Navigation: Home > Campus Community > USM Campus Community > Reporting > Student Data Report

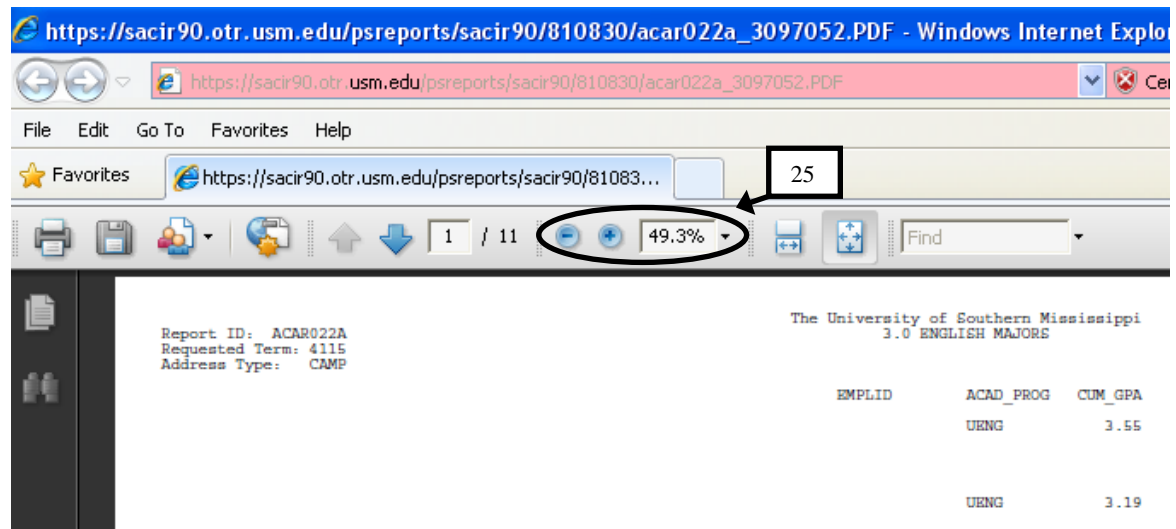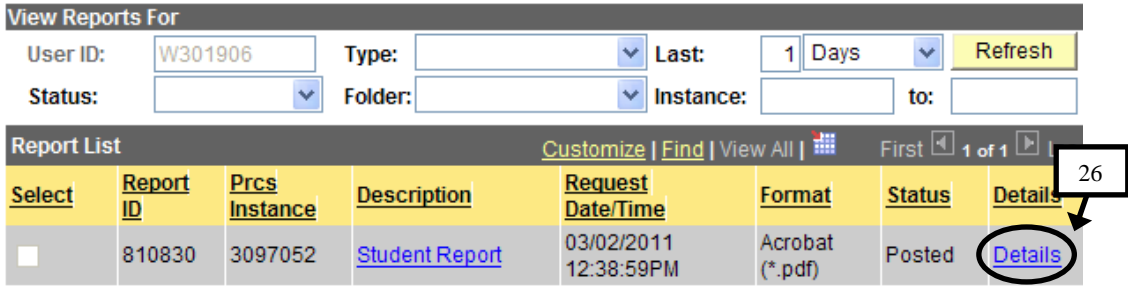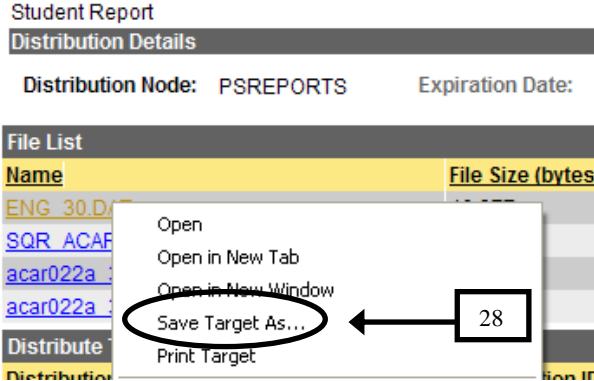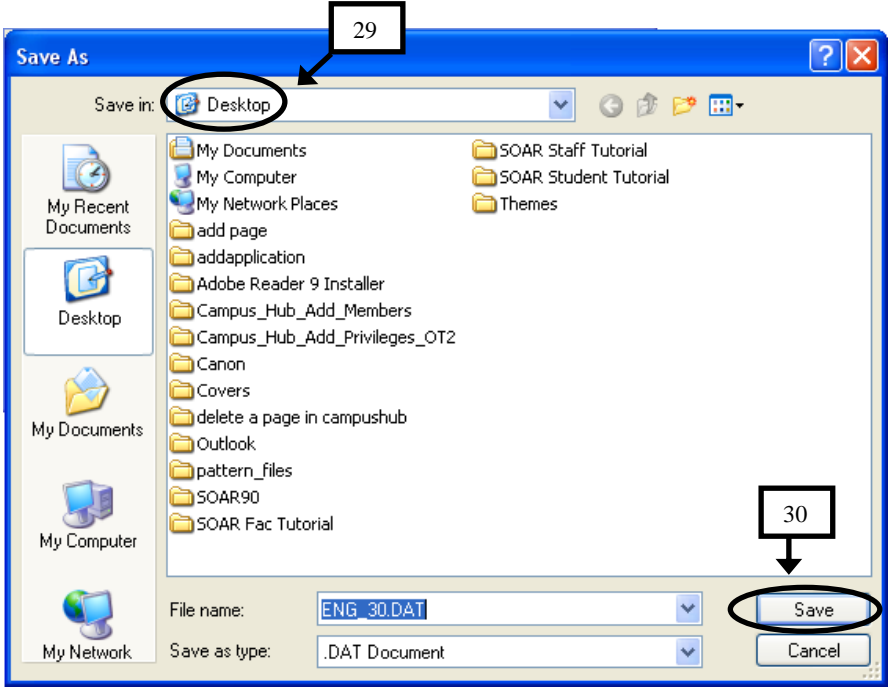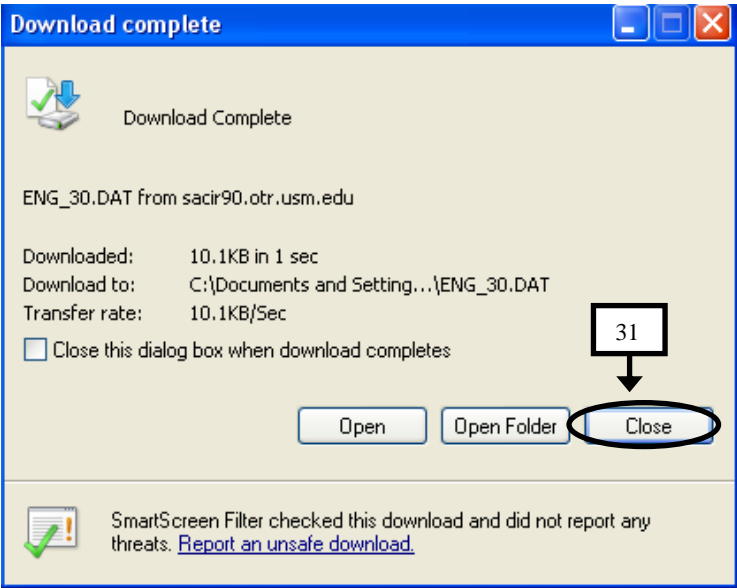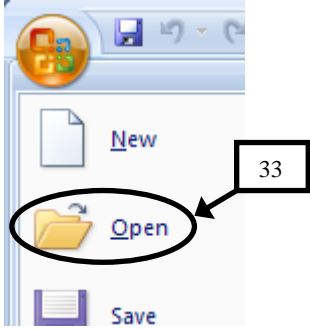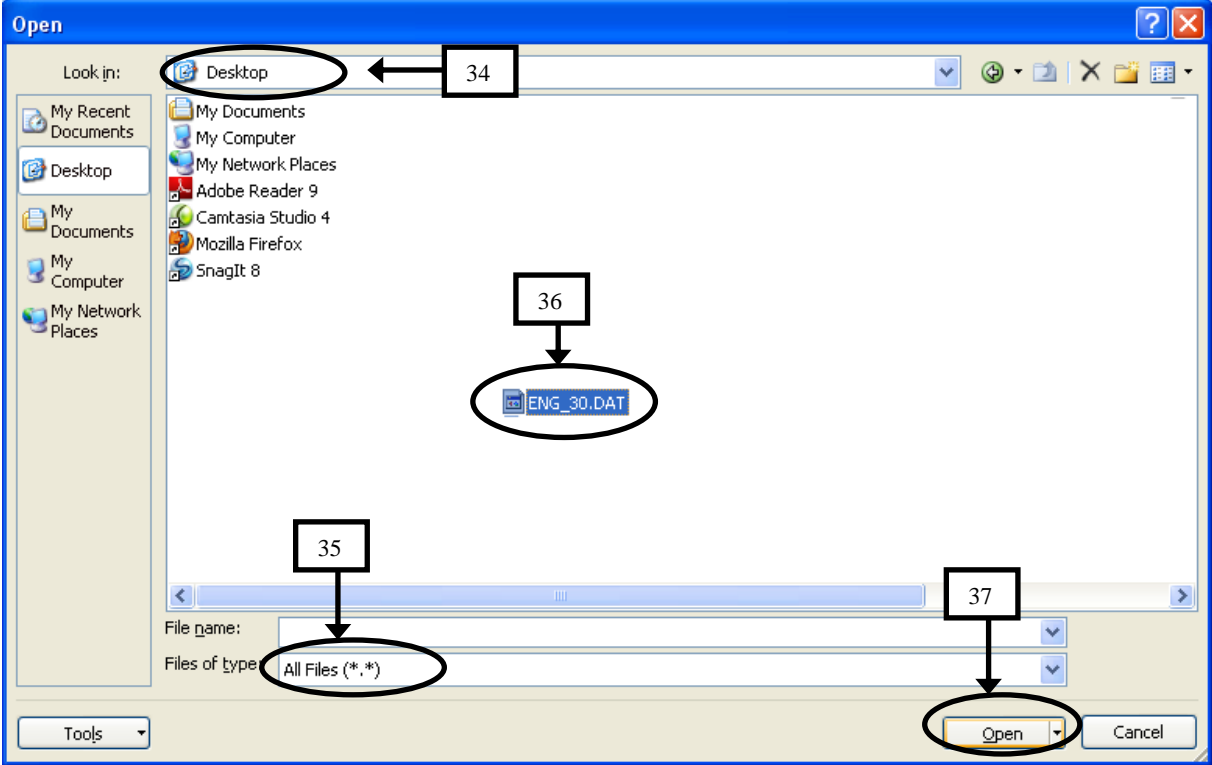| Step	Action
1.	**Key Information:** 1. The tables that populate the Student Data Report are updated nightly. 2. It's advisable to begin the run control id with "SDR_....". 3. Student data can only be collected from 3 terms in the past and 3 terms into the future from the date of the run. 4. Field names EMPLID, USM_Name, and FERPA should always be included on the report. 5. The report is rendered and prints landscape, thus you can include approximately 8-10 columns / fields. 6. If the FERPA flag is marked with a Y (yes), then the student's info must NOT be released.
2.	For FIRST TIME ONLY: Click the **Add a New Value** tab.
3.	Enter a "Title" for the process. NOTE: Run control IDs cannot contain spaces.
4.	Click the **Add** button.
5.	Enter the report name you would like to appear at the top of your printed report. Limit: 30 characters.
6.	Select the appropriate address: **1. Home:** Pulls the home address. If home address does not exist, nothing appears. **2. Campus:** Campus address. If campus address does not exist, home address will appear. **3. Degree:** Only appears if the student has applied for graduation. Otherwise, nothing appears. **4. None:** No address will appear.
7.	Enter the term code of interest.
8.	Enter the file name that will be used in moving your report into MS Excel. **NOTE:** Do NOT use special characters, especially periods!!

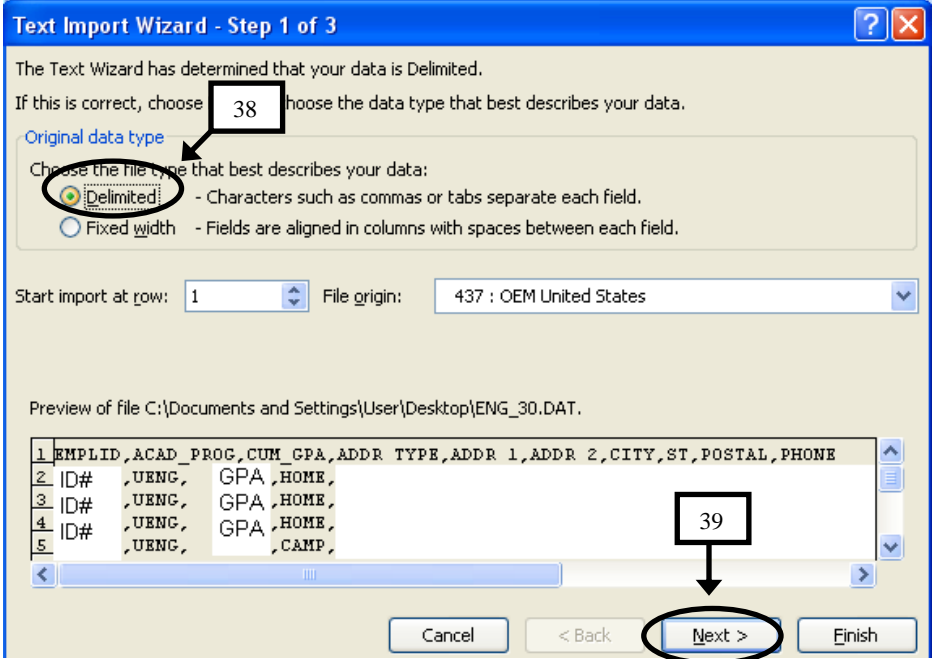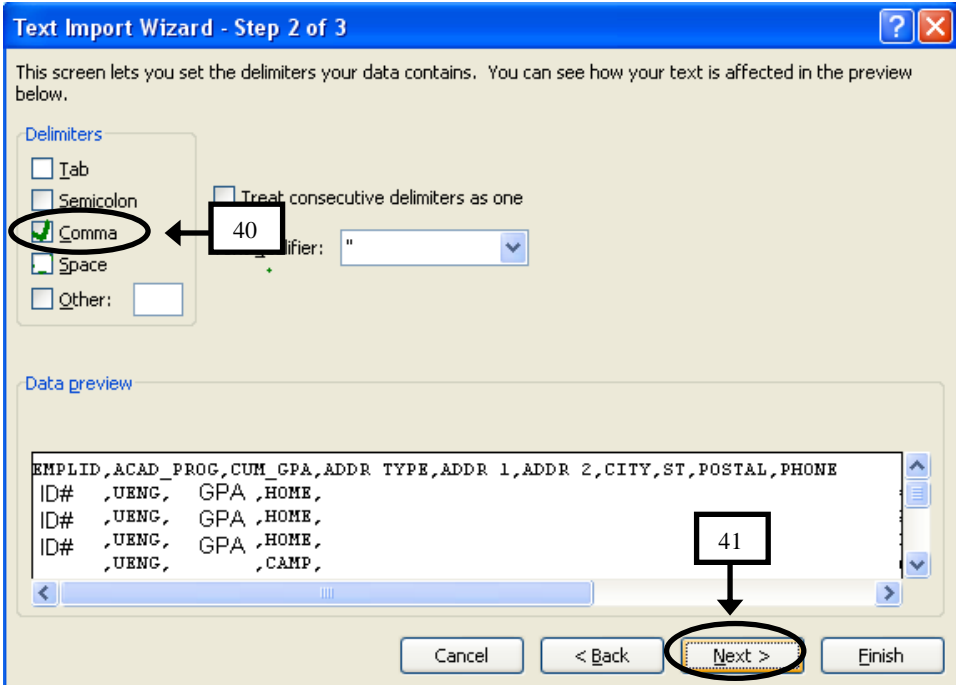| Step	Action
9.	Select appropriate field name by using the magnifying glass search. **NOTE 1:** This will form the columns across the top of your report. **NOTE 2:** The order you list the field names dictates the column order on your report.
10.	Check the box if you want to see the info for this field on your report. **NOTE:** If you check off the box, the info will still be used in your search but it will not appear on the report under a header.
11.	Use if you want to limit the results displayed on your report. Operators include "less than," "equal to," "greater than," etc.
12.	Enter the value that coincides with the operator selected. Example: operator equals "greater than" and value equals "2.99" to display students with an GPA of 3.0 or higher.
13.	This allows you to sort the info down the left-hand side of the report, such as sorting the report beginning with the highest GPA down to the lowest. NOTE: If you do not include a sort order, it will be sorted by EmplID.
14.	Click the ⊞ button until all field names have been entered.
15.	**Helpful Hints:** 1. Always include the field names: EMPLID, USM_NAME, and FERPA. 2. Click the **View All** link and modify (as needed) the field names, operators, values, and sort order before running the report. 3. A warning message will appear if there are too many field names / columns for the report to print landscape. In this case, delete unnecessary field names.

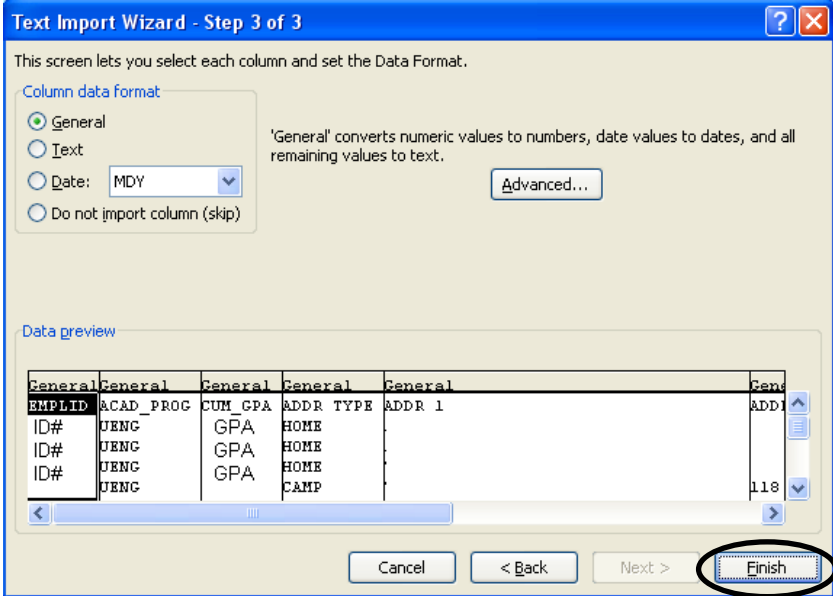| Step	Action
16.	Click the **Run** button.
17.	Choose **PSUNX** as the server name.
18.	Select **Web** as Type.
19.	Select **PDF** as Format.
20.	Click the **OK** button.

Step	Action
21.	Click the **Report Manager** link.
22.	Click the **Refresh** button until the report Status is "Posted" which may take several clicks.
23.	Click the **Student Report** link once the report has "Posted."
24.	A new window will appear to display your results. NOTE: Turn OFF all pop-up blockers!!
25.	NOTE: Enlarge the report by using the Zoom feature.

Step	Action
26.	To convert report to MS Excel (optional), click on the **Details** link to the right of "Posted."
27.	Hover your mouse over the .DAT file and **RIGHT-CLICK**!!
28.	Click on "**Save Target As...**"
29.	Select where you would like your report to be saved.

Step	Action
30.	Click the **Save** button.
31.	Click the **Close** button.
32.	Open Microsoft Excel.

Step	Action
33.	Click the menu button and click on **Open**.
34.	Select the location where you saved the document.
35.	Select "All Files" or "All Excel Files."
36.	Click on the file that you just saved.
37.	Click the **Open** button.
38.	Click the **Delimited** option.

Step	Action
39.	Click the **Next** button.
40.	Check the **Comma** box.
41.	Click the **Next** button.

Step	Action
42.	Click the **Finish** button.
43.	Your report will appear in MS Excel.