button** until the status of your report moves from "NEW" and "WORKING" to "DONE".



- Once you see "DONE" next to your report, click on the **View button** to the left of the report you need to display.

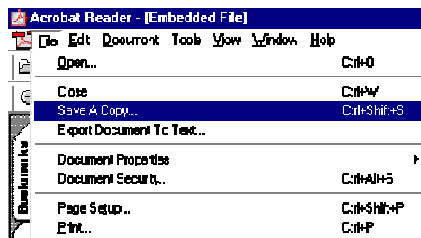


- The report should open automatically, but if you get a prompt to Open the file or Save it, choose to open it.
- The report file opens up in Adobe Acrobat Reader. (This is a PDF file.) You cannot make any changes here. You can only choose to print it or save it.



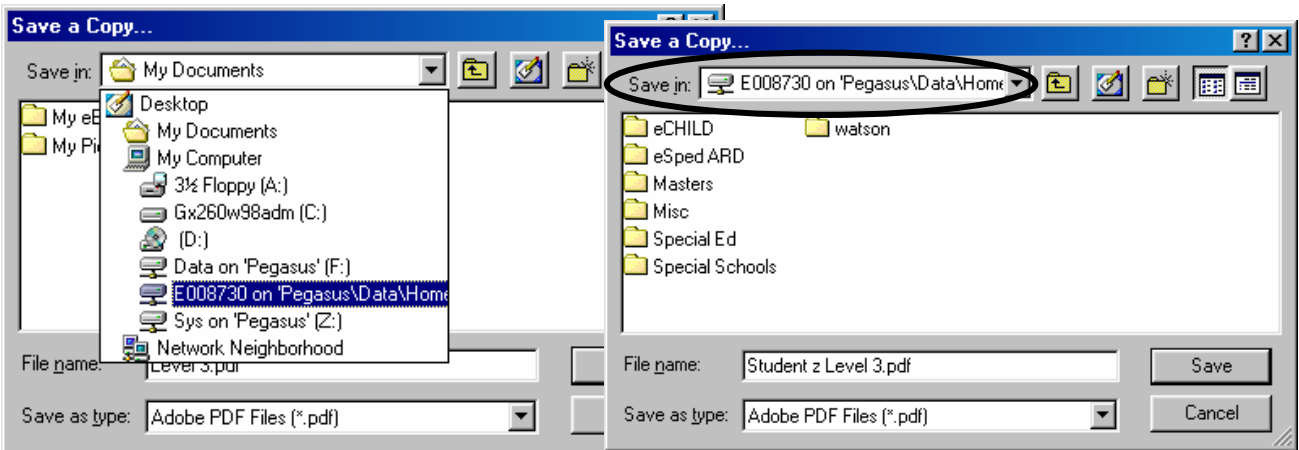
Saving Reports

- After you have created a report, open it up/view it in Adobe Acrobat Reader.
- Save the report** (File menu....Save A Copy) to your network login home drive (H:).

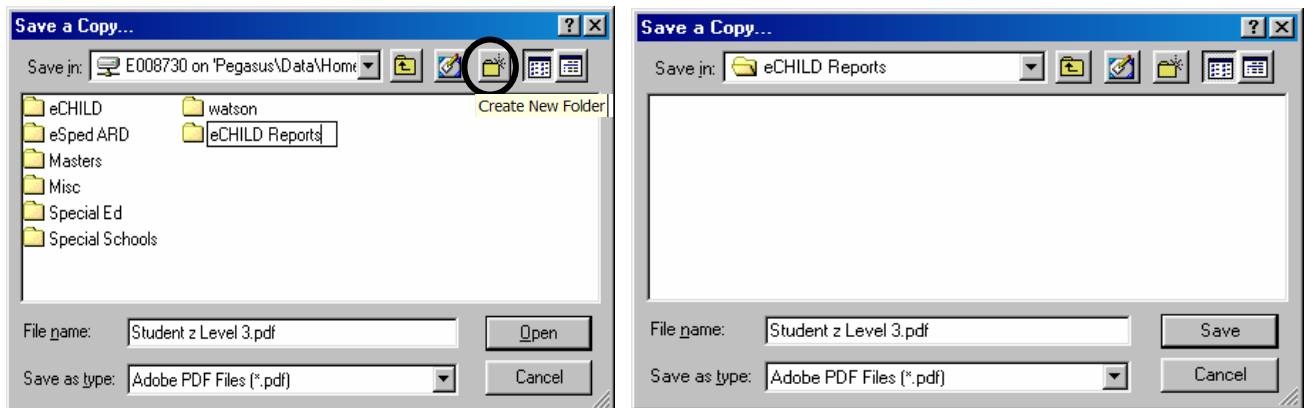




Make sure to navigate to your H: drive to save the report in a secure location. Your desktop is not secure...save to the network and make sure it is not a shared drive.



You also can create a folder on your H: drive to file all of your eCHILD reports. You can organize how you see fit. In my example below, I created a new folder and named it eCHILD Reports. I then named my report file the student's first name last initial Level 3.



WARNING: The most common mistake when saving a file is just clicking Save without noticing where you are saving the document. Make sure to navigate to your H: drive and make sure that you give the report a unique name that will mean something to you.

Confidentiality Reminder

*Please remember the **confidentiality of the student**. Be mindful about what is on your computer screen when someone is around, be careful about where you leave a printed report and be cautious when communicating sensitive information and know with whom you should be communicating. If you e-mail an eCHILD report, do NOT place a student's first and last name in the subject line or in the body of the e-mail.*

Place a confidentiality disclaimer at the end of your e-mail.

CONFIDENTIALITY NOTICE: This email message and attached documents may contain confidential information. All information is intended only for the use of the named recipient. If you are not the appropriate named recipient, you are not authorized to read, disclose, copy, distribute or take any action in reliance on the information. Any action, other than immediate delivery to the named recipient, is strictly prohibited. If you have received this email message in error, please notify the sender immediately and delete this email from your email system. If you are the named recipient you are not authorized to reveal any of this information to any other unauthorized person.

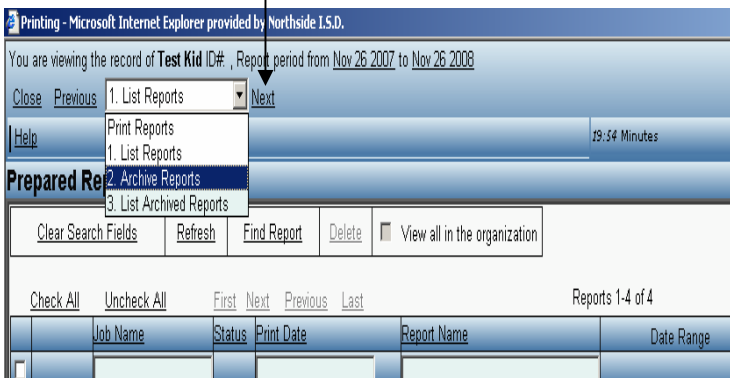
Archiving a Report


Note: You cannot archive a report until you have created a report. You must follow the instructions to create and print a report before you will be able to archive.

1. Click on the **Reports** button in the navigation tool bar if you are not already in the reports queue.



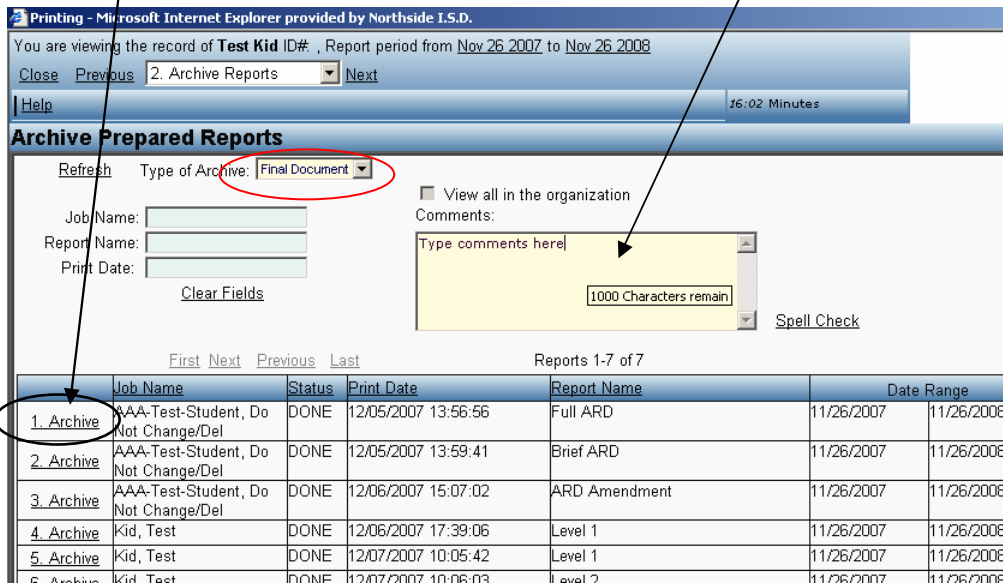
2. Click on the dropdown next to List Reports and chose Archive Reports. (or click on the next button)



 You create a report to view and print the information you have entered on the screens.

An administrator, counselor, teacher or psychologist can archive a report to file electronically in the student's eSped electronic file.

3. In the Archive Reports queue you will see a list of all reports you have created but have not archived. To archive a report, click on Final Document under the Type of Archive drop down. Place any comments in the comment box. Click on the Archive button to the left of your report.



The archived report will then disappear from the Archive Reports screen.

Viewing an Archived Report

1. If you are still in your Archive Reports queue, click on the dropdown and choose List Archived Reports, or click on the Next button. If you are not still in the Archive Reports queue, click on the reports button to the top left and then click on List Archived Reports.

You are viewing the record of **Test Kid ID#** , Report period from Nov 26 2007 to Nov 26 2008

Close Previous **2. Archive Reports** Next

Help Print Reports 19:37 Minutes

Archive Prep 1. List Reports 2. Archive Reports 3. List Archived Reports

Refresh Type of Archive: [] View all in the organization

Comments:

Job Name: [] Report Name: [] Print Date: []

Clear Fields Spell Check

First Next Previous Last Reports 1-4 of 4

	Job Name	Status	Print Date	Report Name	Date Range
1. Archive	AAA-Test-Student, Do Not Change/Del	DONE	12/06/2007 15:07:02	ARD Amendment	11/26/2007 11/26/2008
2. Archive	Kid, Test	DONE	12/07/2007 10:06:03	Level 2	11/26/2007 11/26/2008
3. Archive	Kid, Test	DONE	12/07/2007 11:44:58	Level 1	11/26/2007 11/26/2008
4. Archive	RODRIGUEZ, JULIA	DONE	11/29/2007 17:02:32	Special Ed Referral Level 4	05/23/2007 05/23/2008

2. The queue now lists all archived documents for the selected student. Click once on Edit (in the job queue) to see identifying info appear in the fields at the top right of the screen. This gives you the following info:
 - a. Name of student
 - b. Date the report was archived
 - c. The name of the report
 - d. The login of the person who archived the report

You are viewing the record of **Test Kid ID#** , Report period from Nov 26 2007 to Nov 26 2008

Close Previous **3. List Archived Reports** Next

Help 19:54 Minutes

eArchiveManager: Manage Archived Documents

Save Delete

Student: Test Kid, Local ID:

Search Criteria

Archive Type: [] Document Class: []

Archive Date Greater Than: []

Archive Date Less Than: []

Report Name: [] Login Name: []

Clear Search Search

Edit Archive Information

Name: Kid, Test

Archive Date: 12/07/2007

Report Name: Level 1

Start Date: 11/26/2007 End Date: 11/26/2008

Archive Type: Final Document

Document Class: eChild

Login Name: e023155@nisd.net

Comments: This is Test Kid's Level 1

Spell Check

View Report << < > >> Archive Records 1-4 of 4

	Archive Date	Report Name	Start Date	End Date	Archive Type	Document
1. Edit	12/07/2007	Level 1	11/26/2007	11/26/2008	Final Document	eChild
2. Edit	12/07/2007	Level 1	11/26/2007	11/26/2008	Final Document	eCHILD
3. Edit	11/29/2007	Level 1	11/26/2007	11/26/2008	Final Document	eChild
4. Edit	11/26/2007	Student Progress	11/26/2006	11/26/2007	Final Document	Progress

- Click once on Edit to highlight the report and then click the View Report button to open up the report in Adobe Acrobat Reader.

Printing - Microsoft Internet Explorer provided by Northside I.S.D.

You are viewing the record of **Test Kid** ID# , Report period from **Nov 26 2007** to **Nov 26 2008**

Close Previous 3. List Archived Reports Next

Help 19:54 Minutes

eArchiveManager: Manage Archived Documents

Save Delete

Student: Test Kid, Local ID:

Search Criteria

Archive Type:

Document Class:

Archive Date Greater Than:

Archive Date Less Than:

Report Name:

Login Name:

Clear Search Search

Edit Archive Information

Name:

Archive Date:

Report Name:

Start Date: End Date:

Archive Type:

Document Class:

Login Name:

Comments:

Spell Check

View Report << < > >> Archive Records 1-4 of 4

	Archive Date	Report Name	Start Date	End Date	Archive Type	Document
1. Edit	12/07/2007	Level 1	11/26/2007	11/26/2008	Final Document	eChild
2. Edit	12/07/2007	Level 1	11/26/2007	11/26/2008	Final Document	eCHILD
3. Edit	11/29/2007	Level 1	11/26/2007	11/26/2008	Final Document	eChild
4. Edit	11/26/2007	Student Progress	11/26/2006	11/26/2007	Final Document	Progress

Points to Remember:

- You can search for a specific archived file by: Archive Type, Document Class, Date of Archive, Report Name or Login Name.
- You can also sort the listed files by clicking on the categories in the blue bar: Archive Date, Report Name, Start Date, End Date, Archive Type, and Document Class.