

# Reports

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# Custom Report Builder In CrownSIS – Step By Step Guide

## Custom Report Builder in CrownSIS – Step-by-Step Guide

### Introduction

The **Custom Report Builder** in CrownSIS allows you to create tailored student reports based on any field, including custom fields. You can filter data, save reports for future use, and drill down to Student 360 for detailed information. This guide walks you through the process step by step.

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## Steps to Use Custom Report Builder

### Step 1: Access the Custom Report Builder

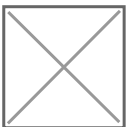
- Navigate to **Reports** → **Student** → **Custom Report Builder**.
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### Step 2: Add a Field and Condition

- Select a field to report on (e.g., *Date of Birth*).



- Choose a condition (e.g., *Between*).



- Enter the filter values.



- Click **Review** and then **Run Report** to see the results.



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## Step 3: Refine the Report with Additional Filters

- Add another field (e.g., *Gender*).
- Set a condition (e.g., *Gender = Female*).



- Run the report again to view the refined list.



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## Step 4: Save the Report for Future Use

- Click **Save Report**.
- Enter a **Title** and **Description** (e.g., *Sweet 16 - Female Students*).
- Save the report.



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## Step 5: Run a Saved Report

- Go to **Show Saved Report**.



- Select a report from the list and run it.



- Click a **Student ID** in the results to open Student 360.
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# Step 6: Use Custom Student Fields

- Custom fields created under **Settings** → **Students** → **Student Fields** can also be used.
  - Add the field, set a condition, and run the report.
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## Conclusion

The Custom Report Builder helps administrators quickly generate, save, and refine student reports with powerful filtering options. By combining standard fields, custom fields, and conditions, you can create reports that perfectly match your institution's needs.

# How To Generate A Progress Report Of A Student In CrownSIS

Generating progress reports in CrownSIS is a practical way to monitor and evaluate student performance. These reports can be customized to include detailed or summary information about assignments and overall progress. Here's a step-by-step guide to generating a student progress report in CrownSIS:

## Step 1: Accessing Progress Reports

You have two options to access the progress reports in CrownSIS:

1. **Via Grades** : Navigate to the **Grades** section and select the **Progress Report** submenu.
2. **Via Reports** : Go to the **Reports** section and select **Progress Reports** under the **Grades** header.

Both options will lead you to the progress report generation interface.

## Step 2: Selecting Students

Once you access the Progress Report section, you'll see a list of students. You need to select the students for whom you want to generate the progress reports. You can select multiple students if needed.



## Step 3: Customizing the Progress Report

You can customize the report using several switches to tailor it to your specific needs:

1. **Format Selection** :
  - **With Assignment Details** : Includes detailed information about each assignment within the course sections the student is studying, showing the progress in each assignment.
  - **Totals Only** : Provides a summary view of total progress for each course section, combining all assignments into a collective total.



## 2. Customization Options :

- **Assigned Date** : Choose to include the date when each assignment was assigned, available with the "With Assignment Details" format.



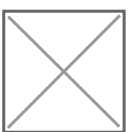
\* **Exclude Ungraded E/C Assignments** : Excludes assignments that are ungraded but have reached their due date from the progress calculation.



\* **Due Date** : Optionally display the due date for each assignment, available with the "With Assignment Details" format.

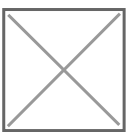


\* **Exclude Ungraded Assignments Not Due** : Excludes assignments that are ungraded and not yet due from the overall progress calculation.



## Step 4: Generating the Report

After selecting the students and customizing the report settings, click on the button labeled **"Create Progress Reports for Selected Students"**. This action will generate the progress reports based on the selected options and students.



## Step 5: Reviewing and Distributing the Reports

Once the reports are generated, you can review them to ensure they meet your needs. You can then distribute the reports to students, parents, or other stakeholders as necessary.

By following these steps, you can effectively generate and customize progress reports in CrownSIS, providing detailed insights into student performance and helping to support their academic journey.

# How To View Graduation Progress Of A Student In CrownSIS

Monitoring a student's progress towards graduation is essential for ensuring that they meet all necessary requirements. CrownSIS provides a straightforward way to track this progress through its Graduation Progress Reports. Here's how you can view and analyze a student's graduation progress.

## Step 1: Accessing Graduation Progress Reports

Start by navigating to the **Reports** section in openSIS. Under the **Grades** header, select **Graduation Progress Reports**. This option will bring up a list of students, each of whom is on a

path towards graduation.



## Step 2: Viewing the List of Students

After selecting **Graduation Progress Reports**, you'll be shown a list of students. From here, you can choose any student to see their detailed graduation progress.



## Step 3: Reviewing Individual Student Progress

Once you select a student, the system will display their progress across all the graduation categories defined for their degree program. This includes:

- **Required Credit Hours**
- **Completed Credit Hours**
- **Enrolled Credit Hours**
- **Outstanding Credit Hours**

You will also see an overall percentage of progress for the student, giving you a clear picture of how close they are to meeting their graduation requirements.



## Step 4: Detailed View of Categories

For a more in-depth analysis, you can click on the detailed view of each category. This view breaks down the student's progress in the specific courses under that category. You'll be shown:

- **Required Credit Hours** : The total credits needed for this category.
- **Completed Credit Hours** : The credits the student has already earned.
- **Enrolled Credit Hours** : The credits the student is currently working towards.
- **Outstanding Credit Hours** : The remaining credits needed to fulfill the category's requirements.

Additionally, an overall percentage of progress is displayed for each category, helping you assess whether the student is on track or if any intervention is needed.



## Step 5: Utilizing the Graduation Progress Report

The Graduation Progress Report is a crucial tool for administrators and academic advisors. It provides a comprehensive overview of where each student stands in relation to their graduation goals. Regularly reviewing these reports ensures that students receive the guidance they need to complete their programs successfully.

By following these steps, you can effectively monitor and manage student graduation progress in CrownSIS, ensuring every student is on the right path to achieving their educational goals.