

K-12 Admin Reporting Tools

Version 3.0 User Guide

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One

1. Introduction

1.1. About This Document

This document describes the functions and use of the OhioMeansJobs K-12 Administrative Reporting Tools. These tools consist of an integrated set of web-based software programs which facilitate the tracking and reporting of student, interests, and important milestones as they move through the K-12 OhioMeansJobs Online Career Solution. Public and private educational institutions are both supported, and students could opt in and out of detailed reporting based on various features of the system, according to their individual needs.

This system is designed to facilitate educational outcomes for both students and educators, and to enable good preparation for students to enter higher education or employment opportunities after high school graduation.

1.2. Who is the Document Audience?

This document is a reference guide for users of the K-12 Admin Reporting Tools online software system. These include educators in a variety of disciplines across Ohio, including Teachers, Guidance Counselors, Administrators, and State-level executives in the Ohio Department of Education.

1.3. About K-12 OhioMeansJobs

Powered by Monster.com, the K-12 OhioMeansJobs.com is Ohio's free online career planning website which offers career exploration tools, online practice training, and resources. K-12 OhioMeansJobs.com allows students to learn more about their career interests, in-demand jobs, build résumés, search for college and training programs, create a budget based on future expenses, and develop career plans for high school and beyond.

1.4. About the Ohio Department of Education

The Ohio Department of Education oversees the state's public education system, which includes public school districts, joint vocational school districts and charter schools. The Department also monitors educational service centers, other regional education providers, early learning and childcare programs, and private schools. The Department's tasks include administering the school funding system, collecting school fiscal and performance data, developing academic standards and model curricula, administering the state achievement tests, issuing district and school report cards, administering Ohio's voucher programs, providing professional development, and licensing teachers, administrators, treasurers, superintendents and other education personnel. The Department is governed by the State Board of Education with administration of the Department the responsibility of the superintendent of public instruction. The Ohio Department of Education can be reached online at http://education.ohio.gov.

1.5. Unauthorized Access to this System

Unauthorized access and/or use is prohibited by law. All users accessing this system are subject to having all their activities on this system monitored and recorded by system personnel. This system may be monitored for a variety of reasons such as maintenance, troubleshooting and investigating suspected or known unauthorized activity. Users should not have an expectation of privacy while using this system.

1.6. Obtaining Credentials

To obtain credentials to access this system, contact your regional Ohio Department of Education representative for more information.

Report Item	Description		
Local Access	Teachers	 Access to Student detailed reporting functions, No access to aggregated District, and State data. 	Career Cluster Inventory (Chapter 5) Career Profile (Chapter 6) Group Summary (Chapter 7) Registration and Activity (Chapter 8) Assessments (Chapter 9)
District Student Access	Guidance Coun- selors, Principals, Superintendents, etc.	 Access to Student detailed report- ing functions, including access to School and District aggregate data. No access to aggregated State data 	Post-Secondary Schools (Chapter 10) Scholarship Interests (Chapter 11) School Finder (Chapter 12) Program Interests (Chapter 13) Student Activity (Chapter 14) Group Detail (Chapter 15)
District Only Access	Same as District Student Access	 Access only to School and District aggregate data. No access to Student detailed re- porting functions and to aggregated State data. 	Career Cluster Inventory (Chapter 5) Career Profile (Chapter 6) Group Summary (Chapter 7) Registration and Activity (Chapter 8) Assessments (Chapter 9)
Regional Student Access	Regional Reviewers	 Access to School, District, and Regional aggregate data. Access to Student detailed reporting functions. 	Assessments (Chapter 9) Post-Secondary Schools (Chapter 10) Scholarship Interests (Chapter 11) School Finder (Chapter 12) Program Interests (Chapter 13)
Regional Standard Access	Regional Reviewers	 Access to School, District and Regional aggregate data. No access to student-level aggre- gate data, nor to Student detail reporting. 	
State Access	State Reviewers	 Access to School, District and Regional aggregate data. No access to student-level aggre- gate data, nor to Student detail reporting. 	

1.7. Document Conventions

- 1. Selections: Throughout the User Guide, instructions are given to select one or more elements on-screen. In these case, the words "Click" "Tap" and "Select" are used interchangeably. Each refers to the process of using your pointing device to locate or hover over a screen item, followed by the gesture appropriate for the device to select the item (click with a mouse; tap with a finger, etc.)
- 2. Links: Links are rendered in a bold font for easy identification. For example: safe.ode.state.oh.us
- 3. Highlight arrows are sometimes used to draw your attention to a specific area of the screen. Highlight arrows look like this:
- 4. Numeric Indicators: Certain screenshots have been annotated with graphical numbers which correspond to numbered descriptions which follow. These Numeric Indicators look like this:
- 5. On-screen text is highlighted in bold, **like this**.
- 6. Notes: Notices which require special attention are highlighted like this: NOTE:
- 7. Screenshots: This User Guide contains screenshots which provide a visual reference for users of the system. These screenshots are in-

tended to be representative of the functions which they illustrate, not the actual data.

NOTE : The on-screen data which you see is likely to be different from the examples given in this manual, as every user has a unique presence in the system.

8. **Tables**: Much of the descriptive data in this User Guide is presented in tabular form to ease in understanding and using the tools which they reference. The data displayed by these reports is presented at three levels of detail as follows:

Data Hierarchy	Description	
Primary Report	Tables which describe the data elements	
Data	on the primary report. These reports are	
	presented graphically as pie charts or bar	Yellow
	charts. Tables which describe primary report	
	data elements are highlighted in yellow.	
District or School	One level down from the main report, data	
Data	is presented at the District or School level,	
	depending upon your access level. Tables	Green
	which describe data elements at this level	
	are highlighted in green.	
Student Data	The most granular level is individual Stu-	
	dent data. Tables which describe Student-	Blue
	level data are highlighted in blue.	
System Data	Tables which reference system-level data,	
	such as user access level, or system-wide	Gray
	functions are highlighted in gray.	

9. Screen Images: Throughout this document, screen images are used for illustration. Most of the screen images reflect what a District-Student level user might see, because District-level users have access to most of the data in the system.

TWO

2. Accessing the System

2.1. About This Document

This document describes the functions and use of the OhioMeansJobs K-12 Administrative Reporting Tools. These tools consist of an integrated set of web-based software programs which facilitate the tracking and reporting of student, interests, and important milestones as they move through the K-12 OhioMeansJobs Online Career Solution. Public and private educational institutions are both supported, and students could opt in and out of detailed reporting based on various features of the system, according to their individual needs.

2.2. Accessing the System

To access the system, do the following:

1. Open your web browser, and surf over to https://ohid-stg.ohio.gov/wps/portal/gov/ohid. You will see the following screen:



2. Enter your User Name and Password in the text boxes as indicated.

3. Click or Tap the SIGN IN button.

4. You will be directed to the Ohio ID Portal Page for your account.

	and the second se	_
	MY HOME PAGE	
Regional District		1
Account Settings		
Manage Name		
Manage Email		
Manage Address		
Manage Phone		
Web Systems	Description	
Application Region	Application Request	
ODE.CORE	Online Licensure System	
OEDS	OEDS Application	
OhioMirunsJobs K-12 Reporting Tools	OhioMeansJobs K-12 Reporting Tools	
STARS V2.0	STARS Professional Development and Technical Assistance System	

- 5. Click on the OhioMeansJobs K-12 Button.
- 6. On the next screen Click OK.

Oh	Hone About ODE State Agencies Creine Services Chilo.gov	
and the second se	CONTACT US	
	You are navigating to an external application. Please click "OK" to continue and "Carcell" to estum to home page	
	Dr. Stephanie K. Siddems Helem Basewitzkedet of Make Detring Coverner Prezey Jobs "Employees Site Map Datation of Ohio Druktote McGules, President Druktote	
	The Department of Education is an equal opportunity provider of ADA services.	

THREE

3. System Overview

3.1. Understanding the Screen Layout

The Home Page of the system displays Registration and Activity pie charts, as well as several functional icons, headers, and footer information. **NOTE**: Not all users will see both charts displayed here.

Please review the annotated screen below.



#	Item		Description	
1	Filter Icon	.	The filter icon (the inverted striped triangle) located in the page header provides access to several filter parameters which can be used to constrain the display of data on any page in the system. NOTE : In the screenshot above the breadcrumb text in the red- outlined report header matches the filter selections made in the filter area. Note also that the Registration and Activity Report (above) does not make use of the Date Range filter settings.	
2	Main Menu and Home Icon	The various tools and reports in the system are available by clicking on the K-12 Admin Report- ing Tools drop-down menu in the page header. Adjacent to the main menu is green Home icon, which can be clicked at any time to return to the Home page.		
3	Role Selection Menu / User Menu	The user can click on the User Selection Menu to select a new role to view the system with. A new role can be selected at any time, from any page in the system. User User menu, designated with the small user bust Icon, provides access to a number of system-wide functions.		

4	Page Header	The name of the tool in use. NOTE : The home page contains two tools, as shown. All other pages contain only a single tool.		
	Breadcrumb Header	The footer at the top of the main report is displayed as a gray bar with red outlines and black text. The text is a breadcrumb in the following format: Main Report > Report Section > Graduation Years: [Graduation Year Filter Settings] (Date Range: [Date Range Filter Settings].) Note that only the filter settings used in the selected report are displayed in the Breadcrumb Header. For example, many summary reports do not make use of the date range filter settings, which are not displayed in the header for those reports.		
5	Print Icon	Every page in the system offers the user the ability to print the contents of the page. Clicking on the Print icon will initiate a printer dialog which allows a variety of options for printing and/or saving the contents of the screen.		
6	Help Icon	The Help Icon (the small blue circle containing a white question mark) provides access to the help system. Clicking on this icon will provide context-sensitive help for the page the user is on, as well as access to the remainder of the help information for the entire system.		
	Feedback Icon	The Feedback icon permits certain users to provide feedback about the system to technical personnel. NOTE: This icon is only available to certain, specially credentialed users and may not be visible on your screen.		
7	Page Content	This is where specific tool data is displayed. The content of each page in the system varies accord- ing to the tool in use.		
8	Drop-Down Menus	Some screens allow the user to filter/constrain/select data using on-screen drop-down menus. These are in addition to the filter area filters		
9	Page Footer	The page footer on every screen contains a variety of links for access to other OhioMeansJobs resources.		
0	System Menu	The User Menu is accessed by clicking on the small user bust icon in the upper right-hand corner of the screen, next to the user's name and access credentials. Use this menu to manage Groups, get Help, or Logout of the system.		
12	Pop-up Area	Area reserved for detailed data display. This is discussed in detail below in section 3.4.		

3.2. System-wide Functions

3.2.1. Login Functions

At login time, the system will check to see if you are using a compatible browser. Not all available browsers are supported by the system. The browsers officially supported by the system follow

Item	Description
Google Chrome	Full Compatibility
Microsoft Edge	Full Compatibility

All Others	No official support.
	NOTE : Other browsers may work with the system, but screen layouts may differ slightly from what you see in this man- ual, or they may not work acceptably well.

If the system detects an unsupported browser, you will see an indicator message in the upper right-hand corder of the screen, as follows:



3.2.2. The Main Menu

The Main Menu provides direct access to every reporting tool in the system to which you have credentialed access. The menu is located on every page in the upper left-hand corner of the screen, adjacent to the OhioMeansJobs logo. To access the menu, click on the K-12 Admin Reporting Tools drop-down menu, as shown:



From there, scroll down and to the right and select one of the menu items to access a Reporting Tool. The tools listed in the menu are, in order:

Category	#	Report Name
Home	1	Registration and Activity
Summary Reports	1	Apprenticeship Additional Services
	2	Apprenticeships
	3	Assessments
	4	Career Cluster Inventory
	5	Career Interests
	6	Career Profile
	7	Group Summary
	8	Post-Secondary Schools
	9	Program Interests
	10	Registration and Activity
	11	Scholarship Interests
	12	School Finder
Detail Reports	1	Group Detail
	2	Student Activity
Action Reports	1	OhioMeansJobs Readiness Seal

3.2.3. Selecting a New Role

Users of the K-12 Admin system can have more than one role assigned to them. A role is defined with a set of credentials that provides certain kinds of data access. Different roles provide different access to data. Higher level roles, for example, are prevented from accessing individual student data. Lower level roles do not have access to higher levels of data aggregation.

Users who have more than one available role can switch between them by clicking on the Role Selection Menu. The menu drops down to reveal the available roles to which a user has access scroll down and select the role that you want to use:



3.2.4. Getting Help

The Help System is accessible in one of two ways.



1. Click on the System drop-down menu and select Help. This provides access to the main menu of the Help System. From here, you can drill down further for help on a specific Reporting Tool, or get information about recent updates to the system, which are listed in green at the top of the page.

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2. Alternatively, click on the Help Icon just to the right of the page title. This provides context-sensitive help for the page you are currently working on.

Chio Sobs K12-Admin Reporting Tools A	¢	Regional District District Student	ø
Help Center 📀			
What's New? VARSITY + 02.0.45 Released: April, 2024			
 Interactive User Notification Icon for Idally Student Activity: You'll notice in the upper right-hand comer of the screen a new icon, shaped like a bell, that provides rapid access to certain data. Mast users of the X-12 Admin system are interacted, first and formation, in any information that has changed recently. The Delly Student Activity Notification (DSAM) provides quick access to relevant student data for only tross students who have made a change during the past twenty-four hour. Teachers and Administration can click this icon on a delly basis for ready access to the information. 			
 New System Group: In concert with the DSAN above, the K-12 Admin System now provides a new date bound system generated group the contains student information for the oppulation described above. The contents of this droup will change on a daily basis. Beyond that the Group functions like any other system- or user-generated group in the X12 Admin system. 			
 Group Management Behavior: Speaking of Groups, a new feature enhancement ensures that any Group that has been generated either by the System or by the user is hole-speaking. This means that the contents of any Group will reflect the data setrictions present for the Role that user is currently using. As a result, the contents of the Group can change depending upon the Role nue. 			
 Readiness Seaf Report: The ability to view or hide columns in the Readiness Seal report now includes the Student's First and Middle Name: Previously, these columns were static. 			
 Student Activity Report: The presentation of the Student Activity page has been improved. Tables are now hidden for students who have oped out of sharing their data in the system. Previously, blank tables were displayed, which used scneen real estate unnecessarily. 			
 System improvements: There have been a number of behind the scenes updates to the K-12 Admin system that are collectively designed to make the administration and maintenance of the system easier, and to ensure rapid response in cases where errors may occur. 			
OhioMeansJobs K12-Admin Reporting Tools Full User Guide			
1. Introduction			
2. Accessing the System			
3. System Overview			
4. Group Management Report			
5. Apprenticeship Additional Services Report			
6. Apprenticeships Report			
7. Assessments Report			
8. Career Oliviter Invention Dennit			

3.2.5. Filtering

All the Reporting Tools in the system are sensitive to dates. A system-wide date filtering tool has been provided to constrain data access to specific date ranges and / or graduation years. This filter affects all reports across the system and can be changed at any time by the user. To access the Filtering function, click on the Filter Icon in the upper left-hand corner of the screen to open the Filter drop-down.



The filtering function provides the following options:

#	Item	Description	Default
1	Group Name	The Group you wish to work with. Group Manage-	Local Access: My Schools
		ment is discussed Chapter 4 - Group Management.	District Access: My Districts
			Regional Access: My Regions
			State Access: All Regions
2	From Graduation Year	Select the minimum Graduation Year for inclusion in	The current year
		the Reporting Tool in use. No data prior to the selected year will be included in the Report.	
3	To Graduation Year	Select the maximum Graduation Year for inclusion in	The current year plus 10 years.
		the Reporting Tool in use. No data after to the selected	
		year will be included in the Report.	
4	From Date	For other dates, select the minimum Date for inclu-	The current date.
		sion in the Reporting Tool in use. No data prior to the	
		selected From Date will be included in the Report.	
5	To Date	For other dates, select the maximum Date for inclusion	The current date minus 90 days.
		in the Reporting Tool in use. No data after to the	
		selected To Date will be included in the Report.	
6	Refresh Icon	Click to refresh the page after changes to the filter	Grayed out when not active. Green when
		menu have been made.	active
6	Cancel Icon	Click to cancel any filter entires that have been made.	Grayed out when not active. Green when
		Returns you to the previous state of the page.	active

Graduation Year Dates are selected via drop-down menu, as follows:

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The other Date fields can be entered manually via a text box, or via a drop-down calendar:



NOTE: Not all the Reporting tools make use of all the date filters; all reports use Graduation Years, others also use From and To Dates.

After you have finished making changes to the filter menu, click the green Refresh button to see the changes to the page, or click the Cancel button to revert to the previous state of the page.



After you are finished setting your date filters, click the Filter Icon again to close the Filter drop-down.



3.2.6. Group Management

Group Management is an important function which affects the behavior of every other tool in the system. As with the previous two system functions, it is accessed via the System drop-down menu. Please refer to Chapter 4- Group Management for a detailed review of the Group Management function.

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3.2.7. Clearing the System Cache

As part of its normal operation, the K-12 Admin system stores information locally on the user's device in the form of browser cookies and on the server. These caches improve the user's experience by retaining certain system settings from session to session. From time to time, updates and enhancements are made to the K-12 Admin system. These updates might include bug fixes, system enhancements, or new reporting features.

When system updates are implemented, it is sometimes advisable to clear the system cache in your browser to reset locally-stored settings. This is a simple process. Click the User Menu in the upper left-hand portion of the screen. Scroll down and click on Clear Cache.



When you clear the cache, all of your parameters will be reset to default values. For multi-role users, you will be returned to your default role and sent back to the home page. This ensures that the system caches will be correctly synchronized and set to initial values correctly.

3.2.8. System Messages

The system will sometimes display error or confirmation messages which indicate one of two conditions:

1. An error has been made. In this case, the message appears in red in the upper right-hand corner of the screen.

		(Group Managem	nent > Northeast Region	> Graduation Years	:: 2023 - 2033			
			Gro	oup Managem	ent 👔 📕	1			
Manage Groups 📝	OC				_	_			
Group Name			Filters						
Northeast Region			Regions						
Available Regions Population Salard regions from the last below who have		ennues. Chek Add	Solorant to adv	d contrates		Region Group Membe		k 'Ramova Selected	In tomese dividucto from
from the Hal of celected regions to your he	Une (Knoto) gr	up memoure.		Sec. and the second		and group members.			
				Create New 0	Group				
				Enter groupments					
Senich	<u>×</u>			-	_		×		
Region		# Districts	# Schoo					# Districts	# Schools
Central		1,725	826	Create New Group	Cancel			477	1,609
Northwest		1,227	546		-				
Southeast		935	415						
Southwest		1,100	556						
Western		1,064	455						
Available Regions: 5					Current Regions i	n Northanny Region: 1			
+ Add Selected					- Remove Selecte	ed			

2. A requested function has been completed successfully. In this case the message appears in green.

 Cf = < 2adminwebsitega.aurewebsites.net/h/nome/dees.22vfil6te0w0/0qb0oziekt Min 	Healewic ខ្លាំង 🗆 🕯
bio Jobs K12-Admin Reporting Tools Registration and Activity > My Districts > Gradua	nion Years: 2023 - 2033 Date Range: 0 1/26/2023 - 04/25/2023
Students Registered 👩 👼 📕	Student Activity 🧑 🖨 📕
Dolumbus City School District: 2,453 Total Registered Students: 29,153	Active Students: 64 Inactive Students: 2,367 Total Students: 2,433
Contraction of the Service of Parises	0/////////////////////////////////////
Columb us Chry School Distryc:	Active Students 16
ponneil Chiss ponnen ers	Inactive Students 2,167 278

3.2.9. Returning to the Home Page

In this system, the "Home" page also serves as one of the Reporting Tools - The Registration and Activity Report. You can click on the Home icon to return to your home page from any other page in the system, or click on the K-12 Admin Reporting Tools drop-down menu and select Home. For example, doing so from the Group Detail Report looks like this:



3.2.10.Logging out of the System

To log out of the system,

1. Click on the User Menu Icon in the upper left-hand corner of the screen.

2. Scroll down and select Logout



3. After logging out, you will be returned to the OhioMeansJobs Portal.

PLEASE SELECT THE OPTIC	ON THAT BEST APPLIES TO YOU
A teacher, superintendent, parent, or believe customer of the Department of Education: The SAFF pare live next tem ringsard with 0.410. It will be the same region of the same region of the same customer same region of the same region of the partment with the same region of the same region of the same region of the same region the same region of the same region of the same region of the same region of the same region of the same region of the same region of the same region of the same region of the same region of the same region of the same region of the same region of the same region of the same region of the off the same region of the same region of the same region of the off the same region of the same region of the off the same region of	An employee of the Department of Education: The SAFF profil or two are integrated with optimum of a second processing state and processing of the batter of these to success the task institute polation

3.3. Page-Level Functions

The following functions are available on each page of the system and provide functionality related to the page content of the tool in use.

3.3.1. Printing Reports

Every page in the system can be printed or saved to storage as a Portable Document File (PDF).

Printer icons appear near the top of each page, and sometimes lower in the page as well if the user has chosen to drill down to view detailed data. Here is an example from the Registration and Activity Report:

= Jobs K12-Admin	lagana arking nyanya salama na 191 dia kaona (19 20) dia ma	Print	1 sheet of paper	onal Diatrict
	Studiens Registered 🕢 🧑 🗰 classes by San Switch 1984 Net Register Refer	Destination	Canon MG7500 series	
Stud			All	
		Pages	All	3
		Copies	1	
O		Color	Color ÷	Ċs-
				1
		More settings	¥	
	Student Activity G & B			
	Active Hadres 10 Australia Badres (2011) Star Badres 1244			
			Cancel Print	
	~			
Columbus City School Distri	ct - 043802 -			
continues only output platin	N VIVYN		-	

To print any page, click on the small printer icon adjacent to the title at the top of the page, as indicated above. This will initiate a printer dialog, from which you can make selections about the style, and destination of your print image.

#	Item	Description
1	Page Thumbnail	A graphical thumbnail view of the page(s) to be printed.
2	Destination	Select the appropriate destination for the print image.
3	Pages	Select All or Custom. If you select Custom, an addition text box will appear to allow you to specify specific page ranges.
4	Pages per Sheet	Six options are offered: 1,2,4,6,9, and 16
5	Margins	Four margin options are offered: Default, None, Minimum, and Custom.
6	Options	Check Headers and Footers to have them included in the print file.
7	Print Using System Dialog	A Mac-only option. If you prefer to print a physical copy rather than save a print image to your storage media, select this option.
8	Open PDF in Preview	This is a Mac-only option which opens the PDF file in Preview, an Apple software tool.

After setting the options in the dialog box, do one of the following:

1. Click Save to save the print image to your storage media. Doing so will generate another dialog box, according to the look and feel of your operating system:



2. Select Save as PDF amd fill out the fields appropriately.





3. Enter the filename and location and tap on Save. You will then be returned to the page from which you initiated the Print dialog. Alternatively, you can select Print Using System Dialog.

= Jobs K12-Admin	Hanness extreme the local interaction on (20) and use and another actions Discloters Registerior (2) & A (2)	Print	Saving.	onial District
Chud	The second and provide the second and the second an	Destination	B	
Stud		Pages		
		Pages per sheat		1
		Margins		1
	Savy As: K12 Admin - Reporting Tools pd Togs:		Headers and footers	h.
	Where: 🛅 Downloads 🧧		Background graphics	
	Cancel	Save Jing system o	ialog (X%P)	
			Cancell	
Columbus City Sc	chool District - 043802 -			

3. This will generate an operating system-level dialog box. Fill out the options according to your operating system preferences and click the button to Print or Save.



3.3.2. Exporting Files

The Reporting Tools offer the user the ability to export tabular data in Comma Separated Values (CSV) format. CSV is a software-independent standard for tabular data which is accepted by most spreadsheet programs. Exporting data from the system allows the user to analyze, refine, and report on the data offline using programs such as Microsoft EXCEL.

Exporting is accomplished by clicking on the Export Icon, which appears next to the printer icon on any page with exportable data. Here is an example from within the Group Summary tool:

= Jobs	(12-Admin Reporting Tools 💦 😽	and the second second	φ.	Regional District District Studiest	. &
	Registration and Activity > My Districts > Gr	aduation Years: 2024 - 2034 Date Range: 01/03/202	4-04/02/2024		
	stearch. K		ē & ×		
	# Results: 50 # of Students: 1,808				
	Schools	IRN	# of Students		
	Arts Impact Middle School (Aims)	010876	3		
	Avondale Elementary School [Franklin]	001396	i		
	Beechcroft High School	068528	14		
	Berwick Alternative K-8 School	002527	2		
	Briggs High School	067728	9		
	Buckeye Middle School	004135	â		
	Centennial High School	068536	15		
	Central Academy of Ohio	009164	32		
	Champion Middle School [Franklin]	005827	54		
	Clinton Elementary School	006692	1		
	Columbus Africentric Early College	142034	26		
	Columbus Alternative High School	023606	231		
	Columbus City Preparatory School for Girls	011996	.3		
	Columbus Downtown High School	070102	49		

The export function behaves slightly differently, depending upon the operating system in use. In general, clicking the icon automatically exports the file to the Downloads folder. Depending upon your browser, you may observe file indicators that appear in the footer area of your browser.

3.4. Understanding Pop-ups

3.4.1. Opening a Pop-up Display

Every tool in the system begins with a primary display of data in graphical form as a pie chart or a bar chart. These charts are clickable, meaning you can select the individual pie chart data or bar graph data by clicking on it to "drill down" to view the data which it represents.

The underlying data is then displayed on the page beneath the primary graphical information. This is referred to as a "pop-up" display. It is sometimes necessary to scroll vertically to view the pop-up data in full.

Here is an example. From the Home Page (again, the Registration and Activity tool). Click on the yellow data in the Student Activity Pie Chart. **NOTE**: The color bars in the pie chart legend can also be clicked for this same purpose.



After clicking, the pop-up displays the aggregate data which underlies the pie chart:

K12-Admin	Reporting Tools				Regional District District Student -
	Regis	ration and Activity > My Districts > Graduatio	n Years: 2024 - 2034 Date Range: 01/03/	2024 - 04/02/2024	
Act	ivity For Students	*		ē o ×	
- 13	# Results: 7 # of Students: 18				
Sch	nools		IRN	# of Students	
Bee	echcroft High School		058528	1	
Ce	ntral Academy of Ohio		009164	7	
Ind	ependence High School (Franklin)		067736	2	
Lin	den-Mckinley STEM Academy		021030	2	
Ne	w Beginnings Academy		012037	3	
No	t Enrolled		999998	1	
We	stwood Preparatory Academy		015741	2	
Stud	ent Activity > 2024 - 2034 > My Distr	cts > 01/03/2024 - 04/02/2024			
Quick Links	K-12 Permission Training and Support	Categor Output Investory Categor Printle Ofcacor (on Resett) & Sum	Corporal Day Seatting for DMA (Augusting Linear)	1 Fin 2	GA VARSITY v.82.8.45

From here, you can drill down further by clicking within the pop-up data. Doing so changes the contents of the pop-up window to display the specific data which has been requested. Mouse over the line items, which are highlighted in green. Click to drill down further. In this example, clicking one of the line items at the School level replaces the contents of the pop-up window with data for the selected school:

Jobs K12-Adr	min Reporting Tools 🔥 Registrat	ion and Activity > My Districts > Graduatio	n Years: 2024 - 2034 Date Range: 01/03/	Q 2024 - 04/02/2024	Regional Diatrict District Studeet
	Activity For Students Search # Results: 7 # of Students: 18	×		ē & ×	
	Schools		IRN	# of Students	
	Beechcroft High School		058528	1	
	Control locations of Ohio		D M M	1	
	Independence High School (Franklin)		067736	2	
	Linden-Mckinley STEM Academy		021030	2	
	New Beginnings Academy		012037	3	
	Not Enrolled		999998	1	
	Westwood Preparatory Academy		015741	2	
	Student Activity > 2024 - 2034 > My Districts	> 01/03/2024 - 04/02/2024			
Quick Links	K-12 Permanents Training and Europert Aliminational and Training Review Executions	Carper Cluster Investory Carper Prints Officiality Scients & S Sciences (Scients)	Company Mg Scorer an EMA Programmy Limited		QA VARSITY v.02.0.45

Specific functions and data display vary by Reporting tool.

NOTE: Student line items behave in the same way. Mousing over a student will cause the student line item to be highlighted in green. This indicates that the line item is a link and will lead to Student-specific data elsewhere in the system (typically the Student Activity Report for the Student).

NOTE: This does not apply for every tool, nor for every student in the system.

3.4.2. Returning to the Previous Page

From any pop-up display, you can return to the previous screen. The Back Icon (an arrowhead pointing left) is displayed adjacent to the Printer icon in the top left-hand portion of the pop-up area (see the arrow on the right- hand side of the image in the previous graphic). Click the Back Icon to return to the previous screen.

3.4.3. Sorting Data

Throughout the system all tabular data can be sorted by any column on display. To sort the data, simply click on the appropriate column header. The first click will sort the table in ascending order by the column you have

clicked. A second click on the same column will reverse the sort in descending order. The sort order of the data is indicated by an arrowhead pointing either up or down, indicating ascending or descending order. In the following example, the user has clicked the Grad Year column header to sort the list in ascending order.



3.4.4. Closing a Pop-up Display

Every pop-up display is accompanied by a set of icons in the upper right-hand corner of the pop-up area. Two of these—the Print Icon (section 3.3.1) and the Export Icon (Section 3.3.2) have already been discussed. The third icon is a small X. Tap the X to close the pop-up window entirely and return to the primary tool display at the top of the screen.

= Jobs K	12-Admin Reporting Tools 👘		٥	Regional District	-	8
	Career Profile > M	ty Districts > Graduation Years: 2024 - 2034				
	Enterprising Seurch: *		ē & ×			
	# of Students: 96 Schools	IRN	# of Students			
	Columbus Scioto 6-12	000513 3	3			
	Avondale Elementary School [Franklin]	001396	1			
	Buckeye Middle School	004135	i.			
	Champion Middle School [Franklin]	005827	1			
	Dominion Middle School	008581	1			
	Central Academy of Ohio	009164	17			
	Columbus North International High School	011995				
	Columbus City Preparatory School for Girls	011996	0			
	New Beginnings Academy	012037	7			
	Linden STEM Academy (K-6)	021022	1			
	Linden-Mckinley STEM Academy	021030	4			
	Columbus Alternative High School	023606	4			
	Northland High School	027680	1			
	West High School	040527	1			

3.5. Understanding Data Hierarchy

Lev- el	Item	Description	State	Dist Only	District	Local
4	State	The State consists of aggregate District data. The State consists of six regions, identified by name only. They are: Central, Northeast, Northwest, Southeast, Southwest, and Western.				
4	Region	Regions consist of aggregate District data. The State consists of six regions, identified by name only. They are: Central, Northeast, Northwest, Southeast, Southwest, and Western.				
3	District	Districts consist of aggregate School data. Each School is assigned to a District, which is identified by a District Name and a unique identifier called an IRN.				
2	School	Schools consists of aggregate Student data. Each student is assigned to a School, which is Identified by School Name and IRN.				
1	Local	Data for an individual student can include items such as Student Name, Email Address, Graduation Year, etc. Certain tools also provide access to Student Activity data, which includes a wide variety of academic and interest-related data which is specific to the student. The Student Activity Tool is detailed later in this document.				

Data in the system is hierarchical, and aggregated at four different levels, as follows:

3.6. A Note on Data Security

The credentials associated with your User ID provide access to a specific set of students, schools, districts and state level according to your access level. No single user has access to all the data in the system. Data to which you do not have access is not available for reporting display. Data to which you do have access is provided in full, without any algorithmic logic applied.

For security purposes, the data present in this document has been masked to eliminate the possibility of identifying an existing student.

Summary Reports

K-12 Admin Reporting Tools



K-12 Admin Reporting Tools						
Summary Reports	Detail Reports	Action Reports	K-12 Admin Reporting Tools Menu			
Apprenticeships Additional Services (Chapter 6)	Group Detail	OhioMeansJobs	Summary Reports			
Apprenticeships (Chapter 7)	(Chapter 18)	Readiness Seal	Apprenticeship Additional Services			
Assessments (Chapter 8)	Student Activity	(Chapter 10)	Apprenticeships			
Career Cluster Inventory (Chapter 9)	(Chapter 19)		Assessments			
Career Interests (Chapter 10)			Career Cluster Inventory			
Career Profile (Chapter 11)			Career Interests			
Group Summary (Chapter 12)			Career Profile			
Post-Secondary Schools (Chapter 13)			Group Summary			
Program Interests (Chapter 14)			Post-Secondary Schools			
Registration and Activity (Chapter 15)			Program Interests			
Scholarship Interests (Chapter 16)			Registration and Activity			
School Finder (Chapter 17)			Scholarship Interests			
			Registration and Activity			
			Scholarship Interests			
			School Finder			
			Detail Reports			
			Group Detail			
			Student Activity			
			Action Reports			
			OhioMeansJobs Readiness Seal			

FOUR

4. Group Management

4.1. Group Management Overview

Group Management is an important function which permits the user to accurately define the Student population to work with. Group Management is often the first action a user will take, prior to using the Reporting Tools available elsewhere in the system. Group definitions are designed to persist throughout the use of the tool, which is why it is ordinarily done first.

The Group Management Tool allows the user to define Groups which consist of any population of Students, Schools, Districts, or Regions, depending upon their access level. The user must give the Group a unique name, and they are available only to the user. Groups defined in this way remain associated with the user's account permanently until such time as they are deleted or renamed by the user.

To access the Group Management Tool, click on the system menu and select Group Management.



The Group Management page consists of three areas, or wells of information display, as shown below:

		Group Managem	ent > My District	s > Graduation Years: 2024	4 - 2034				
		Grou	p Manage	ement 👩 🖪					
Manage Groups									
Group Name		Filters		From Grad Year		To Grad Year			
My Districts		Districts		2024	-	2034	-		
Available Districts Populat	nave students hall in the group.			My Districts G Sched students from year My District gro	YOUR WY DU	uncal group below: Click	Remove Selected	d' to remove stud	nas Ītom
Search	×			Search .		*			
District	IRN	# Schools		District			IRN	# Schools	
# Students				# Students					
				Columbus City Sch	ool District		043802	49	1,806
Available Districts: 0				biy many - District	t(s): Schoo	s(s): 40 Student(s):			
- Add Selected				- Remove Selected	and a strategy				
				reaction for spendiculous					

#	Item	Description
2	Tool Header Area Available Populations	 The green Header Bar contains three icons. The Pencil Icon allows the user to Rename the selected Group. The Minus Icon permits the user to Delete the selected Group. The Plus Icon permits the user to Create a new Group Under the green header bar are two drop-down menus. The Group Name drop-down menu allows the user to select a Group. NOTE: The name of the Group you are working with is displayed in green for easy identification The Filters drop-down menu determines what data level (Regions, Districts, Schools, or Students) are
3	Group Members	displayed as line items. The line items listed in this drop-down menu are dependent upon your level of access. The left-hand side of the screen displays a Search Text Box, and beneath it, the Populations (according to the second filter above) which are available to be added to selected Group (as identified in the Group Name drop-down menu above).

4.2. Default Groups

The system provides a default set of Groups for each user access level in the system, as follows:

#	Access Level	Group Name	Included Population(s)				
1	State	All Regions	All six Regions in the state.				
		Central Region	These are geographically determined non-overlapping regions. Each contain				
		Northeast Region	the Districts with the defined borders of the Region.				
		Northwest Region					
		Southeast Region					
		Southwest Region					
		Western Region					
2	Regional	All Regions	These are geographically determined non-overlapping regions. Each contain				
		Central Region	the Districts with the defined borders of the Region.				
		Northeast Region					
		Northwest Region					
		Southeast Region					
		Southwest Region					
		Western Region					
3	District Only	My Districts	All Districts to which the user has been granted access.				
4	District Student	My Districts	All Districts to which the user has been granted access.				
5	Local	My Schools	All Schools to which the user has been granted access.				

When first entering the Group Management Tool, the default group is selected for display (All Regions, My Districts, or My Schools, depending upon the user's access level.)

NOTE: Default Groups can not be deleted, updated, or renamed by a user.

4.3. Selecting a Group

To select a preexisting Group, click on the Group Name drop-down menu. Scroll down and select the desired Group.
This K12-Admin Reporting Tools	*		Regional District State	
	Group Management :	All Regions > Graduation Years: 2024 - 203	14	
	Group	Aanagement 🍘 📁		
Manage Groupe 📝 🗉 🗈				
All Regions	Filters Regions	-		
A: Central Region	& Add Selected to add	All Regions Group Stilled students from your your 'All Degune group me	all Reporter group belaw. Click Remove Selected to re	move aludents from
Northeast Region		Search	×	
Region	# Districts # Schools	Region	# Districts	# Schools
		Central	228	829
		Northeast	477	1,610
		Northwest	173	547
		Southeast	131	415
		Southwest	140	555
		Western	154	455
Available Regions: 0		All frequent - Region(s): 6 E	District(s): 233 Schools(s): 105 Student(s):	
+ Add Selected		- Remove Selected		
Quick Links K-19 Heavens Transpilled Support Weekerstand Transpil	Dimer (Dobit Investory) Oneo Politik Discontrin Search & Scools	Contact Us Submit an OAU Hispansi Tioret		QA VARSITY v.02.0.40

In this case, a State-level user has selected the Northeast Region (a system-generated Group). The right-hand side of the screen now lists the Regions included in the Northeast Region. The left-hand side of the screen lists everyone else.

NOTE: Remember the type of entities listed on the left-hand side of the display are controlled by the Filter drop- down menu, which in this example is set to Regions.

K12-Admin Reporting Tools			1	State	- 8
	Gro	oup Management > Northe	ast Region > Graduation Years: 2024 - 2034		
		Group Ma	nagement 🍘 🔟		
Manage Groups 🛛 🖌 🖃					
Group Name		Filters			
Northeast Region		Regions	·		
Available Regions Population Select regions from the list below who have students in students from the list of selected regions to your Nort	sat in the group. Chick 'Add In-ad Ringlar/ group memt	I Selected' to add bers	Northeast Region Group Member Selles students from your Wardhaust Region gro from your Wardhaust Break group members.		f to remove studenty
Search	×		Search	×	
Region	# Districts	# Schools	Region	# Districts	# Schools
Central	1,725	826	Northeast	477	1,610
Northwest	1,228	547			
	935	415			
Southeast	933	110			
	1,099	555			
Southeast					
Southeast Southwest	1,099	555	forthmust forcer - Region(s): 1 District(s): 4771	Schools(s); 1,010 Student(s):	
Southeast Southwest Western	1,099	555	Herringen Region(s): District(s): 4774	Schools(s); 1,010 Student(s);	

NOTE: None of the system-generated Groups described above can be changed (via Add, Delete, or Rename). Attempting to do so will generate an error message.

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4.4. Creating a New Group

To create a new Group, click the Create New Group icon located in green Manage Groups header bar.

hio K12-Admin Reporting Too		The Manager	ment > Northeast Region > Gradu	ation Venre: 2024 - 2034	State	
				and the second s		
		G	roup Management	9 14		
Manage Groups 📝 🤅	9 10		-			
Group Name		Filters				
Northeast Region		Regions	s -			
the second second		-				
Available Regions Population Select regions from the list below who have sluc				Heast Region Group Mem		
stated regions from the list decay which have stud- students from the list of selected regions to you				our ", il Re i programmers		led, to vemore stridentil
		1				
			Create New Group	>		
Search	×		Enter proupname		*	
Region	# Districts		Population Test Group	-	# Districts	# Schools
Central	1.725	826	Create New Group Ca	ncel	477	1,610
Northwest	1,228	547				
Southeast	935	415				
Southwest	1,099	555				
Western	1,064	455				
			Manne	Region(s): District(s): #	Schools(s): 1.010 Student(s):	
Available Regions: 5						
Available Regions: S - Add Selected			- Remo	ove Selected		

A pop-up window is displayed, prompting you to enter the name of the new Group.

- 1. Enter the name of the new Group in the text box.
- 2. Click the Create New Group button to confirm.

NOTE: If you try to create a Group using a name which already exists, you'll be prompted with a message indicating the Group already exists. Ensure your new Group name is unique.

K12-Admin Reporti		-				State	- 8
		Grou	up Management > Populat	ion Test Group > Graduation Years: 2024 - 20	34		
			Group Ma	anagement 👩 関			
Manage Groups	/ 🗆 😐			and the second			
Group Name			Filters				
Population Test Group			Regions	<u>.</u>			
Available Regions Popula	i			Deputy land Tool Corr	Course Manshare		
Select regions from the list below who		e group, Glick Ad	d Selected' to add	Population Test Grou Salect students from your Poor		v Click 'Remove Seler	ned inversori
students from the list of selected regio				students from your Population			
Search	×			Search	×		
Region		# Districts	# Schools	Region		# Districts	# Schools
Central		1,728	829				
Northeast		3,494	1,610				
Northwest		1,228	547				
Southeast		935	415				
Southwest		1,099	555				
Western		1.064	455				
Available Regions: 6				Population Test Group - Region	(s): 0 District(s): under and Sc	hoots(s): the form S	tudent(s): codefined
				- Remove Selected			
+ Add Selected				No students are left in your Populat	ion Test Group group.		
- Add Selected							
- Add Selected Quick Links Kat2 Res	Neten	Câre	er Cluster Inventory	Contact Us	🖂 🖬 in 🚋		QA VARSITY v.02.0.45
Quick Links Kat2 Rea Theory 4	Guetana India Support Initis and Training	Care	er Clustit invertory er Profile isation Search & Schools-	Contact Us Submit an QKU Hisponsi Torret			QA VARSITY v.02.0.45

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The new Group is created. In this case, the user has created a Group entitled Population Test Group. Note the name Population Test Group in green in the Group Name field. A green verification message is displayed in the upper right-hand portion of the screen when the Group is created.

The left-hand well now displays available Regions or Districts, according to your Filter settings. The right-hand well is empty, because you have not yet added any populations to your newly created Group.

Jobs K12-Admin Reporting Tools	1 C					Regional District State		8
	(Broup Management > Pop	ulation Test	Group > Graduation Years: 2024 - 2034				
		Group	Manage	ement 🕘 💴				
Manage Groups 🛛 🖉 🖻				1				
Group Name		Filters						
Population Test Group		Districts						
Available Districts Population Select d'atricts from the les below who have students not in t students from the list of selected districts to your "Posulation				Population Test Group G Select students from your Population students from your Population 7601	Tasl Group' group below	v. Click: Remove St	lected to remove	
<				<				
Search				Search	×			
District	IRN	# Schools		District		IRN #	Schools	
A+ Arts Academy	000556	5						
A+ Children's Academy	013232	5						
Academy for Urban Scholars Youngstown	013249	5						
Academy For Young Children Tic	123125	5						
Academy of Arts and Sciences	008064	5						
Academy of Educational Excellence	013195	5						
Available Districts: 1,302				Tent Croug - District(s): 0	Schools(s): - Student(s): 0		
+ Add Selected				- Remove Selected				
				No students are left in your Population To	est Group group.			

Now you can add Available Populations (Regions/Districts/Students) to the Population Test Group. For example, let's assume you're a State-level user who wants to work with students in the Buckeye Districts. You would do the following:

- 1. Set the Filter drop-down menu to Districts.
- 2. Click on the Search Text Box and enter the word buckeye (capitalization is not important). Note the Available Populations list of Districts (your current filter setting) will change dynamically as you type.

	en Test Group + Graduation Years: 2024 - 2034 nagement	roup below. Click 'Remove Selected to remove
Filters Districts	Population Test Group Group Mem Select students from your Population 200 Simulo gr	roup below. Click 'Remove Selected to remove
Districts	Select students from your Population Test Group' gr	roup below. Click 'Remove Selected to remove
Districts	Select students from your Population Test Group' gr	roup below. Click 'Remove Selected to remove
. Click 'Add Selected' to add	Select students from your Population Test Group' gr	roup below. Click 'Remove Selected to remove
	Select students from your Population Test Group' gr	roup below. Click 'Remove Selected to remove
	Select students from your Population Test Group' gr	roup below. Click 'Remove Selected to remove
the second se		
	<	
	Search	×
# Schools	District	IRN # Schools
6.56 - 5		
1232 5		
249 5		
i25 d		
064 5		
195 5		
	Prenualting Test Comp - District(s): @ Schools(s): -#	Student(s):
	- Remove Selected	
	No students are left in your Population Test Group group	
	eon e 202 - 5 249 5 175 5 064 5	# Schools District # Schools District 249 5 125 1 064 5 195 5 Persultation Test Comp - District(a); @ Schools(a): -4 — Remove Selected

If the resulting list is large, you can place your cursor over the Available Populations list and scroll the list independently of the parent Group Management page. In this case, there are eight Districts with the word "Buckeye" in the name.

3. To add one or more of these Districts to your new Group, click on each of the Districts in the list you wish to add. As you click, notice the District is highlighted in Gray. Clicking a second time on a highlighted District will deselect it. When you are ready, click the Add Selected button at the bottom of the data well.

	(Broup Management > Po	pulation Test G	oup > Graduation Years: 2024 - 2034				
		Group	Manager	nent 👩 🔟				
Manage Groups 📝 🖻 🖻				the state of the s				
Group Name		Filters						
Population Test Group		Districts	•					
Available Districts Population Select districts from the last below who have students hold in t students from the last of selected districts to your "Periodelico				Population Test Group Group Mer Select students from your Population Test Group students from your Population Test Group group	group below.	Cildk Remov	n Selected to remove	
<				<				
Search . x				Search	×			
District	IRN	# Schools		District		IRN	# Schools	
Academy for Urban Scholars Youngstown	013249	5	_	A+ Arts Academy		000555	5	
Academy of Arts and Sciences	008064	5		A+ Children's Academy		013232	5	
Academy of Educational Excellence	013195	5		Academy For Young Children Tic		123125	5	
Accelerated Achievement Academy of East Cincinnati	012624	5						
Achieve Career Preparatory Academy	011507	ŝ						
	045187	6						
Ada Exempted Village				Test Comp - District(s): Schools(s):	Student(s)	C (T		
Ada Exempted Village Available Districts: 1,299								
				- Remove Selected				

The same process works in reverse. If you want to remove a line item (in this case, a District) from your new group, simply click on the

desired District to highlight it, and then click the Remove Selected button at the bottom of the data well to remove the District from your Group.

			Group	o Manage	ement 🍘 📖				
Manage Groups	/ 0								
Group Name			Filters						
Population Test Group		•	Districts	•					
Available Districts Popula Select districts from the last below wh students from the list of selected dist	o have students				Population Test Group Gr Select students from your Population students from your Population Teel Co	Test Group below.	Click Remov	ni Selected to remova	
<					<				
Search		×			Search	×			
District		IRN	# Schools		District		IRN	# Schools	
Academy for Urban Scholars Young	town	013245	5		A+ Arts Academy		000556	5	
Academy of Arts and Sciences		008064	1 5		A+ Children's Academy		013232	5	_
Academy of Educational Excellence		013195	5 5		Academy For Young Children Tic		123115		
Accelerated Achievement Academy	of East Cincinna	ati 012624	1 5		Click to select Adademy For	Young Chedren Tic - 173126			
Achieve Career Preparatory Academ	у	011507	7 5		191				
Ada Exempted Village		045183	6						
Available Districts: 1,299					Tent Comp - District(s): 3 S	chools(s): T Student(s)	: 0		
+ Add Selected					- Remove Selected				

3.1. Renaming Your Group.

If you want to rename a Group, do the following:

- 1. Ensure the Group you want to rename has been selected in the Group Name drop-down menu.
- 2. Click the Pencil Icon in the Green Header Bar.
- 3. A pop-up window is displayed, where you can enter the new name of the Group in the Group Name Text Box. **NOTE**: The system will not allow you to use an name which is currently in use.
- 4. Click the Rename Group button to rename the Group.

		iroup Mana	gement > Population T	est Group > Graduation Years: 2024 - 2034				
			Group Mana	gement 🕜 🔳				
Manage Groups 🦯 🖃 🗉								
Group Name Population 7 st C, dvp	•	Filten	s ricts -					
Available Districts Population Select detricts from the list beliew who have endenies not fin students from the list of selected districts to your Provide	the group: Click	Add Selec	ted" lei add	Population Test Group Grou Select audents from your Toucher of the	Group' group belaw, C	iek Aerow	Selected to remove	
			Rename 'Po	pulation Test				
<			Group'					
			Lifter gruptioner					
Search . *			Test Population	Group	*			
District	IRN	# Scho				IRN	# Schools	
Academy for Urban Scholars Youngstown	013249	·ś.	Rename Group	Cancel		000556	5	
Academy For Young Children Tic	123125	5		A+ Children's Academy		013232	5	
Academy of Arts and Sciences	008064	5						
Academy of Educational Excellence	013195	5						
Accelerated Achievement Academy of East Cincinnati	012624	5						
Achieve Career Preparatory Academy	011507	5						
Available Districts: 1,300				Terror - District(s): - Scho	ools(s): Student(s):			
+ Add Selected				- Remove Selected				

NOTE: You cannot rename system-generated Groups.

4.1. Deleting Your Group.

If you want to delete a Group, do the following:

- 1. Select the Group to be Deleted from the Group Name drop-down menu.
- 2. Click the Minus Icon in the Green Header Bar.
- 3. A pop-up window is displayed, asking you to verify the deletion of the Group.
- 4. Click the Delete button to delete the Group.



NOTE: You cannot delete system-generated Groups.

FIVE

5. System Notifications

5.1. The Daily Student Activity Notification System

The ability to quickly view relevant data is important for teachers and administrators. To that end, the system provides an Interactive Daily Student Activity Notification (DSAN) Icon which provides rapid access to student activity/data.

The DSAN is located in the upper right-hand corner of the screen in the page header. The icon is shaped like a ringing bell. The icon is displayed in green if there is new activity from any of the students that the user has access to.

5.1.1. Icon Appearance

The DSAN Icon provides rapid access to any changes that have occurred to the Student data for which the user has access. It is designed as a "shortcut" for teachers and administrators who want to keep abreast of Student Activity with a minimum of effort and screen time. The appearance of the icon is as follows:

1. When the user first logs in to the system, the icon is displayed in green on the Home Page if there has been any student activity during the past twenty-four hours. The icon will remain green until it has been clicked.



Home Page with Active DSAN icon Displayed in Green

#	Item		Description
1	The Daily Student Activity Notification Icon (Active)	*	The DSAN icon (the ringing bell) located in the page header provides access to a new system-generated group containing the students that have made changes that the K-12 Admin System is aware of.
	The Daily Student Activity Notification Icon (Inactive)	*	After the Icon has been clicked, the color changes to black.

- 2. The Icon can be clicked from any page in the system. The icon will remain green until it has been clicked, regardless of the number of pages that have been visited by the user.
- 3. Once the icon as been clicked, the icon is displayed in black.
- 4. If it has been more than twenty-four hours since any Student data has changed, the icon will be displayed in black, even if the user has not logged in since any Student data has changed.



Home Page with Active DSAN icon Displayed in Black

4.1.1. DSAN Icon Functionality

The Icon provides access to the contents of the Daily Student Activity Group. This is a system-generated group of students, the contents of which change on a daily basis. The Group functions exactly like every other user or system-generated Group in the system. Refer to Chapter 04 Group Management for a detailed discussion of Group functionality.

Note: the Daily Student Activity Group is the only Group in the system that is date-constrained. Other Groups are geographically constrained, such as by School, District or Region, but are not date constrained.

When the Icon is clicked, the Page that is currently displayed is refreeshed to display the contents of the Daily Student Activity Group. All reports otherwise function as they normally do. Refer to later chapters in this document for specific details on the Summary, Detail, and Action reports provided by the K-12 Admin System.

Page 45

For example, the Home Page changes to reflect the contects of the DSAN when clicked. Clicking on the Icon produces as dropdown menu with an option to select the Daily Student Activity Notification.



After the DSAN Group is selected, The page is refreshed, displaying the Daily Student Activity.

= Jobs	K12-Admin Reporting Tools					Ť	District Only Local District Standard		2
	Registration and A	ctivity > Dail	y Student Activity Notification	Graduation Years: 2023 - 2034 Date Ra	ange: 12/14/2023 - 03/	13/2024			
	Students Registered	0 5	j 20	St	udent Activity		Ø		
				Active Students: 4 Inactive Students: 0 Total Students: 4					
					Active Students	inactive S	tudents		
					Inactive Stud 0 0%	ents			
					Active Stude	ents			
					4 100%				
	Location Selection Akron City - 043489		÷						
(Quick Links K-12 Resources Training and Support		Career Cluster Inventory Career Profile	Contact Us Submit an OMJ Helpdesk Ticket	🗶 fin 📷		QA VARSITY v.02.0.	44	

Note: Becuase the DSAN is related only to Student Activity, The Students Registered Report on the Home Page is not displayed, as no relevant data from the selected Group is available.

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This Group will remain active as other reports are consulted, until such time as the User changes the Date Range via the system filter, or selects another Group to display via the Group Management function.

SIX

6. Apprenticeship Additional Services

6.1. About This Report

The *Apprenticeship Additional Services Report* displays aggregate data from the Apprenticeship Additional Services search results on K-12 OhioMeans-Jobs. The data represents student post-secondary school searches.

6.2. Viewing the Report

To access the Apprenticeship Additional Services Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Apprenticeship Additional Services.



= K12-Admin Reporting Tools			۵	Regional District		ø
Ap	renticeship Additional Services > My Districts > Graduation	Years: 2024 - 2034				
Ap	prenticeship Additional Services					
Search for 6 apprentice	ship service	* Retrieve Data				
(1) usarchable apprentises	hip service is available					
	Total Students: 9					
Apprenticeship Additional Services	Count of Stude	nts				
Child Care		2				
Transportation	(22%)	2				
Criminal Justice (Domestic Violence Referral	(11%) 1					
Disability Accommodations/ADA Modification	as (11%) 1					
Educational Testing/Fee Expenses	(11%) 1					
Housing	(11%)					
Jobs for Veteran State Grants (JVSG)	(11%) 1					
	Some Example - Control Us array Findual - Claring an DRU Hause			QA VARSITY v	02.0.45	
	taisette Seath & Steve					

The Report is displayed. By default, the top ten selected schools are displayed.

You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

		Post-Secondary Schools Report
Area	Report Item	Description
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE: These match the parameters set in the Filter Area at the top of the page.
	Name	The name of the selected report.
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.
	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.
	Search Text Box	To search for a specific item, click on the Search Text Box. A drop-down menu is provided for scrolling access, or you can type the name of the item directly in the box. The contents of the drop-down menu will change dynamically as you type.
	Total Students Sum- mary Count	Labeled Item(s) summarize the contents of the table below.

Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns: Apprenticeship Additional Service
		Percentage Count of Students
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the
		bar corresponds to the percentage indicated in the line item.

6.3. Viewing a Specific Additional Service

To view a specific **Additional Service**, two options are available. If the service which interests you is displayed on screen, click on the name of the **Additional Service**.

Apprenticeship Additional Services > My Districts > Graduation Years: 2024 - 2034 Apprenticeship Additional Services	ß
Sourch for a apprenticeship service: 	
Total Students: 9 Apprenticeship Additional Services Count of Students: Child Care (22%) 2 Transportation (22%) 2 Orminual Juatico (Gommastie: Violence Aelierral): (11%) 1 Disability Accommodations/ADA Modifications (11%) 1 1	
Total Students: 9 Apprenticeship Additional Services Acount of Students Child Care (22%) 2 Transportation (22%) 2 Orminul Justice (Compastite Violence, Referral) (11%) 1 Disability Accommodations/ADA Modifications (11%) 1	
Apprenticeship Additional Services Acount of Students Child Care (22%) 2 Transportation (22%) 2 Oriminal Justico (Damazii: Violence Referral) 1151 Disability Accommodations/ADA Modifications (11%) 1	
Child Care (22%) 2 Transportation (22%) 2 Omminal Justice (Community Violence Referral) 1151 1 Disability Accommodations/ADA Modifications (11%) 1	
Transportation (22%) 2 Oriminal Justice (Community Violence Referral) (11%) 1 Disability Accommodations/ADA Modifications (11%) 1	
Oriminal Justice (Community Violence Aleferral): (11%) 1 Disability Accommodations/ADA Modifications (11%) 1	
Disability Accommodations/ADA Modifications (11%)	
Educational Testing/Fee Expenses (11%)	
Housing (11%) 1	
Jobs for Veteran State Grants (JVSG) (11%) 1	
Quick Links K.// Insuuses Losser Company Losser (ca Image: Campa Company Da values (fr values Company) Da values (fr values Company) <td></td>	
Anazarrente senti Francia Disansitici Sisanti & Sisanti Anagari Janakare Sisanti & Sis	

A pop-up is generated beneath the main report.

= Jobs K12-Adr	min Reporting Tools 👘					Φ	Regional District District Student	-	2
	- 10 - 10 - 10 - 10 - 1	Apprenticeship Additional Serv		and the second se	Contraction of the second s				
	Transportation		(22%)	2					
	Criminal Justice (Domestic Violence	e Referral)	(11%)	1					
	Disability Accommodations/ADA M	odifications	(11%)	1					
	Educational Testing/Fee Expenses		(11%)	1					
	Housing		(11%)	1					
	Jobs for Veteran State Grants (JVS	G)	(11%)	1					
	# Results: 1 # of Students: 1	×							
	Schools		IRN		# of Students				
	Central Academy of Ohio		0091	64	à				
	Apprenticeship Additional Services > 2024	- 2034 > My Districts							
Quick Links		Conner Gamme moonthy Conner Profile		Content Un Televister (MA) Incodered			QA VARSITY V	02.0.45	
	Assessment to an and the second	Olyacamber Denils & Bulenny							

The pop-up contains the following, from top to bottom:

		District / S	School Report						
Area	Report Item	Description	Description						
Pop-up Header	Name	The Name of the selected in	em.						
	Search Text Box		t will dynamically change to matc	ecific data to be displayed in the pop-up. h your typing. The small X at the end of					
	Control Icons	Print , Export , and Close Overview.	icons. The function of these icons	s is discussed in Chapter 3 - System					
	Summary Counts	Labeled Items summarize the contents of the table below.							
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:							
		Local Users	District Users	Regional / State Users					
		School Name	School Name	District					
		# of Students # of Students County # of Students # of Students IRN							
	Table Rows	Individual line item data.							
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		te range),as well as any footnotes to					

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.

= Jobs K12-Adr	min Reporting Tools 👘					٥	Regional District District Student		2
		Apprenticeship Additional Serv							
	Transportation		(22%)		2				
	Criminal Justice (Domestic Violence Refe	rral)	(11%)	1					
	Disability Accommodations/ADA Modific	ations	(11%)	1					
	Educational Testing/Fee Expenses		(11%)	1					
	Housing		(11%)	1					
	Jobs for Veteran State Grants (JVSG)		(11%)	1					
	Criminal Justice (Domestic Violence Referral)					5 6 ×			
	# Results: 1 # of Students: 1								
	Schools		IRN		# of Students				
Quick Links	Apprenticeship Additional Services > 2024 - 2034	> My Districts	Cher	and Life		1 🛅 🛗	GA VARSITY -	02.0.45	
	Training and facilities	Datesr PmMs Otracerter Sweeth & Sereet	1.1.017	NY NY TRY T TO BE					
	Transfordy Cambrandon /	Scheduranie Smarth							

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

		Student	Report						
Area	Report Item	Description							
Pop-up Header	Name	The name of the selected item	in breadcrumb format.						
	Search Text Box		vill dynamically change to match y	ecific data to be displayed in the pop-up. your typing. The small X at the end of the					
	Control Icons	Back, Print, Export, and Overview.	Close icons. The function of these	icons is discussed in Chapter 3 - System					
	Summary Counts	Labeled Items summarize the contents of the table below.							
Pop-up Data	Header Row			ify the data in column beneath. Each escending order. This report contains the					
		Local Users	District Users	Regional / State Users					
		School Name Email Graduation Year	School Name Email Graduation Year	District County # of Students IRN					
	Table Rows	Individual line item data.							
Pop-up Footer	Breadcrumb	The click stream used to disp clarify the contents of the po		e range), as well as any footnotes to					

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

6.4. Searching for a specific Apprenticeship Additional Service

The second method of viewing an individual **Apprenticeship Additional Service** is to use the Search Text Box to search for the desired Service. To do so, click on the Search Text Box and type or scroll to locate the desired Additional Service. Then Click the Retrive Data button.

= K12-Adm	in Reporting Tools 💦 🌴						¢	Regional District District Studen		2
		Apprenticeship Additional Ser	vices > My Districts >	Graduation Y	ears: 2024	- 2034				
	Secret for a largement	Apprenticeship Ac	ditional Serv	ices 0	ē	Retrieve Data				
	Work Relate	d Tools								
			Total Students:	9	/					
	Apprenticeship Additional Services		A Cour	nt of Studen	ts					
	Child Care		(22%)		2					
	Transportation		(22%)		2					
	Criminal Justice (Domestic Violence Re	ferral)	(11%)	1						
	Disability Accommodations/ADA Modifi	cations	(11%)	1						
	Educational Testing/Fee Expenses		(11%)	1						
	Housing		(11%)	1						
	Jobs for Veteran State Grants (JVSG)		(11%)	1						
Quick Links	8.42 Pa 7. ord p0. ord Autor J. ord Thomas Autor J. Country	Construction Sector Internet Sector Particle Observation Sector & Research Sectors (Sector In	S.	t bei Die gewählt bei gewählt.	1X 31 864		T	QA VARSIT	¥ v.02.0.45	-

In this example, the user has clicked in the Search Text Box and scrolled down to select the desired Apprenticeship Additional Service.

After selecting the **Apprenticeship Additional Service**, click the Retrieve Data button to display the Apprenticeship Additional Services data below the main report in a pop-up.

Apprenticeship Additional Services > Mg Dutricits > Graduation Years: 2024 - 2034 Child Care (22%) 2 Transportation (22%) 2 Criminal Justice (Domestic Violence Referral) (11%) 1 Disability Accommodations/ADA Modifications (11%) 1 Educational Testing/Fee Expenses (11%) 1 Jobs for Veteran State Grants (JVSG) (11%) 1 Jobs for Veteran State Grants (JVSG) (11%) 1 Work Releted Tools # Results: 0	= Chio	K12-Admin Reporting Tools				٩	Regional District District Student		8
Transportation (22) 2 Criminal Justice (Domestic Violence Referral) (13) 1 Disability Accommodations/ADA Modifications (13) 1 Educational Testing/Fee Expenses (13) 1 Housing (11) 1 Jobs for Veteran State Grants (JVSG) (13) 1 Work Related Tools Bearth * # Bearth * # Bearth * Apprenticeship Additional Services > 2024 - 2034 > My Districts Chick Links Additional Services > 2024 - 2034 > My Districts			Apprenticeship Additional S	ervices > My I	Districts > Graduation Years: 202	24 - 2034			
Criminal Justice (Domestic Violence Referral) (113) 1 Disability Accommodations/ADA Modifications (113) 1 Educational Testing/Fee Expenses (113) 1 Housing (113) 1 Jobs for Veteran State Grants (JVSG) (113) 1 Work Releted Tools Standin: * @Relute: 0 * @ relute: 0 * @ relute: 0 * Rin of Students Culcic Links Additional Services > 2024 - 2034 > My Districts Relute: 1 Calleting of Students Culcic Links Additional Services > 2024 - 2034 > My Districts Culcic Links Additional Services > 2024 - 2034 > My Districts Calleting of Students Calleting of		Child Care		(22%)	2				
Disability Accommodations/ADA Modifications (11%) Educational Testing/Fee Expenses (11%) Housing (11%) Jobs for Veteran State Grants (JVSG) (11%) Work Related Tools Strenth * # Results: 0 # of Students: 0 Schools IRN Culck Links * Attractors Culck Links * Attractors Culck Links * Attractors * Culck Links * Attractors <p< td=""><td></td><td>Transportation</td><td></td><td>(22%)</td><td>2</td><td></td><td></td><td></td><td></td></p<>		Transportation		(22%)	2				
Educational Testing/Fee Expenses (113) Housing (113) Jobs for Veteran State Grants (JVSG) (113) Work Related Tools Beautin: 0 # Results: 0 # of Students: 0 Apprenticeship Additional Services > 2024 - 2034 > My Districts Outick Links Apprenticeship Additional Services > 2024 - 2034 > My Districts Outick Links Apprenticeship Additional Services > 2024 - 2034 > My Districts Outick Links Apprenticeship Additional Services > 2024 - 2034 > My Districts Outick Links Apprenticeship Additional Services > 2024 - 2034 > My Districts Distriction Apprenticeship Additional Services > 2024 - 2034 > My Districts Distriction Apprenticeship Additional Services > 2024 - 2034 > My Districts Distriction Apprenticeship Additional Services > 2024 - 2034 > My Districts Distriction Apprenticeship Additional Services > 2024 - 2034 > My Districts Distriction Apprenticeship Additional Services > 2024 - 2034 > My Districts Distriction Apprenticeship Additional Services > 2024 - 2034 > My Districts Distriction Apprenticeship Additional Services > 2024 - 2034 > My Districts Distriction Apprenticeship Additional Services > 2024 - 2034 > My Districts Apprenticeship Additional Services > 2024 - 2034 > My Districts Apprenticeship Additional Apprenticeship Addition		Criminal Justice (Domestic Violen	ce Referral)	(11%)	1				
Housing (11%) Jobs for Veteran State Grants (JVSG) Work Releted Tools Search * <td< td=""><td></td><td>Disability Accommodations/ADA</td><td>Modifications</td><td>(11%)</td><td>1</td><td></td><td></td><td></td><td></td></td<>		Disability Accommodations/ADA	Modifications	(11%)	1				
Jobs for Veteran State Grants (JVSG) (11%) 1 Work Related Tools Work Related Tools Benerich: N Besufts: 0 Bof Students: 0 Bof		Educational Testing/Fee Expenses		(11%)	1				
Work Related Tools Starrinininininininininininininininininini		Housing		(11%)	1				
Strutich: * # Results: 0 # of Students: D. Schools IRN # Of Students: D. Outlick Links \$.50 Newsolds Provide State Strute Source Link Provide Strute Strute Source Link Provide Strute Strute Source Link Provide Strute St		Jobs for Veteran State Grants (JV	SG)	(11%)	1				
Apprenticeship Additional Services > 2024 - 2034 > My Districts Quick Links R.13 Research Temping of Record Contain Profile Co		Stearch . # Results: 0 # of Students: D			# of Students	ē 6 3	×		
	c	Duick Links R-12 Presentors Treating and Report	A - 2034 > My Districts Cause County Swatters Caused Intellin			n en en esta	QA VARSITY VI	22.0.45	
		Automatic and Transport	Scoloner Anthe Ecolor Schemen Smith						

SEVEN

7. Apprenticeships

7.1. About This Report

The *Apprenticeships Report* displays aggregate data from the Apprenticeships search results on K-12 OhioMeansJobs. The data represents student post-secondary school searches.

7.2. Viewing the Report

To access the Apprenticeships Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Apprenticeships.



- Jobs K12-Admin Reporting Tools								Regional District State		2
	Apprenticeships > All	Regions > G	raduation Years	: 2024 -	2034					
	Apprentic	eships	0 0	10						
Storch for its	spprenticeship				.8	(T) Retrieve Data				
(28) tearchable	apprenticeships are available									
	Тс	otal Stude	ents: 18							
Apprenticeships			Count of St	udents						
Actors		(22%)		4						
Accountants and Auditors		(11%)	2							
Art Directors		(11%)	2							
Biologists		(11%)	2							
Cashiers		(11%)	2							
Lawyers		(11%)	2							
Administrative Law Judges, Adjudica	tors, and Hearing Officers	(6%)	1							
Advanced Practice Psychiatric Nurse	s	(6%)	1							
Animal Caretakers		(6%)	1							
Animal Trainers		(6%)	1							
Quick Links Kirk Reasons Theory and Second According to the Content Second and Theory	Farear Gussar Innertoy Gussar Prétta Qussar Inn Standy & Some Schutzer & Standy		Coward Uk		_		1	QA VARSITY	v.02.0.45	

The Report is displayed. By default, the top ten selected schools are displayed.

You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

		Post-Secondary Schools Report
Area	Report Item	Description
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE: These match the parameters set in the Filter Area at the top of the page.
	Name	The name of the selected report.
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.
	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.
	Search Text Box	To search for a specific item, click on the Search Text Box. A drop-down menu is provided for scrolling access, or you can type the name of the item directly in the box. The contents of the drop-down menu will change dynamically as you type.
	Total Students Sum- mary Count	Labeled Item(s) summarize the contents of the table below.

Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns: Apprenticeship Percentage
		Count of Students
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the bar corresponds to the percentage indicated in the line item.

7.3. Viewing a Specific Apprenticeship

To view a specific **Apprenticeship**, two options are available. If the post-secondary school which interests you is displayed on screen, click on the name of the **Apprenticeship**.

= K12-Adr	min Reporting Tools					 Regional District State		and a
		Apprenticeships	All Regions >	Graduation Years: 2024 - 203	4			
		Appren	ticeships	80 8 🖪				
		Search for a apprenticeship			× T Retrieve Data			
		(28) searchable opprenticeships are available.						
			Total Stud	lents: 18				
	Apprenticeships		Total Olde	ACount of Students				
	Actors		(22%)	4		1		
	Accountance and Auditor		(175)	2				
	Click to review detail	is about Accountants and Auctions (11%)	(11%)	2				
	Biologists		(11%)	2				
	Cashlers		(11%)	2				
	Lawyers		(11%)	2				
	Administrative Law Judg	es, Adjudicators, and Hearing Officers	(6%)	1				
	Advanced Practice Psych	hlatric Nurses	(6%)	1				
	Animal Caretakers		(6%)	1				
	Animal Trainers		(6%)	1				
Quick Links	 H-12 Historielee Training and Support Association and Training Obsopper Calculation 	Caretar Chador Inventory Caretar Problem Descention Society & Semi Roberts De Daviert		Control Un Supervision CALL Processors Taxing	0864	QA VARSIT	Y w.02.0.45	

A pop-up is generated beneath the main report.

K12-Admin Rep	orting Tools 👘						Regional District State	 å
-		Apprentic	eships > All Regions > Gr	raduation Years	2024 - 2034			
Animal	Caretakers		(6%)	1				
Animal 1	Trainers		(6%)	1				
Accounta	nts and Auditors							
Selicti		*				ē 6 ×		
	Results: 17 of Students: 20							
Districts			County		# of Students	IRN		
Akron City	й		Summit		2	043489		
Alternativ	e Education Academy		Lucas		1	143396		
Ashtabula	Area City		Ashtabula		Ť	043513		
Circleville	сау		Pickaway		4	043760		
Columbus	s City School District		Franklin		2	043802		
Dohn Con	omunity		Hamilton		1	133264		
Gallipolis	City		Gallia		×	044032		
Highland	Local (Morrow)		Morrow		1	048801		
Jonathan	Alder Local		Madison		4	048264		
Lima City			Allen		1	044222		
Mansfield	City		Richland		1	044297		
Onville Ci	TY		Wayne		1	044610		

The pop-up contains the following, from top to bottom:

		District / S	School Report						
Area	Report Item	Description							
Pop-up Header	Name	The Name of the selected in	em.						
	Search Text Box		t will dynamically change to matc	ecific data to be displayed in the pop-up. h your typing. The small X at the end of					
	Control Icons	Print, Export , and Close Overview.	Print , Export , and Close icons. The function of these icons is discussed in Chapter 3 - System Overview.						
	Summary Counts	Labeled Items summarize the contents of the table below.							
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:							
		Local Users	District Users	Regional / State Users					
		School Name	School Name	District					
		# of Students	# of Students	County # of Students IRN					
	Table Rows	Individual line item data.	Individual line item data.						
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		te range),as well as any footnotes to					

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.

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Jobs K	12-Admin Reporting Tools 💦 🏫			Regional C State	Hatrict .	8
		Apprenticeships > All Regions > Graduation	Years: 2024 - 2034			
	# Results: 17 # of Students: 20					
	Districts	County	# of Students	IRN		
	Akron City	Summit	2	043489		
	Alternative Education Academy	Lucas	1	143396		
	Ashtabula Area City	Ashtabula	1	043513		
	Cristenite Day			64 T2 NO		
	Columbus City School District	Franklin	2	043802		
	Dohn Community	Hamilton	1	133264		
	Gallipolis City	Gallia	л	044032		
	Highland Local (Morrow)	Morrow	3	048801		
	Jonathan Alder Local	Madisen	.a	048264		
	Lima City	Allen	-1	044222		
	Mansfield City-	Richland	3	044297		
	Orrville City	Wayne	1	044610		
	Ottawa-Glandorf Local	Putnam	1	049379		
	Trotwood-Madison City	Montgomery	1	048694		
	Westfall Local	Pickaway	1	049105		
	Wheelersburg Local	Scioto	1	049668		

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

		Student	Report					
Area	Report Item	Description						
Pop-up Header	Name	The name of the selected item	in breadcrumb format.					
	Search Text Box		will dynamically change to match y	ecific data to be displayed in the pop-up. your typing. The small X at the end of the				
	Control Icons	Back, Print, Export, and Overview.	Close icons. The function of these	icons is discussed in <i>Chapter 3 - System</i>				
	Summary Counts	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:						
		Local Users	District Users	Regional / State Users				
		School Name	School Name	District				
		Email Graduation Year	Email Graduation Year	County # of Students IRN				
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The click stream used to disp clarify the contents of the po		e range), as well as any footnotes to				

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

7.4. Searching for a specific Apprenticeship

The second method of viewing an individual Apprenticeship is to use the Search Text Box to search for the desired Apprenticeship. To do

Page 58

Jobs K12-Adr	min Reporting Tools						 Regional District State		
		Apprenticeships >	All Regions > G	raduation Years	2024 - 2034				
		ineed he is hopen country	ticeships	0 8	1	(T) Retrieve Data			
	Apprenticeships	Art, Drama, and Music Teachers, Posts Audio and Video Technicians Automotive Body and Related Repairer							
1.3	Actors	Automotive Engineers					1		
	Accountants of a ditor	Bakers							
	Biologists		(11%)	2					
	Cashlers		(11%)	2					
	Lawyers		(11%)	2					
	Administrative Law Judge	s, Adjudicators, and Hearing Officers	(6%)	1					
	Advanced Practice Psychi	atric Nurses	(6%)	1					
	Animal Caretakers		(6%)	1					
	Animal Trainers		(6%)	1					
Quick Links	 Hold Providence Transing and Learning Associations and Transing Builded Christian 	Commo Decare University - Caracter Profile Comparison Name of A Profile Schwarthy Decayle		Contrast Ling dialement and OWLing	ncon (Icher	2902	QA VARSITY	v.02.0.45	0

so, click on the Search Text Box and type or scroll to locate the desired post-secondary school.

In this example, the user has clicked in the Search Text Box and scrolled down to select the desired Apprenticeship.

After selecting the Apprenticeship, click the Retrieve Data button to display the Apprenticeships data below the main report in a pop-up.

= K12-Admin	Reporting Tools						Regional District State		2
		Apprenticeships > A	II Regions > Gra	duation Years:	2024 - 2034				
Ad	vanced Practice Psychiatric Nurses		(6%)	1					
Ani	imal Caretakers		(6%)	1					
Ani	imal Trainers		(6%)	1					
Aut	omotive Engineers								
Sign	esh	*				5 6 ×			
	# Results: 6 # of Students: 6								
Dist	tricts		County		# of Students	IRN			
Bov	vling Green City School District		Wood		.1	043638			
Buc	keye Community School		Richland		t	019152			
Col	umbus City School District		Franklin		1	043802			
Day	ton City		Montgomery	(1	043844			
Edg	sewood City		Butler		1	046094			
Gah	anna-Jefferson City		Franklin		t I	046961			
Appre	mticeships > 2024 - 2034 > All Regions								
Quick Links	K-13 Heasevelue Transing and Tacport	Canale Duster (werton) Catalit Profile		Server De Succession (MULLE	annes Trans		QA VARSITY	×02.0.45	
	American and Transa Budget Developer	Coolonian Skirch & Socon Scholannig Skirch							

EIGHT

8. Assessments

8.1. About This Report

The Assessments Report displays aggregate data from the Assessments search results on K-12 OhioMeansJobs. The data represents student post-secondary school searches.

8.2. Viewing the Report

To access the Assessments Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Assessments.



Thin Show groups, graduation year and date filters	Tools 📩					Regional Student Only District Student		8
			Assessments > My Districts > Grad	uation Years: 2023 - 2033				
			Assessments (
		Starch for a annexament		× 💽 Retrie	we Data			
		No searchoble assessments are av	slable.					
			Total Stude	32				
	A CONTRACTOR OF							
	Assessments			Count of Students				
	Act® English Practice		(71%)		5			
	Psat/Nmsqt* Reading		(14%)	1				
	Psat/Nmsqt* Reading	Practice Test 2	(14%)	1				
Quick Links	S.10 /							-
Quick Links	Carris and Fagers	Times #					QA v 02.5.4	12
	Responses on the second		er basco é la múla.					

The Report is displayed. By default, the top ten selected schools are displayed.

You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

		Post-Secondary Schools Report
Area	Report Item	Description
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE: These match the parameters set in the Filter Area at the top of the page.
	Name	The name of the selected report.
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.
	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.
	Search Text Box	To search for a specific item, click on the Search Text Box. A drop-down menu is provided for scrolling access, or you can type the name of the item directly in the box. The contents of the drop-down menu will change dynamically as you type.
	Total Students Sum- mary Count	Labeled Item(s) summarize the contents of the table below.

Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns: Assessment
		Percentage Count of Students
	Table Rows	
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the bar corresponds to the percentage indicated in the line item.

8.3. Viewing a Specific Assessment

To view a specific **Assessment**, two options are available. If the post-secondary school which interests you is displayed on screen, click on the name of the **Assessment**.

Jabs K12-Admin Reporting	Tools n					Regional Student Only District Student		2
		Assesaments > My District	s > Graduation Years: 2023 - 2033					
	Source) for a	Assessmen	ts 😧 👼 🛤	Retrieve Data				
	No Bearchabl	assocravity are evaluable						
		Total	Students: 7					
	Assessments		Count of Students	-				
	Psat/Nmsqt* Reading Prai	view detain voous Act* English es (171%) (143			5			
	Psat/Nmsqt* Reading Practice Test							
	Paul mining. Reading Placace read							
Quick Links	is 12 Minutemet	Canar Cudar Pressor	Great Un			1	QA+82.0	42
	Automatical and Pauling Bridge Concerns	Communities Council & Communities Council						

A pop-up is generated beneath the main report.

Jobs K12-Admin Reportin	g Tools 👘				Regional Student Only District Student	
		Assessments > My Districts > Gra	iduation Years: 2023 - 2033			
	Act® English Practice Test 1					
	# Results: 4			ēo×		
	# of Students: 5 Schools		# of Students			
	Columbus Alternative High School		đ.			
_	Evening Lanced Non Land					
	Fort Hayes Arts and Academic HS		1			
	Linden-Mckinley STEM Academy		- <u>-</u>			
	Assessments > 2023 - 2033 > My Districts					
Quick Links	Art) Amounty Tomograph Sacard Management (Management) Refers Concern	Carrier Disare Virenan Carrier Ports I Tanana Sacath & Tanana Branana Sacath				Q4+820.

The pop-up contains the following, from top to bottom:

		District / S	School Report					
Area	Report Item	Description	Description					
Pop-up Header	Name	The Name of the selected in	The Name of the selected item.					
	Search Text Box		t will dynamically change to matc	ecific data to be displayed in the pop-up. h your typing. The small X at the end of				
	Control Icons	Print , Export , and Close Overview.	Print , Export , and Close icons. The function of these icons is discussed in Chapter 3 - System Overview.					
	Summary Counts	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:						
		Local Users	District Users	Regional / State Users				
		School Name # of Students	School Name # of Students	District County # of Students IRN				
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		te range),as well as any footnotes to				

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.

kiz K12-Admin Reporting	g Tools n				Regional Student Only District Student	+	
1m.		Assessments > My Districts > Gr	aduation Years: 2023 - 2033				
	Act® English Practice Test 1						
	Shish	*		ē o ×			
	# Results: 4 # of Students: 5						
	Schoola		# of Students				
	Columbus Alternative High School		1				
	Enrolled School Not Listed		2				
	Fort Hayes Arts and Academic HS		۴				
	Linden-Mckinley STEM Acadiemy		,				
	Assessments > 2023 - 2033 > My Districts						
	(1000				_	
Quick Links	K-12 Ministeries Training and Support	Same Date Incomp	Cosum UL-	🖬 🖬 in 🚋		QA v 02.0.	A
	Association and Training .	Company & Scheme					
	Product Company	Advertige Association					

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

		Student	Report					
Area	Report Item	Description	Description					
Pop-up Header	Name	The name of the selected item in breadcrumb format.						
	Search Text Box		vill dynamically change to match y	ecific data to be displayed in the pop-up. your typing. The small X at the end of the				
	Control Icons	Back , Print , Export , and Close icons. The function of these icons is discussed in <i>Chapter 3 - System Overview</i> .						
	Summary Counts	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:						
		Local Users	District Users	Regional / State Users				
		School Name Email Graduation Year	School Name Email Graduation Year	District County # of Students IRN				
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The click stream used to disp clarify the contents of the pop		e range), as well as any footnotes to				

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

8.4. Searching for a specific Assessment

The second method of viewing an individual Assessment is to use the Search Text Box to search for the desired post-secondary school. To do

hio Jobs	K12-Admin Reporting Tools	0					Regional Student Only District Student		8
		Assessments > My	Districts > Gradu	ation Years: 2014 - 2	033				
		Assess	ments 👩	8 8	×	(+) Retrieve Data			
		Accuplacer® Arithmetic Practice Test 1 Act® Math Practice Test 3							
	Assessments	Act® Math Practice Test 4							
	Act® English Practice Te Act® Math Practice Test Act® Reading Practice Te	Act® Science Practice Test 3							
	Act® Science Practice Te	est 1	(12%)	49					
	Act® English Practice Te	st 2	(11%)	44					
	Act® Reading Practice T	est 2	(10%)	40					
	Act® Math Practice Test	2	(10%)	38					
	Act® Science Practice Te	est 2	(10%)	38					
	Act® English Practice Te	st 3	(1%)	4					
	Act® English Practice Te	st 4	(1%)	4					
	Quick Links 5-12 Resources Theory and Society Automation	Care C - a normal Care Train Course Frank		Comunitie		00	10 è	QA v 62.6	42

so, click on the Search Text Box and type or scroll to locate the desired post-secondary school.

In this example, the user has clicked in the Search Text Box and scrolled down to select the desired Assessment.

After selecting the Assessment, click the Retrieve Data button to display the Assessments data below the main report in a pop-up.

Jobs	K12-Admin Re	eporting Tools							Regional Student Only District Student		å
			Assessments	> My Districts >	Graduation	Years: 2014 - 3	2033				
	A	ct® English Practice Test 2		(11%)		44					
	A	ct® Reading Practice Test 2		(10%)		40					
	A	ct® Math Practice Test 2		(10%)		38					
	A	ct® Science Practice Test 2		(10%)		38					
	A	ct® English Practice Test 3		(1%)	4						
	A	ct® English Practice Test 4		(1%)	4						
	Ac	t® Math Practice Test 4									
	58	arch	×					ē 0	×		
		# Results: 2 # of Students: 2									
	so	hools					# of Students				
	Co	lumbus Alternative High School					1				
	Co	lumbus Downtown High School					1				
	Ass	esements > 2014 - 2033 > My Districts									
	Quick Links	8: 49 Bernarden Transreg viel Subgest Analysis Comments	Caracity Car	1		Same			ě	QA V 02.0	42

NINE

9. Career Cluster Inventory

9.1. About This Report

The *Career Cluster Inventory Report* displays aggregate data from the Career Cluster Inventory tool on the OhioMeansJobs web site. This tool outlines and compiles results for students with an interest in each career activity, and the corresponding rating for the interest level.

There are sixteen Career Clusters. This report displays each of these Career Clusters, as well as aggregate data associated with the clusters. The Career Clusters are:

- Agricultural and Environmental Systems
- Arts and Communication
- Business and Administrative Services
- Construction Technologies
- Education and Training
- Engineering and Science Technologies
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law and Public Safety
- Manufacturing Technologies
- Marketing
- Transportation Systems

9.2. Viewing the Report

To access the Career Cluster Inventory Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Career Cluster Inventory.

M/02/2024 Ient Activity 👔 🚑 🖪 Students: 3,174 Inactive Students: 149,220
Students: 3,174 Inactive Students: 149,220
Total Students: 152,394
Active Students. Incluse (Include
Active Students 3.174 2%
Inactive Students 149220 99%

The Report is displayed. By default, the top sixteen Career Clusters are displayed.

= Jobs K12-Admin R	eporting Tools			 Regiocal District	8
	Can	eer Cluster Inventory > All Region	s > Graduation Years: 2024 - 2034		
	(Career Cluster Inven	tory 🥑 🖶 🖪		
		Total Student	s: 172,062		
Care	er Cluster Inventory		Count of Students		
Agric	cultural and Environmental Systems	(9%)	15,805		
Arts	and Communication	(6%)	10,660		
Busi	ness and Administrative Services	(2%)	3,519		
Cons	truction Technologies	(12%)	21,403		
Educ	ation and Training	(6%)	10,104		
Engle	neering and Science Technologies	(7%)	12,395		
Finar	ice	(9%)	16,165		
Gove	mment and Public Administration	(2%)	2,807		
Heat	th Science	(10%)	16,510		
Hosp	oitality and Tourism	(4%)	7,616		
Hum	an Services	(10%)	17,299		
Infor	mation Technology	(9%)	15,258		
Law	and Public Safety	(3%)	5,558		
Man	ufacturing Technologies	(4%)	6,818		
Mari	teting	(2%)	2,758		
Tran	sportation Systems	(4%)	7,387		

You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

		Post-Secondary Schools Report						
Area	Report Item	Description						
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE: These match the parameters set in the Filter Area at the top of the page.						
	Name	The name of the selected report.						
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.						
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.						
	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.						
	Search Text Box	To search for a specific item, click on the Search Text Box. A drop-down menu is provided for scrolling access, or you can type the name of the item directly in the box. The contents of the drop-down menu will change dynamically as you type.						
	Total Students Sum- mary Count	Labeled Item(s) summarize the contents of the table below.						
Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:						
		Career Cluster						
		Percentage						
		Count of Students						
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the bar corresponds to the percentage indicated in the line item.						

9.3. Viewing a Specific Career Cluster

To view a specific Career Cluster click on the name of the Career Cluster.

E Jobs K12-Adr	min Reporting Tools			- × ×	Regional District State	 2
		Career Cluster Inventory > All Region	s > Graduation Years: 2024 - 2034			
		Career Cluster Inven Total Studen				
	Career Cluster Inventory		ACount of Students			
	Agricultural and Environmental Systems	(9%)	15,805			
	Arts and Communication	(6%)	10,660			
	Business and Administrative Services	(2%)	3,519			
	Construction Technologies	(12%)	21,403			
	Education and Training	(6%)	10,104			
	Engineering and Science Technologies	(7%)	12,395			
	Frend	(15)	16,165			
	Govern Cros to re-	(2%)	2,807			
	Health Science	(10%)	16,510			
	Hospitality and Tourism	(4%)	7,616			
	Human Services	(10%)	17,299			
	Information Technology	(9%)	15,258			
	Law and Public Safety	(3%)	5,558			
	Manufacturing Technologies	(4%)	6,818			
	Marketing	(2%)	2,758			
	Transportation Systems	(4%)	7,387			

A pop-up is generated beneath the main report.

Jobs K	12-Admin Reporting Tools 👘			Regional District State	
	Career Cluster Inventory > /	All Regions > Graduation Years: 2024 - 20	334		
	# Results: 649 # of Students: 16,165				
	Districts	County	# of Students	IRN	
	A+ Arts Academy	Franklin	1	000555	
	Academy for Urban Scholars Youngstown	Franklin	3	013249	
	Accelerated Achievement Academy of East Cincinnati	Hamilton	-1 -	012624	
	Adams County/Ohio Valley Local	Adams	69	061903	
	Adena Local	Rots	24	049494	
	Alres they			848	
	Akros Middle School	Summit	6	012060	
	Albert Einstein Academy for Letters, Arts and Sciences-Ohio	Cuyahoga	3	013994	
	Alexander Local	Athens	8	045906	
	Allen East Local	Allen	8	045757	
	Alliance City	Stark	9	043497	
	Alternative Education Academy	Lucas	4	143396	
	Amanda-Clearcreek Local	Fairfield	32	046847	
	Anna Local	Shelby	4	049759	
	Ansonia Local	Darke	23	046623	
	Anthony Wayne Local	Lucas	131	048207	

The pop-up contains the following, from top to bottom:

		District /	School Report						
Area	Report Item	Description							
Pop-up Header	Name	The Name of the selected item.							
	Search Text Box		st will dynamically change to matc	ecific data to be displayed in the pop-up. h your typing. The small X at the end of					
	Control Icons	Print, Export , and Close Overview.	Print , Export , and Close icons. The function of these icons is discussed in Chapter 3 - System Overview.						
	Summary Counts	Labeled Items summarize t	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:							
		Local Users	District Users	Regional / State Users					
		School Name # of Students	School Name # of Students	District County # of Students IRN					
	Table Rows	Individual line item data.							
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		te range),as well as any footnotes to					

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.

= K12-Ad	min Reporting Tools 👘						Regional Distric		ø
		Career Cluster Inventory	> All Regions	- Graduation Ye	ars: 2024 - 2034				
	Law and Public Safety		(3%)	5,558					
	Manufacturing Technologies		(4%)	6,818					
	Marketing		(2%)	2,758					
	Transportation Systems		(4%)	7,387					
	Finance > Akron City								
	Search	×				< 0 0	• ×		
	# Results: 5 # of Students: 36								
	Schools		County		# of Students	IRN			
	Akron Alternative Academy		Summit		4	000363			
	Akron Early College High School		Summit		27	009145			
	East Community Learning Center		Summit		6.	009498			
	Enrolled School Not Listed		Summit		4	999996			
	Kent Middle School		Summit		Υ.	018804			
	Career Cluster Inventory > 2024 - 2034 > All	Regions							
Quick Link	S K-12 Personnes Training and Region Automatical and Training	Carper Cursol Constitute Dates: Profile Ofence: on Visenth & C		Company July Succession Conference	Toppers (Street	2 7 6 2	QA VAR	SITY v.82.0.45	
	Bunkyet Calculater	Scholargerick Smarth & Scholargerick							

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:



		Student	Report			
Area	Report Item	Description				
Pop-up Header	Name	The name of the selected item in breadcrumb format.				
	Search Text Box	The Search Text Box may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and the list will dynamically change to match your typing. The small X at the end of the Search Text Box can be clicked to clear the box.				
	Control Icons	Back , Print , Export , and Close icons. The function of these icons is discussed in <i>Chapter 3 - System Overview</i> .				
	Summary Counts	Labeled Items summarize the contents of the table below.				
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:				
		Local Users	District Users	Regional / State Users		
		School Name	School Name	District		
		Email	Email	County		
		Score	Score	# of Students		
		Graduation Year	Graduation Year	IRN		
	Table Rows	Individual line item data.				
Pop-up Footer	Breadcrumb	The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.				

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

TEN

10. Career Interests

10.1. About This Report

The *Career Interests Report* displays aggregate data from the Career Interests search results on K-12 OhioMeansJobs. The data represents student post-secondary school searches.

10.2. Viewing the Report

To access the Career Interests Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Career Interests.

= K12-Admin Reporting Tools	n	Regional District State					
Home	Registration and Activity > All Regions > Graduation Years: 2024 - 2034	Activity > All Regions > Graduation Years: 2024 - 2034 Date Range: 01/03/2024 - 04/02/2024					
Summary Reports > Total Registered Stude Northeast Northeast Sucheast War Unit Stude Unit Stude U	Apprenticeship Additional Services Apprenticeships Assessments Career Cluster Inventory Career Profile Group Summary Peols-Secondary Schools Program Interests	Student Activity <table-cell> 🖶 🔎 Active Students: 13,174 Inactive Students: 149,220 Total Students: 152,374 Active Students: Decisive Students Active Students 3,174</table-cell>					
Stationers 16 20 20 30 30 30 30 30 30 30 30 30 30 30 30 30	Registration and Activity Scholarship Interesta School Finder Northwest 27,506	Inactive Students 149220 949					
= Jobs K12-Adi	min Reporting Tools 🔥 🍙				۰.	Regional District State	
----------------	--	--	---	---------------	----	----------------------------	----
		Career Interests > All Regions > Gr	aduation Years: 2024 - 2034				
		Career Interests	0 8 8				
	Sinnch for a care	er interest	*	Retrieve Data			
	(1127) searchable or	ireer interests are available:					
		Total Studen	ts: 7,398				
	Career Interests	10	Count of Students				
	Photographers	(16%)	1,168				
	Architectural & Engineering Managers	(12%)	918				
	Lawyers	(11%)	833				
	Aerospace Engineers	(10%)	742				
	Construction Managers	(10%)	738				
	Graphic Designers	(9%)	671				
	Veterinarians	(9%)	650				
	Video Game Designers	(8%)	569				
	Actors	(8%)	561				
	Medical Scientists	(7%)	548				
Quick Links	Kong Dawan ang pana Transang ang mang pana Transang ang pang Pangang	Canedr Classer Inventory Classer Proble Viscourier Sourch & S Rohammer Sourch	Downer Uk Named an DM (Harmony Land			DA VARSITY v.02.0.4	15

The Report is displayed. By default, the top ten selected schools are displayed.

You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

		Post-Secondary Schools Report
Area	Report Item	Description
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE : These match the parameters set in the Filter Area at the top of the page.
	Name	The name of the selected report.
	Help Icon	Click to gain access to the Help system. This function is discussed in <i>Chapter 3 - System Overview</i> .
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.
	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.
	Search Text Box	To search for a specific item, click on the Search Text Box. A drop-down menu is provided for scrolling access, or you can type the name of the item directly in the box. The contents of the drop-down menu will change dynamically as you type.
	Total Students Sum- mary Count	Labeled Item(s) summarize the contents of the table below.

Rep	port Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns: Career Interest
			Percentage Count of Students
		Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the bar corresponds to the percentage indicated in the line item.

10.3. Viewing a Specific School

To view a specific **School**, two options are available. If the post-secondary school which interests you is displayed on screen, click on the name of the **School**.

Jobs K12-Adr	min Reporting Tools 🛛 👩			- ×	Regional District State	-	
		Career Interests	0 8 1				
	Search for a care	er interest	× Retrieve Data				
	(1127) searchable c	areer interests are available.					
		Total Stude	nto: 7 209				
	Career Interests	Iotal Stude	ACount of Students				
	Photographers	(16%)	1,168		_		
	Architectural & Engineering Managers	(10%)	918				
	Lawyers	(11%)	833				
	Aerospace Engineers	(10%)	742				
	Click to review debails about Amonpate C Engineeris (10%)	(10%)	738				
	Graphic Designers	(9%)	671				
	Veterinarians	(9%)	650				
	Video Game Designers	(8%)	569				
	Actors	(8%)	561				
	Medical Scientists	(7%)	548				
Quick Links	 H-12 Restruction Transmission and Suspannet Astronautometric and Transmission 	Edward Chabri Inventicy Examp Profile Desystem Sealch & Science	Colonie Oliv Roment An ONLI Hamman Tantar	i i	QA VARSITY V	12.0.45	
	(Uni)(bit Calculates	Rebitionship Soletty					

A pop-up is generated beneath the main report.

E State K12-Admin Reporting Tools	No.					Regional District State	 å
	Career In	terests > All Regions > Gra	duation Years: 2024 - 2034				
Actors		(8%)	561				
Medical Scientists		(7%)	548				
Aerospace Engineera							
Swaren	×				6 6 ×		
≢ Results: 160 ≢ of Students: 742							
Districts			County	# of Students	IRN		
Adams County/Ohio Valley Local			Adams	8	061903		
Akron City			Summit	40	043489		
Albert Einstein Academy for Letters,	Arts and Sciences-Ohio		Cuyahoga	1	013994		
Alexander Local					0.942		
Anthony Wayne Local			Luças	11	048207		
Arcanum-Butler Local			Darke	2	046631		
Athens City-			Athens	1	043521		
Aurora City			Portage	21	049171		
Beaver Local			Columbiana	2	046425		
Beavercreek City			Greene	3	047241		
Bellbrook-Sugarcreek Local School D	strict		Greene	3	047274		
Bellevue City			Huron	24	043596		

The pop-up contains the following, from top to bottom:

		District / S	School Report					
Area	Report Item	Description	Description					
Pop-up Header	Name	The Name of the selected it	The Name of the selected item.					
	Search Text Box	Type in the box, and the lis	The Search Text Box may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and the list will dynamically change to match your typing. The small X at the end of the Search Text Box can be clicked to clear the box.					
	Control Icons	Print , Export , and Close Overview.	Print, Export , and Close icons. The function of these icons is discussed in Chapter 3 - System Overview.					
	Summary Counts	Labeled Items summarize t	ne contents of the table below.					
Pop-up Data	Header Row			ntify the data in column beneath. Each descending order. This report contains the				
		Local Users	District Users	Regional / State Users				
		School Name	School Name	District				
		# of Students	# of Students	County # of Students IRN				
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		te range),as well as any footnotes to				

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.

÷ Jobs K12-Admin Re	porting Tools				Reg	ional District	Ø
i natur		Career Interests > A	Il Regions > G	aduation Years: 2024 - 2034			
Lawye	s		(11%)	833			
Aeros	ace Engineers		(10%)	742			
Constr	uction Managers		(10%)	738			
Graphi	c Designers		(9%)	671			
Veterin	arians		(9%)	650			
Video	Same Designers		(8%)	569			
Actors			(8%)	561			
Medica	al Scientists		(7%)	548			
Aerospe	ce Engineers > Alexander Local						
Simpli		*			< 6 6 ×		
	Results: 1 of Students: 1						
Schools			County	# of Students	IRN		
Alexand	er Jr. / Sr. High School		Athens	1	000315		
Career Int	erests > 2024 - 2034 > All Regions						
	COD Promotions : manning and taugement manufacture and threating.	Carper Classed Houselong Dates Profile Ofstanse (in Start) & St Streateric Sparts		Company) July Southern and 1994 (Pergmany) (Second	500è	QA VARSITY v.82.8.45	_

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

		Student	Report					
Area	Report Item	Description						
Pop-up Header	Name	The name of the selected item	in breadcrumb format.					
	Search Text Box	Type in the box, and the list	The Search Text Box may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and the list will dynamically change to match your typing. The small X at the end of the Search Text Box can be clicked to clear the box.					
	Control Icons	Back , Print , Export , and Close icons. The function of these icons is discussed in <i>Chapter 3 - Syste Overview</i> .						
	Summary Counts	Labeled Items summarize the	Labeled Items summarize the contents of the table below.					
Pop-up Data	Header Row			ify the data in column beneath. Each scending order. This report contains the				
		Local Users	District Users	Regional / State Users				
		School Name Email	School Name Email	District County				
		Graduation Year Graduation Year # of Students IRN						
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.						

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

10.4. Searching for a specific Career Interest

The second method of viewing an individual Career Interest is to use the Search Text Box to search for the desired post-secondary school.

K12-Adm	nin Reporting Tools					 Regional District State		2
		Career Inte	erests > All Regions > 0	iraduation Years: 2024 - 2034				
		Ca	reer Interests	0 8 10	× (T) Retrieve Data			
		Painters, Construction & Mainter Registered Nurses	hance					
	Career Interests	Mental Health Counselors						
	Photographers	Childcare Workers						
	Architectural & Engineerir Lawyers	Athletes & Sports Competitors						
	Aerospace Engineers		(10%)	742				
	Construction Managers		(10%)	738				
	Graphic Designers		(9%)	671				
	Veterinarians		(9%)	650				
	Video Game Designers		(8%)	569				
	Actors		(8%)	561				
	Medical Scientists		(7%)	548				
Quick Links	1017 Provident Training and Samon Absolutions and Training Burgard Carl	Chinas Chase Invent Canas Profile Obseption Result & Baladarity Despit		Contrast Units Subsections ONLI Processing Tachers		OA VARSITY v.	82.0.45	

To do so, click on the Search Text Box and type or scroll to locate the desired Career Interest.

In this example, the user has clicked in the Search Text Box and scrolled down to select the desired Career Interest.

After selecting the **Career Interest**, click the Retrieve Data button to display the Career Interests data below the main report in a pop-up.

÷ K12-Admin Reporting Tools					egional District tate		8
	Career Interests > All F	tegions > G	raduation Years: 2024 - 2034				
Lawyers.	1	(11%)	833				
Aerospace Engineers	Li I	(10%)	742				
Construction Managers	-0	(10%)	738				
Graphic Designers		(9%)	671				
Veterinarians		(9%)	650				
Video Game Designers		(8%)	569				
Actors		(8%)	561				
Medical Scientists		(7%)	548				
Aerospace Engineers > Alexander Local				< ×			
Search	*						
# Results: 1 # of Students: 1							
Schools		County	# of Students	IRN			
Alexander Jr. / Sr. High School		Athens	4	000315			
Career Interests > 2024 - 2034 > All Regions							
Quick Links 6:12 Remotion Transing and Report	Caluat Counter Southings		Contract Da		QA VARSITY x 02.0.	45	_
- Animatements and Training Product Committee	Socionari Annieli Locon Stranna bante						

ELEVEN

11. Career Profile

11.1. About This Report

The *Career Profile Report* displays aggregate data from the Career Profile search results on K-12 OhioMeansJobs. The data represents student Career Profile school searches.

There are six Career Profiles results. This report displays each of these Career Profiles, as well as aggregate data associated with each profile. The Career Profiles are:

- Artistic
- Conventional
- Enterprising
- Investigative
- Realistic
- Social

11.2. Viewing the Report

To access the Career Profile Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Career Profile.



= K12-Admin	n Reporting Tools 👘				- 3	Regional District State		8
		Career Profile > All Regions	> Graduation Years: 202	4 - 2034				
		Career Profi	le 👩 👼 📕					
		Total Stu	dents: 41,775					
c	areer Profile		ACount of Stude	ents				
A	rtistic	(19%		8,071				
R	ealistic	(18%		7,693				
S	ocial	(21%)		8,833				
le	vestigative	(17%)) 6,	929				
c	onventional	(5%	2,041					
E	nterprising	(20%		8,208				
Quick Links	Kill Commercia	(Canar Count Investory)	(Smart) in	-	C (2 (2 (2 (2 (2 (2 (2 (2 (2 (2 (2 (2 (2	QA VARSITY v.	12.0.45	
	Transition and Subject.	Category Protes Obscigation Sciently & 20	Eulema no DMJ Hale	deep (cont				
	Barger Carcuater	Separate Search						

The Report is displayed. By default, the top ten selected Career Profile are displayed.

You can click on either of the column headers to sort the list. The report contains the following elements (from top to bottom):

		Career Profile Report
Area	Report Item	Description
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE: These match the parameters set in the Filter Area at the top of the page.
Name		The name of the selected report.
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.
	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.
	Total Students Summary Count	Labeled Item(s) summarize the contents of the table below.
Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report con- tains the following columns:
		Career Profile
		Percentage
		Count of Students
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the bar corresponds to the percentage indicated in the line item.

11.3. Viewing a Specific Career Profile School

To view a specific **Career Profile**, two options are available. If the item which interests you is displayed on screen, click on the name of the **Career Profile**.

= hio K12	-Admin Reporting Tools				Regional District State	- 2
		Career Profile > All Regions >	Graduation Years: 2024 - 2034			
		Career Profile	0 8 8			
		Total Stude	ents: 41,775			
	Career Profile		Count of Students			
	Artistic	(19%)	8,071			
	Romitation	(18%)	7,693			
	Click to remove details about Realizes 110 SOCial	(21%)	8,833			
	Investigative	(17%)	6,929			
-	Conventional	(5%)	2,041			
	Enterprising	(20%)	8,208			
Quick		Direct Diator Investory	Contact 100	C 662	QA VARSITY	v.02.0.45
	Training and Support Assessments and Training	Exemption Proble Exemption Service & Service 1	Euternit on OV1 Historium Test of			
	Budget Cerculator	Schubertog Senection				

A pop-up is generated beneath the main report.

= Jobs K12-A	dmin Reporting Tools 💦 👘				Regional District State	 å
	Career Profile	e > All Regions > Graduation Years: 2024 - 2034				
	# Results: 464 # of Students: 7,693					
	Districts	County	# of Students	IRN		
	Achieve Career Preparatory Academy	Lucas	τ.	011507		
	Adams County/Ohio Valley Local	Adams	51	061903		
	Adena Local	Ross	Ø.	D49494		
	Alexander Island	Alleres.		041-0	1	
	Allen East Local	Alten	z	045757		
	Alternative Education Academy	Lucas	3	143396		
	Arina Local	Shelby	7	049755		
	Ansonia Local	Darke	54	046623		
	Anthony Wayne Local	Lucas	59	048207		
	Antwerp Local	Paulding	1	048991		
	Apoilo Joint Vocational SD	Alten		050773		
	Arcanum-Butler Local	Darke	2	046631		
	Archbold-Area Local	Fulton	28	047043		
	Ashland County Community Academy	Ashland	1	009971		
	Ashtabula Area City	Ashtabula	20	043513		

The pop-up contains the following, from top to bottom:

		District /	School Report					
Area	Report Item	Description	Description					
Pop-up Header	Name	The Name of the selected item.						
	Search Text Box		st will dynamically change to matc	becific data to be displayed in the pop-up. In your typing. The small X at the end of				
	Control Icons	Print, Export , and Close Overview.	Print , Export , and Close icons. The function of these icons is discussed in Chapter 3 - System Overview.					
	Summary Counts	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row		The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:					
		Local Users	District Users	State Users				
		School Name	School Name	District				
		# of Students	# of Students	County # of Students IRN				
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		ate range),as well as any footnotes to				

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.

= Chio K12-Admin Reporting Tools				Regional District. State	ł
	Career Profile > All	Regions > Graduation Years: 2024 - 2034			
Realistic					
Search	*		e	o ×	
# Results: 464 # of Students: 7,693					
Districts		County	# of Students	IRN	
Achieve Career Preparatory Academy		Locas	ī	011507	
Adams County/Ohio Valley Local		Adams	51	061903	
Adena Local		Ross	9	049494	
Alexander Local		Athens	1	045906	
Allen East Local		Allen	2	045757	
Alternative Education Academy		Lucias	3	143396	
Anna Local		Shelby	7	049759	
Ansonia Local		Darke	54	046623	
Anthony Wayne Local		Lucas	59	048207	
Antwerp Local		Paulding	1	048991	
Apollo Joint Vocational SD		Allen	1	050773	
Arcanum-Butler Local		Darke	2	046631	
Archbold-Area Local		Fulton	28	047043	

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

	Student Report							
Area	Report Item	Description						
			Page 81	Varsity Release March, 2024				

Pop-up Header	Name	The name of the selected item ir	breadcrumb format.						
	Search Text Box		1	cific data to be displayed in the pop-up.					
		Type in the box, and the list will dynamically change to match your typing. The small X at the end of the							
		Search Text Box can be clicked to clear the box.							
	Control Icons	Back, Print, Export, and Clo Overview.	Back , Print , Export , and Close icons. The function of these icons is discussed in <i>Chapter 3 - System Overview</i> .						
	Summary Counts	Labeled Items summarize the c	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row		The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:						
		Local Users	District Users	State Users					
		Student Name	Student Name	District					
		Email	Email	County					
		Score	Score	# of Students					
		Graduation Year	Graduation Year	IRN					
	Table Rows	Individual line item data.							
Pop-up Footer	Breadcrumb		The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.						

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

TWELVE

12. Group Summary

12.1. About This Report

The *Group Summary Report* displays aggregate data from the Group Summary search results on K-12 OhioMeansJobs. The data represents student Group Summary school searches.

12.2. Viewing the Report

To access the Group Summary Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Group Summary.



= Jobs H	K12-Admin Reporting Tools				Regiocal District	å
		Group Summary > All Regions >	Graduation Years: 2024 - 2034			
		Group Summary	0 8 1			
		Total Studen	ts: 216,236			
	Group Summary		ACount of Students			
	Apprenticeship Services	(0%)	146			
	Apprenticeships	(0%)	331			
	Assessments and Training	(1%)	2,495			
	Calendar Event	(0%)	108			
	Career Cluster	(54%)		117.601		
	Career Interests	(9%)	20,443			
	Career Plans	(5%)	10,770			
	Career Profile	(17%)	37,279			
	Documents.	(1%)	1,142			
	Job Applications	(0%)	52			
	Job Searches	(0%)	621			
	Jobs Saved	(1%)	1,712			
	OhioMeansJobs Readiness Seal	(0%)	13			
	Program Interests	(0%)	323			
	Resumes	(2%)	3,470			
	Scholarship Interests	(0%)	647			

The Report is displayed. By default, the top ten selected Group Summary are displayed.

You can click on either of the column headers to sort the list. The report contains the following elements (from top to bottom):

		Group Summary Report
Area	Report Item	Description
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE: These match the parameters set in the Filter Area at the top of the page.
	Name	The name of the selected report.
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.
	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.
	Total Students Summa- ry Count	Labeled Item(s) summarize the contents of the table below.
Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report con- tains the following columns:
		Group Summary
		Percentage
		Count of Students
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the bar corresponds to the percentage indicated in the line item.

12.3. Viewing a Specific Group Summary School

To view a specific **Group Summary School**, two options are available. If the item which interests you is displayed on screen, click on the name of the **Group Summary School**.

= K12-A	dmin Reporting Tools 💦 🔥				Regional District State	ø
	Gn	oup Summary > All Regions > (Graduation Years: 2024 - 2034			
		Group Summary	0 8 8			
		Total Studen	ts: 216,236			
	Group Summary		Count of Students			
	Apprenticeship Services	(0%)	146			
	Apprenticeships	(0%)	331			
	Assessments and Training	(1%)	2,495			
	Calendar Event	(0%)	108			
	Career Cluster	(54%)		117.601		
	Career Interests	(9%)	20,443			
	Career Plans	(5%)	10,770			
	Same Profile	11751	37,279			
	Documents	(1%)	1,142			
	Job Applications	(0%)	52			
	Job Searches	(0%)	621			
	Jobs Saved	(1%)	1,712			
	OhioMeansJobs Readiness Seal	(0%)	13			
	Program Interests	(0%)	323			
	Resumes	(2%)	3,470			
	Scholarship Interests	(0%)	647			

A pop-up is generated beneath the main report.

EXAMPLE TO A STREET FOR THE STREET ST					Regional District State	 Po
	Group Summary > All Regions > Gr	aduation Years: 2024 - 2034				
Target Salary	(8%)	17,205				
Career Profile						
Search.	*			5 O X		
# Results: 636 # of Students: 37,279						
Districts		County	# of Students	IRN		
Academy for Ulban Scholars Youngstown		Franklin	10	013249		
Achieve Career Preparatory Academy		Lucas		011507		
Ada Exempted Village		Hardin	1	045187		
Adams County/Ohio Valley Local		Adams	146	061903		
Adena Local		Ross	43	049494	-	
Auge Days		-010-		146.60	1.1	
Akros Middle School		Summit	1	012060		
Albert Einstein Academy for Letters, Arts and Scien	ices-Ohio	Cuyehoga	1	D13994		
Alexander Local		Athens	5	045906		
Allen East Local		Allien	10	045757		
Alternative Education Academy		Lacas	10	143396		
Anna Local		Shelby	23	049759		
A		August 1	THE			

The pop-up contains the following, from top to bottom:

		District /	School Report					
Area	Report Item	Description						
Pop-up Header	Name	The Name of the selected item.						
	Search Text Box	Type in the box, and the list	The Search Text Box may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and the list will dynamically change to match your typing. The small X at the end of the Search Text Box can be clicked to clear the box.					
	Control Icons	Print, Export , and Close Overview.	Print , Export , and Close icons. The function of these icons is discussed in Chapter 3 - System Overview.					
	Summary Counts	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains following columns:						
		Local Users	District Users	Regional / State Users				
		School Name # of Students	School Name # of Students	District County # of Students IRN				
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		te range),as well as any footnotes to				

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.

E Jobs K12-Admin	Reporting Tools				- *	Regional District State		2
Se	hool Interests	Group Summary > A	I Regions > Graduati (0%) 14	on Years: 2024 - 2034				
	rget Salary		(8%)	17,205				
Ca	reer Profile > Akron City				< 8 0	×		
Sar	irch:	×				^		
	≢ Results: 7 ≢ of Students: 12							
Se	hools		County	# of Students	IRN			
Ak	ron Alternative Academy		Summit	1	000363			
Ak	ron Early College High School		Summit	4	009145			
Bu	chtel High School		Summit	2	004077			
Ea	st Community Learning Center		Summit	1	009498			
En	rolled School Not Listed		Summit	i	999996			
Ga	rfield High School		Summit	2	013128			
Ho	me Schooled		Summit	1	999997			
Grou	p Summary > 2024 - 2034 > All Regions							
Quick Links	K-12 Parameters Training and Support	Carper Cluster Inventory Database Printle Otsusation Hearth & Statistics	Cirro	na) kig ng an DMA Programming Limonal		QA VARSITY v.82	0.45	
	Alexandrouts and Training Trainight Calculates	Ortaciante South & Science						

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

		Student Report	
Area	Report Item	Description	
		Page 86	Varsity Release March, 2024

Pop-up Header	Name	The name of the selected item i	n breadcrumb format.						
	Search Text Box		ll dynamically change to match y	ecific data to be displayed in the pop-up. your typing. The small X at the end of the					
	Control Icons			icons is discussed in <i>Chapter 3 - System</i>					
	Summary Counts	Labeled Items summarize the contents of the table below.							
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:							
		Local Users	District Users	Regional / State Users					
		Student Name	Student Name	District					
		Email	Email	County					
		Score	Score	# of Students					
		Graduation Year	Graduation Year	IRN					
	Table Rows	Individual line item data.							
Pop-up Footer	Breadcrumb	-	The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.						

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

THIRTEEN

13. Post-Secondary Schools

13.1. About This Report

The *Post-Secondary Schools Report* displays aggregate data from the school finder search results on K-12 OhioMeansJobs. The data represents student post-secondary school searches.

13.2. Viewing the Report

To access the School Finder Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Post-Secondary Schools.

Jobs	K12-Admin Reporting Tools		Regional District State				
	Home	Registration and Activity > All Regions > Graduation Years: 2024 - 2034 Date Range: 01/03/2024 - 04/02/2024					
Ne	Summary Reports	Apprenticeship Additional Services Apprenticeships Assessments Career Cluster Inventory Career Interests Career Profile Cours Summary Heat Geometry Schemen Program Interests Registration and Activity Scholarship Interests School Finder	Student Activity				
	Simileus 29 Jon 179	Northwest 27 506 189	Inactive Students 149,220 98%				
	Quick Links K-12 (Instantion Training web Disport	Carrent During Working Director Darsent Previous During					

= Jobs K12-Adr	min Reporting Tools 👘					. *	Regional District State		8
		Post-Secondary Schools > All Region	s > Graduation Years: 20	024 - 2034					
		Post-Secondary Sch	ools 👩 👼	123					
	Search for a post-	secondary school		*	Retrieve Data				
	(10) searchable post-	secondary schools are available.							
		Total Stud	ents: 21						
	Post-Secondary Schools		Count of Students						
	Dhio State University Misio Comput	(544)		6					
	Columbus State Community College	Citrik to review details about Drio S University-Main Dampus (29%)	tate 1						
	Sinclair Community College	(10%)	2						
	Toledo Restaurant Training Center	(5%)	1						
	Ashland University	(10%)	2						
	Case Western Reserve University	(10%)	2						
	Cleveland State University	(10%)	2						
	Columbus College Of Art And Design	(5%)	1						
	Ohio University-Main Campus	(10%)	2						
	University Of Cincinnati-Main Campus	(10%)	2						
Quick Links	Kori 2 Gammania Transing and Tanggani Agamania (and Tanàna Tanggang Gammania	Canadir (Susaar Inventory) - Canadir Prieting Galactic an Swepch & Simo Reference (Sanctor)	Downer Up Promotion (MCC) (1990)	Looma -			QA VARSITY	.02.0.45	

The Report is displayed. By default, the top ten selected Post-Secondary Schools are displayed.

You can click on either of the column headers to sort the list. The report contains the following elements (from top to bottom):

		Post-Secondary Schools Report					
Area	Report Item	Description					
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE: These match the parameters set in the Filter Area at the top of the page.					
	Name	The name of the selected report.					
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.					
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.					
	Feedback Icon Total Students Summary Count	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.					
		Labeled Item(s) summarize the contents of the table below.					
Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report con- tains the following columns:					
		Post-Secondary School					
		Percentage					
		Count of Students					
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the bar corresponds to the percentage indicated in the line item.					

13.3. Viewing a Specific Post-Secondary School

To view a specific **Post-Secondary School**, two options are available. If the item which interests you is displayed on screen, click on the name of the **Post-Secondary School**.

= Jobs K12-Adm	nin Reporting Tools						Regional District State		ø
		Post-Secondary Schools	> All Region	ns > Graduation Years: 20	24 - 2034				
		Post-Second	ary Sch	nools 👩 🖶	p				
	Search) for	la post-aecondary school			×	T Retrieve Data			
	(10) searchd	able post-secondary schools are available.							
			otal Stud	dents: 21					
	Post-Secondary Schools		0181 5100	Count of Students					
	Ohio State University-Main Campu	s	(29%)		6		 _		
	Columbus State Community Colleg	gé	(5%)	1					
	Sinclair Community College		(10%)	2					
	Taleda Aesiawant Traming Cimiar		1951	1					
	Ashland University	Cicle by review details about Toledo Restaurant raining Canter (6%)	(10%)	2					
	Case Western Reserve University		(10%)	2					
	Cleveland State University		(10%)	2					
	Columbus College Of Art And Desi	gn	(5%)	1					
	Ohio University-Main Campus		(10%)	2					
	University Of Cincinnati-Main Cam	pus	(10%)	2					
Quick Links	R-18 (GARMOOD Training and Support Assessments and Training (Seis)(b) Cardinates	Clarker Chadeb Importing Corres Perdian Designeen Sector & Sector		Element Operation of CALI Harmonic	Také		QA VARSIT	f w.02.0.45	

A pop-up is generated beneath the main report.

= Jobs K12-Admin	Reporting Tools 👘					Regional District State		2
		Post-Secondary Sci	nools > All Regi	ons > Graduation Years: 2024 - 2034				
Sir	clair Community College		(10%)	2				
Tol	edo Restaurant Training Center		(5%)	1				
As	hland University		(10%)	2				
Ca	se Western Reserve University		(10%)	2				
Cle	veland State University		(10%)	2				
Co	lumbus College Of Art And Design		(5%)	1				
Oh	io University-Main Campus		(10%)	2				
Un	iversity Of Cincinnati-Main Campus		(10%)	2				
Tole	do Restaurant Training Center							
Sea	ich.	×			50×			
	# Results: 1 # of Students: 1							
Dis	tricts	Count		# of Students	IRN			
Vier	ton County Local	Vinton		à.	050393			
Post-	Secondary Schools > 2024 - 2034 > All Reg	ions						
Quick Links	N N Reterne	Distant General Inconstry Connect Profiles	-	Danimi Un Raine an DMI Incident (Conf.		QA VARSITY V.02	0.45	_
	Automation and Taxong Puliper Carcinette	Occupation Bready & Inform Retrievelog Samers						

The pop-up contains the following, from top to bottom:

		District /	School Report							
Area	Report Item	Description								
Pop-up Header	Name	The Name of the selected i	tem.							
	Search Text Box		at will dynamically change to matc	becific data to be displayed in the pop-up. In your typing. The small X at the end of						
	Control Icons	Print, Export , and Close Overview.	icons. The function of these icons	s is discussed in Chapter 3 - System						
	Summary Counts	Labeled Items summarize the contents of the table below.								
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column benea column header can be clicked to sort the list in ascending or descending order. This report of following columns:								
		Local Users	District Users	Regional / State Users						
		School Name # of Students	School Name # of Students	District County # of Students IRN						
	Table Rows	Individual line item data.								
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		ate range),as well as any footnotes to						

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.

Line K12-Admin	Reporting Tools 💦 🏠				- 31	Regional District State	
		Post-Secon	dary Schools > All Regi	ons > Graduation Years: 2024 - 2034			
Sin	clair Community College		(10%)	2			
Tol	edo Restaurant Training Center		(5%)	1			
Ast	land University		(10%)	2			
Cas	e Western Reserve University		(10%)	2			
Cle	veland State University		(10%)	2			
Col	umbus College Of Art And Design		(5%)	1			
Ohi	o University-Main Campus		(10%)	2			
Uni	versity Of Cincinnati-Main Campus		(10%)	2			
Tole	do Restaurant Training Center				8 0 ×		
Simi	60	×					
	# Results: 1 # of Students: 1						
Dist	icts		County	# of Students	IRN		
Van	on Country Loope		Mar.	- 1 C	1000		
Post-	iecondary Schools > 2024 - 2034 > All Regi	ons					
Quick Links	9002 Permanente : Transe gand Sauguri	Carper Chapter in Datater Profile	weekery .	Corport Ma Surgery on 1994 (Surgeon Street		QA VARSITY v.02.0.45	

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

		Student	Report							
Area	Report Item	Description	Description							
Pop-up Header	Name	The name of the selected item in breadcrumb format.								
	Search Text Box		will dynamically change to match y	ecific data to be displayed in the pop-up. your typing. The small X at the end of the						
	Control Icons	Back, Print, Export, and Overview.	Close icons. The function of these	icons is discussed in <i>Chapter 3 - System</i>						
	Summary Counts	Labeled Items summarize the contents of the table below.								
Pop-up Data	Header Row	w The first row of the data contains column headers, which identify the data in column ber column header can be clicked to sort the list in ascending or descending order. This repor following columns:								
		Local Users	District Users	Regional / State Users						
		Student Name Email Graduation Year	Student Name Email Graduation Year	District County # of Students IRN						
	Table Rows	Individual line item data.								
Pop-up Footer	Breadcrumb	The click stream used to disp clarify the contents of the po		e range), as well as any footnotes to						

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

K12-Adr	nin Reporting Tools 🔥 🍙				Reg	ional District	2
		Post-Secondary School	> All Region	ns > Graduation Years: 2024 - 2034			
	Sinclair Community College		(10%)	2			
	Toledo Restaurant Training Center		(5%)	1			
	Ashland University		(10%)	2			
	Case Western Reserve University		(10%)	2			
	Cleveland State University		(10%)	2			
	Columbus College Of Art And Design		(5%)	1			
	Ohio University-Main Campus		(10%)	2			
	University Of Cincinnati-Main Campus		(10%)	2			
	Toledo Restaurant Training Center > Vinton Cou	inty Local					
	Simit	×			< 80 ×		
	# Results: 1 # of Students: 1						
	Schools		County	# of Students	IRN		
	Vinton County Middle School		Vinton	1	111526		
	Post-Secondary Schools > 2024 - 2034 > All Reg	ons					
Quick Links	0002 Processors Trucing and Support	Carver Ougar Investor, Datase Profile Official on Energy & S	- 1	Connect da Succession (1994) Programme Connect	266è	QA VARSITY V.02.0.45	
	Record Decoder	Schularanic Smarth					

FOURTEEN

14. Program Interests

14.1. About This Report

The *Program Interests Report* displays aggregate data from the school finder search results on K-12 OhioMeansJobs. The data represents student post-secondary school searches.

14.2. Viewing the Report

To access the School Finder Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Program Interests.



= hio K12-Ad	min Reporting Tools						Regional Student Only District Student		8
	Program Inter	ests > My Districts > Graduation 1	Years: 2023 - 2	033 Da	te Range: 12/13/2022 - 03/1	3/2023			
		Program Inte	erests @ Students:						
	Program Interests		ACo	unt of S	tudents				
	Ohiomeansjobs.Com	(20	0%)		5				
	Career Exploration Internship Program	(10	5%)		4				
	Aspire - Workforce and Adult Education	(13	2%)	3					
	Buckeye United	(12	2%)	3					
	Advanced Job Training (Ajt) Training Progra	ms (8	35)	2					
	Career Based Intervention (Cbi)	(8	3%)	2					
	Choose Ohio First Scholarship	(4	1%)	1					
	Co-Op Internship Program (Ohio Means Inte	rnships) [Omi] (8	35)	2					
	Striving To Achieve In Reading And Reentry	(Starr) (Starr)	3%)	2					
	Apprenticeship Council (State Of Ohio)	(4	1%)	1					
Quick	Links 1 4-2 American Transport and Strengt	Constructions Constructions Construction			iner by	.080	là	QA v 62.0	1.42

The Report is displayed. By default, the top ten selected Program Interests are displayed.

You can click on either of the column headers to sort the list. The report contains the following elements (from top to bottom):

		Post-Secondary Schools Report
Area	Report Item	Description
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE: These match the parameters set in the Filter Area at the top of the page.
	Name	The name of the selected report.
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.
	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.
	Total Students Summary Count	Labeled Item(s) summarize the contents of the table below.
Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report con- tains the following columns:
		Program Interest
		Percentage
		Count of Students
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the bar corresponds to the percentage indicated in the line item.

14.3. Viewing a Specific Program Interest

To view a specific **Program Interest**, two options are available. If the item which interests you is displayed on screen, click on the name of the **Program Interest**.

= Jobs K12-Admin Re	porting Tools						Regional Student Only District Student		8
104	Program Interests > My	Districts > Graduation Years	2023 - 2	033 Date	Range: 12/13/2022 - 0	3/13/2023			
		Program Interes	ts 🕜	ē					
		Total Stu	dents:	25					
Pro	ogram Interests		ACOL	int of Stu	idents				
Oh	iomeansjobs.Com	(20%)			5				
Ca	reer Exploration Internship Program	(16%)			4				
Δ.,	plyv - Workforce and Adult Education	(12%)		3					
Bu	ckeye United Click to review details about Aspine - Worki and Adult Education (12%)	(12%)		3					
Ad	vanced Job Training (Ajt) Training Programs	(8%)		2					
Ca	reer Based Intervention (Cbi)	(8%)		2					
Ch	oose Ohio First Scholarship	(4%)		(
Co	-Op Internship Program (Ohio Means Internships)	[Omi] (8%)		2					
Str	iving To Achieve In Reading And Reentry (Starr)	(8%)		2					
Ap	prenticeship Council (State Of Ohio)	(4%)		0					
Quick Links		- Servera		6	.00			QA v 92.0	42
	American and Torong Ba	an Podka opulným Besindi & Sol odla Natelilým Sukurda							

A pop-up is generated beneath the main report.

= Jobs K12-Admin R	eporting Tools 👘						Regional Student Only District Student		00
-	Progr	nam Interests > My Districts > Gr	aduation Years	2023 -	2033 Date Range: 12	/13/2022 - 03/13/2023			
c	areer Based Intervention (Cbi)		(8%)		2				
c	hoose Ohio First Scholarship		(4%)		1				
c	o-Op Internship Program (Ohio Mea	ans Internships) (Omi)	(8%)		2				
s	triving To Achieve In Reading And R	leentry (Starr)	(8%)		2				
	opprenticeship Council (State Of Oh	io)	(4%)		1				
A	spire - Workforce and Adult Education								
S	arch	×					5 6 ×		
	# Results: 3 # of Students: 3								
s	chools					# of Students			
	woonlabe is through the Arrest study (in models								
E	nrolled School Nat Listed					1			
L	inden-Mckinley STEM Academy								
Pro	gram interests > 2023 - 2033 > My Distri	cts							
Quick Links	K-12 Filmburble Theiring and Support	CaleAr Dubler Among			casactio			GA v 02.0.	62
	Alexandra de Transa Dan est Ca	Obseption Starph II Strainship South	-						

The pop-up contains the following, from top to bottom:

		District /	School Report					
Area	Report Item	Description						
Pop-up Header	Name	The Name of the selected item.						
	Search Text Box		t will dynamically change to matc	ecific data to be displayed in the pop-up. h your typing. The small X at the end of				
	Control Icons	Print, Export , and Close Overview.	Print , Export , and Close icons. The function of these icons is discussed in Chapter 3 - System Overview.					
	Summary Counts	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row			ntify the data in column beneath. Each descending order. This report contains the				
		Local Users	District Users	Regional / State Users				
		School Name # of Students	School Name # of Students	District County # of Students IRN				
	Table Rows	Individual line item data.	Individual line item data.					
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		te range),as well as any footnotes to				

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.

= Jobs K1	2-Admin Rep	orting Tools							Regional Student Only District Student		8
	DUC	Reye United Pro	gram Interests > My Districts > Gr	duation Years (12%)	2023 - 20	33 Date Range: "	12/13/2022 - 03/13/2023				
	Adv	anced Job Training (Ajt) Trainin	g Programs	(8%)		2					
	Car	eer Based Intervention (Cbi)		(8%)		2					
	Cho	ose Ohio First Scholarship		(4%)	1						
	Co-	Op Internship Program (Ohio M	eans Internships) (Omi)	(8%)		2					
	Stri	ring To Achieve In Reading And	Reentry (Starr)	(8%)		2					
	Арр	renticeship Council (State Of O	hio)	(4%)	1						
	Aspi	re - Workforce and Adult Education	Avondale Elementary School [Fr	anklin]							
	Sent	π	×					<	×		
		# Results: 1 # of Students: 1									
	Stud	ent Name	Email				Graduation Year				
	, Jo		ktest@k12admin.org				2025				
	Progra	m Interests > 2023 - 2033 > My Dist	ricts								
	* Stude asteris	ents marked with an asterisk (*) have k (*)	e opted out of detail reporting. The	y will only appe	ear in the s	immary reports.	Users may filter opted out	students by searching	for an		
	Quick Links	ri 12 Iounna	Colour Gamer Weeter	10		Come UI				QA v 02.0	42
		the magnetic base of	Cases Parties (haspaties been a								
		Rule Composition	Schemelie Search								

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

		Student Report	
Area	Report Item	Description	
		Page 96	Varsity Release March, 2024

Pop-up Header	Name	The name of the selected item	in breadcrumb format.						
	Search Text Box	Type in the box, and the list w	vill dynamically change to match y	ecific data to be displayed in the pop-up. your typing. The small X at the end of the					
		Search Text Box can be clicked to clear the box.							
	Control Icons	Back, Print, Export, and C	Close icons. The function of these	icons is discussed in <i>Chapter 3 - System</i>					
	Summary Counts	Labeled Items summarize the contents of the table below.							
Pop-up Data	Header Row	column header can be clicked following columns:	to sort the list in ascending or de	ify the data in column beneath. Each escending order. This report contains the					
		Local Users	District Users	Regional / State Users					
		Student Name	Student Name	District					
		Email	Email	County					
		Graduation Year	Graduation Year	# of Students					
				IRN					
	Table Rows	Individual line item data.							
Pop-up Footer	Breadcrumb	The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.							

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

FIFTEEN

15. Registration and Activity Reports

15.1. About These Reports

The Student Registration Report tracks students who have registered with the K-12 OhioMeansJobs.

The Student Activity Report tracks the overall activity (or inactivity) for selected student populations within K-12 OhioMeansJobs.

15.2. Viewing the Reports

To access the *Registration and Activity Reports*, click on the Home button, or click on the **K-12 Admin Reporting Tools menu**. Scroll down and select **Registration and Activity**. **NOTE**: This page is the default, or "Home" page of the system when users first login.

T Jobs	K12-Admin Reporting Tools	- 18-					 Regional District State		2
	Home	Scholarship in	terasts > All Regions =	Graduation Years	s: 2024 - 2034				
	Summary Reports	Apprenticeship Additional Services Apprenticeships Apprenticeships	hip Interes	ts 👔 👼	×	(T) Retrieve Data			
	Scholarship Interests	Carrier Cluster Inventory Career Interests Career Profile Group Summary	Total Studen	ts: 1,174	dents				
	\$2,000 Niche No Essay		(21%)		242				
	\$2,000 Minecraft Schola		(13%)	15-	4				
	Atlas Shrugged Feray C	or sinular and entire-	(6%)	69					
	Driver Edit atio Initiati	e Scholarship Interests	(10%)	112					
	Puse of Perseverance S	sc School Finder	(5%)	64					
	\$2,500 No-Essay Schola	rship - ScholarshipPoints	(12%)	140					
	Don't Text And Drive Sch	nolarship	(10%)	121					
	Love Your Career Schol	arship	(5%)	57					
	The \$25,000 "Be Bold" M	lo-Essay Scholarship	(11%)	124					
	Around the Corner from	College \$1,000 Scholarship	(8%)	91					
	Quick Links n in transmission Functional Accord Accord Common	Davar finans transmy Davar finans Practice finans		Darwer Mo	and the state		GA VARSITY	v.02.0.45	

The Reports are displayed.



The reports are displayed as to pie charts, side by side. **NOTE**: Local Access users are not credentialed to view the *Student Activity Report* and will see only the *Students Registered Report*.

15.3. The Students Registered Report

On the left (or centered, if it is the only report displayed), the *Students Registered Report* contains the following elements (from top to bottom):

		Post-Secondary Schools Report					
Area	Report Item	Description					
Report Header	Name	The name of the selected report.					
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.					
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.					
	Summary Counts	Labeled Item(s) summarize the contents of the table below.					
Report Data	Legend	A clickable color-coded legend for the pie chart.					
	Pie Chart	Each area of the chart contains the name of the data, and summary data which the area represents (counts and percentages). Data is displayed with individual colors. Pie chart sectors to which the user does not have drill-down access are displayed in gray.					
	Location Selection	Local Access and District Level Access users are also presented with a Location Selection drop-down menu beneath the pie chart. This menu contains a line item for each location which the user has access to. Click on the menu to change the location displayed in the pie chart.					

15.3.1. Viewing a Specific Students Registered Population

To view a specific **Students Registered** population, click directly on the colored data of the chart you want to view.

Jobs K1	2-Admin Reporting Tools 💦 👩			- X.	Regional District State	
-	Registration and Activity > All Regions > Graduat	ion Years: 2024 - 2034 Date Range: 01/03	8/2024 - 04/02/2024			
	Central		-	. o ×		
	Saarch					
	Districts	County	# of Students	IRN		
	A+ Arts Academy	Franklin	1	000556		
	Academy for Urban Scholars Youngstown	Franklin	51	013249		
	Amanda-Clearcreek Local	Fairfield	213	046847		
	Arts & College Preparatory Academy	Franklin	7	143610		
	Beautiful Savior Lutheran (Franklin)	Franklin	1	098525		
	Bellefontaine City	Logan	384	043588		
	Democratic Local					
	Berne Union Local	Fairfield	6	046854		
	Bexley City	Franklin	94	043620		
	Big Walnut Local	Delaware	56	046748		
	Bloom-Carroll Local	Fairfield	566	046862		
	Buckeye Community School	Madison	56	019152		
	Buckeye Community School	Marion	49	019152		
	Building Character Halfrad	Prophysics of				

The pop-up contains the following, from top to bottom:

		District / S	chool Report					
Area	Report Item	Description	Description					
Pop-up Header	Name	The Name of the selected it	em.					
	Search Text Box		t will dynamically change to match	ecific data to be displayed in the pop-up. h your typing. The small X at the end of				
	Control Icons	Print , Export , and Close Overview.	icons. The function of these icons	s is discussed in Chapter 3 - System				
	Summary Counts	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:						
		Local Users	District Users	Regional / State Users				
		School Name	School Name	District				
		# of Students	# of Students	County # of Students IRN				
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		te range),as well as any footnotes to				

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above will refresh the pop-up with constituent data for the selection.

= Chio	K12-Admin Reporting Tools					Regional District State
		Registration and Activity > All Regions > Gra	duation Years:	2024 - 2034 Date Range: 01/03/2024	- 04/02/2024	
	Central > Benjamin Logan Local Search # Results: 5 # of Students: 140	×			< ē o :	×
	Schools		County	# of Students	IRN	
	Benjamin Logan High School		Logan	1	021220	
	Benjamin Logan Middle School		Logan	134	061952	
	Enrolled School Not Listed		Logan	2	999996	
	Home Schooled		Logan	1	999997	
	Not Enrolled		Logan	2	999998	
	Registered Students > 2024 - 2034					
Qu	uick Links K-12 Resources Training and Support Alexandres and Training Budget Datisation	Convert Ourses Investing Dates Printle Ofssammer Meanth & Stresson Schedungsing Spanneri	1	Conjune) Ju Guerrel an DMA Hercomie Tosail		QA VARSITY 4.52.8.45

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

		Student	Report			
Area	Report Item	Description				
Pop-up Header	Name	The name of the selected item	in breadcrumb format.			
	Search Text Box	The Search Text Box may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and the list will dynamically change to match your typing. The small X at the end of the Search Text Box can be clicked to clear the box.				
	Control Icons	Back, Print, Export, and Close icons. The function of these icons is discussed in <i>Chapter 3 - System Overview</i> .				
	Summary Counts	Labeled Items summarize the contents of the table below.				
Pop-up Data	Header Row			ify the data in column beneath. Each escending order. This report contains the		
		Local Users	District Users	Regional / State Users		
		Student Name Email Graduation Year	Student Name Email Graduation Year	District County # of Students IRN		
	Table Rows	Individual line item data.				
Pop-up Footer	Breadcrumb	The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.				

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

15.4. The Student Activity Report

	Student Activity Report					
Area	Report Item	Description				
Report Header	Name	The name of the selected report.				
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview				
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.				
	Summary Counts	Labeled Item(s) summarize the contents of the table below.				
Report Data	Legend	A clickable color-coded legend for the pie chart.				
	Pie Chart	Each area of the chart contains the name of the data, and summary data which the area represents (counts and percentages). Data is displayed with individual colors. Pie chart sectors to which the user does not have drill-down access are displayed in gray.				

On the right the report displayed, the Student Activity Report contains the following elements (from top to bottom):

15.4.1. Viewing a Specific Student Activity Population

To view a specific **Student Activity** population, click directly on the colored data of the chart you want to view.

= Jobs K	12-Admin Reporting Tools 💦				Regional District State	Part of the second seco
	Registration and Activity > All Regions > Graduation Ye	ars: 2024 - 2034 Date Range: 01	/03/2024 - 04/02/2024			
	Activity For Students Search. × # Results: 261			ð & ×		
	# of Students: 3,174					
	Districts	County	# of Students	IRN		
	Academy for Urban Scholars Youngstown		3	013249		
	Ada Exempted Village		2	045187		
	Adena Local		2	049494		
	Akron Dity		162	043489		
	Albert Einstein Academy for Letters, Arts and Sciences-Ohio		4	013994		
	Alter San Goole		-	049767		
	Alliance City		4	D43497	1	
	Anthony Wayne Local		14	048207		
	Apollo Joint Vocational SD		22	050773		
	Ashland City		1	043505		
	Ashland County Community Academy		5	,009971		
	Ashtabula Area City		1	043513		
	Ashtabula County Joint Vocational SD		60	050815		

The pop-up contains the following, from top to bottom:

District / School Report				
Area	Report Item	Description		

Pop-up Header	Name	The Name of the selected ite	m.					
	Search Text Box	Type in the box, and the list	The Search Text Box may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and the list will dynamically change to match your typing. The small X at the end of the Search Text Box can be clicked to clear the box.					
	Control Icons	Print, Export , and Close i Overview.	Print , Export , and Close icons. The function of these icons is discussed in Chapter 3 - System Overview.					
	Summary Counts	Labeled Items summarize the	Labeled Items summarize the contents of the table below.					
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in colum column header can be clicked to sort the list in ascending or descending order. The following columns:						
		Local Users	District Users	Regional / State Users				
		School Name	School Name	District				
		# of Students	# of Students	County				
				# of Students				
				IRN				
	Table Rows	Individual line item data.	Individual line item data.					
Pop-up Footer	Breadcrumb	The clickstream used to display this pop-up (including the date range),as well as any footnotes to clarify the contents of the pop-up.						

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above will refresh the pop-up with constituent data for the selection.

= Jobs	K12-Admin Reporting Tools				Regi State	onal District
		Registration and Activity > All	Regions > Graduation	Years: 2024 - 2034 Date Range: 01/03/202	24 - 04/02/2024	
	Southeast Mrs Southeast 25,000 25	Northwest 27,566 108			Inactive Students 149 220 98%	
	Activity For Students > Allen E Search # Results: 1	ast Local			< 5 6 ×	
	# of Students: 48					
	Schools		County	# of Students	IRN	
	Allen East High School			48	000364	
	Student Activity > 2024 - 2034 >	- All Regions > 01/03/2024 - 04/0	2/2024			
	Quick Links K-12 Resources Treams and Support Assessments and Training Budget Debulator	Carrier Ouyan Darear Profile Ofcagainen Se Scelarante Sa	enth & Schools	Connect Us Submit on DNU Holgsons Tosat	C (10 è	QA VARSITY v.82.045

Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

Student Report				
Area	Report Item	Description		

Pop-up Header	Name	The name of the selected item	in breadcrumb format.				
	Search Text Box	The Search Text Box may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and the list will dynamically change to match your typing. The small X at the end of the					
		Search Text Box can be clicke	d to clear the box.				
	Control Icons	Back , Print , Export , and Close icons. The function of these icons is discussed in <i>Chapter 3 - System Overview</i> .					
	Summary Counts	Labeled Items summarize the contents of the table below.					
Pop-up Data	Header Row	column header can be clicked to sort the list in ascending or descending order. The following columns:					
		Local Users	District Users	Regional / State Users			
		Student Name	Student Name	District			
		Email	Email	County			
		Graduation Year	Graduation Year	# of Students			
				IRN			
	Table Rows	Individual line item data.					
Pop-up Footer	Breadcrumb	The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.					

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

SIXTEEN

16. Scholarship Interests

16.1. About This Report

The Scholarship Interests Report displays aggregate data from the school finder search results on K-12 OhioMeansJobs. The data represents student post-secondary school searches.

16.2. Viewing the Report

To access the School Finder Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Scholarship Interests.

= hio	K12-Admin Reporting Tools	. B				*	Regional District State		đ
	Home	Scholarship Interests > All Regions > Graduation Years: 2024 - 2034							
	Summary Reports y	Apprenticeship Additional Services Apprenticeships Assessments	hip Interes	ts 😧 🖶 🗖	(†) Retrieve Data				
	Scholarship Interests	Carrier Cluster Inventory Career Interests Career Profile	Total Studen	ts: 1,174					
	\$2,000 Niche No Essay S	Group Summary	(21%)	242					
	\$2,000 Minecraft Scholar	Post-Secondary Schools	(13%)	154					
	Atlas Shrugged Essay Co		(6%)	69					
	Driver Education Initiative	Scholarship Interests	(10%)	112					
	Pulse of Perseverance So	School Finder	(5%)	64					
	\$2,500 No-Essay Scholar	ship - ScholarshipPoints	(12%)	140					
	Don't Text And Drive Scho	blarship	(10%)	121					
	Love Your Career Scholar	ship	(5%)	57					
	The \$25,000 "Be Bold" No	-Essay Scholarship	(11%)	124					
	Around the Corner from C	College \$1,000 Scholarship	(8%)	91					
	Quick Links n D Insurement Insurement Index Insurement and Parameter	Carrier (mater sources) Carrier Sources Discussion (material sources) Sciences (material sources)	-	Correct Ko Reaming an (RA) Engineer, Essant (CA VARSITY U	92.6,45	

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The Report is displayed. By default, the top ten selected schools are displayed.

You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

	Scholarship Interests Report						
Area	Report Item	Description					
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE: These match the parameters set in the Filter Area at the top of the page.					
	Name	The name of the selected report.					
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.					
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.					
	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.					
	Search Text Box	To search for a specific item, click on the Search Text Box. A drop-down menu is provided for scroll- ing access, or you can type the name of the item directly in the box. The contents of the drop-down menu will change dynamically as you type.					
	Total Students Summary Count	Labeled Item(s) summarize the contents of the table below.					

Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report con- tains the following columns:
		Scholarship
		Percentage
		Count of Students
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the bar
		corresponds to the percentage indicated in the line item.

16.3. Viewing a Specific Scholarship Interest

To view a specific **Scholarship Interest**, two options are available. If the post-secondary school which interests you is displayed on screen, click on the name of the **Scholarship Interest**.

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A pop-up is generated beneath the main report.

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The pop-up contains the following, from top to bottom:

District / School Report						
Area	Report Item	Description				
Pop-up Header	Name	The Name of the selected item.				
	Search Text Box	The Search Text Box may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and the list will dynamically change to match your typing. The small X at the end of the Search Text Box can be clicked to clear the box.				
	Control Icons	Print , Export , and Close icons. The function of these icons is discussed in Chapter 3 - System Overview.				
	Summary Counts	Labeled Items summarize the contents of the table below.				
Pop-upData	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:				
		Local Users	District Users	Regional / State Users		
		School Name	School Name	District		
		# of Students	# of Students	County # of Students IRN		
	Table Rows	Individual line item data.				
Pop-up Footer	Breadcrumb	The clickstream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.				

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.
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Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

		Student	Report					
Area	Report Item	Description						
Pop-up Header	Name	The name of the selected item in breadcrumb format.						
	Search Text Box		vill dynamically change to match y	ecific data to be displayed in the pop-up. your typing. The small X at the end of the				
	Control Icons	Back, Print, Export, and C tem Overview.	Close icons. The function of these	icons is discussed in Chapter 3 - Sys-				
	Summary Counts	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Ea column header can be clicked to sort the list in ascending or descending order. This report contait following columns:						
		Local Users	District Users	Regioal / State Users				
		Student Name	Student Name	District				
		Email	Email	County				
		Graduation Year	# of Students IRN					
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.						

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

16.4. Searching for a School

The second method of viewing an individual post-secondary school is to use the Search Text Box to search for the desired post-secondary

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school. To do so, click on the Search Text Box and type or scroll to locate the desired post-secondary school.

In this example, the user has clicked in the Search Text Box and scrolled down to select the desired School.

After selecting the **School**, click the Retrieve Data button to display the School Finder data below the main report in a pop-up.

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17. School Finder

17.1. About This Report

The School Finder Report displays aggregate data from the school finder search results on K-12 OhioMeansJobs. The data represents student post-secondary school searches.

17.2. Viewing the Report

To access the School Finder Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select School Finder.



= K12-Adr	nin Reporting Tools 🛛 🍙					. *	Regional District State		8
		School Finder > All I	Regions > Gri	duation Years: 2024 - 2034					
		School	Finder	0 8 10					
	Sinnch for a save	school			* T Retrieve Data				
	(359) searchable say	ed schools are available.							
		Tot	al Studen	ts: 1,654					
	School Finder		6	Count of Students					
	Ohio State University-Main Campus		(18%)	305					
	The Ohio State University Columbus		(13%)	221					
	University of Cincinnati-Main Campus		(11%)	179					
	University of Toledo		(10%)	158					
	Cleveland State University		(9%)	157					
	University of Dayton		(8%)	136					
	Bowling Green State University-Main Can	euqu	(8%)	133					
	Youngstown State University		(8%)	126					
	Kent State University at Kent		(8%)	126					
	Kent State University		(7%)	113					
Quick Links	Korg Onice and Control of Control	Paren Coustr Investory Course Profile Vision on South & South		Contact Up Science on CM (2010) 1 (1)			QA VARSIT	r v.02.0.45	

The Report is displayed. By default, the top ten selected schools are displayed.

You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

	Post-Secondary Schools Report						
Area	Report Item	Description					
Report Header	Filter Header	The Report Header displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. NOTE: These match the parameters set in the Filter Area at the top of the page.					
	Name	The name of the selected report.					
	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.					
	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.					
	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.					
	Search Text Box	To search for a specific item, click on the Search Text Box. A drop-down menu is provided for scrolling access, or you can type the name of the item directly in the box. The contents of the drop-down menu will change dynamically as you type.					
	Total Students Sum- mary Count	Labeled Item(s) summarize the contents of the table below.					

Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns: School Finder Percentage
		Count of Students
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the
		bar corresponds to the percentage indicated in the line item.

17.3. Viewing a Specific School

To view a specific **School**, two options are available. If the post-secondary school which interests you is displayed on screen, click on the name of the **School**.

= K12-Ad	min Reporting Tools 👘					. *	Regional District State		2
		School Finder > A	Il Regions > G	raduation Years: 2024 - 2034					
		School	Finder						
	Soutch for a s	and mileral			× T Retrieve Data				
		e saved schools are available.			× [T] Retrieve Data				
		To	tal Stude	nts: 1,654					
	School Finder			ACount of Students					
	Ohio State University-Main Campus		(18%)	305					
	The Ohio State University - Columbu	5	(13%)	221					
	University of Cincinnati-Main Campus	5	(11%)	179					
	University of Toledo		(10%)	158					
	Cleveland State University		(9%)	157					
	movementy of Dayton		(05)	136					
	Bowling Green St. Click to review details and	a University of Depter (Billy	(8%)	133					
	Youngstown State University		(8%)	126					
	Kent State University at Kent		(8%)	126					
	Kent State University		(7%)	113					
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	Training and Support Associational Support	Carrier Profile Company's Search & Service		Sparrit an OLD Human Takat					
	(this)(bi) Calculates	Redevidence of Consenting							

A pop-up is generated beneath the main report.

Libo K12-Admin Reporting Tools				Regional District State	
	hool Finder > All Regions > Grad	uation Years: 2024 - 2034			 -
University of Dayton	(8%)	136			-
Bowling Green State University-Main Campus	(8%)	133			
Youngstown State University	(8%)	126			
Kent State University at Kent	(8%)	126			
Kent State University	(7%)	113			
University of Dayton					
Sauren x			ē 6 ×		
Results: 23 # of Students: 136					
Districts	County	# of Students	IRN		
Cincinnati City	Hamilton	23	043752		
Dayton City	Montgomery	3	043844		
Delaware City	Delaware	1	043877		
Representation Provide					
Fostoria City	Seneca	ĩ	043992		
Gallipolis City	Gallia	2.	044032		
Graham Local	Champaign	1	046193		
Hillsboro City	Highland	1	044123		
Hubbard Exempted Village	Trumbull	В	045427		
Manifest Pilter	Mairles		044172		

The pop-up contains the following, from top to bottom:

		District / S	School Report					
Area	Report Item	Description	Description					
Pop-up Header	Name	The Name of the selected it	em.					
	Search Text Box	The Search Text Box may be used to search for and limit specific data to be displayed in the pop-Type in the box, and the list will dynamically change to match your typing. The small X at the end the Search Text Box can be clicked to clear the box. Print, Export, and Close icons. The function of these icons is discussed in Chapter 3 - System Overview. Labeled Items summarize the contents of the table below.						
	Control Icons							
	Summary Counts							
Pop-up Data	Header Row	The first row of the data contains column headers, which identify the data in column beneath. Eac column header can be clicked to sort the list in ascending or descending order. This report contain following columns:						
		Local Users	District Users	Regional / State Users				
		School Name	School Name	District				
		# of Students	County # of Students IRN					
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The clickstream used to dis clarify the contents of the p		te range),as well as any footnotes to				

From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.

Page 114

niversity of Cincinnati-Main Campus Iniversity of Toledo Jeveland State University Iniversity of Dayton owling Green State University-Main Campu Joungstown State University		Regions > Gradur (11%) (10%) (9%) (8%) (8%)	ttion Years: 2024 - 2034 179 158 157 136				
niversity of Toledo Jeveland State University Iniversity of Dayton owling Green State University-Main Campu	JS	(10%) (9%) (8%)	158				
leveland State University Iniversity of Dayton Iowling Green State University-Main Campu	19	(9%) (8%)	157				
Iniversity of Dayton cowling Green State University-Main Campu	US	(8%)					
owling Green State University-Main Campu	us		136				
the second second second second second	US.	(8%)					
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		(8%)	126				
ent State University at Kent		(8%)	126				
ent State University		(7%)	113				
niversity of Dayton > Fayetteville Perry Local							
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# Results: 1 # of Students: 3							
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Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

		Studen	: Report					
Area	Report Item	Description						
Pop-up Header	Name	The name of the selected item in breadcrumb format.						
	Search Text Box		will dynamically change to match y	ecific data to be displayed in the pop-up. your typing. The small X at the end of the				
	Control Icons	Back, Print, Export, and Overview.	C lose icons. The function of these	icons is discussed in <i>Chapter 3 - System</i>				
	Summary Counts	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row			ify the data in column beneath. Each escending order. This report contains the				
		Local Users	District Users	Regional / State Users				
		School Name	School Name	District				
		Email	Email	County				
		Graduation Year Graduation Year # of Students IRN						
	Table Rows	Individual line item data.						
Pop-up Footer	Breadcrumb	The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.						

Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

17.4. Searching for a School

The second method of viewing an individual post-secondary school is to use the Search Text Box to search for the desired post-secondary

= Lobs K12	2-Admin Reporting Tools						Regional District State		8
		School Finder >	All Regions > (iraduation Years: 2024 - 2034					
		Schoo	ol Finder	0 8 10					
		Seent for a basist action			× (7) Retrieve Da	ta			
		Bowling Green State University							
		Ohio University-Main Campus							
	School Finder	Capital University							
	Ohio State University-Mai The Ohio State University University of Cincinnati-N	Ohio University							
	University of Toledo		(10%)	158					
	Cleveland State University	Y	(9%)	157					
	University of Dayton		(8%)	136					
	Bowling Green State Univ	ersity-Main Campus	(8%)	133					
	Youngstown State Univer-	sity	(8%)	126					
	Kent State University at K	ent	(8%)	126					
	Kent State University		(7%)	113					
Quick	ELINKS HELT Processor Transmig and Learner Alexandrianty in Journey Builtiek Christian	Classe Chate Hyperfay Category Parlin Chargedon Handid & Hyperson Subscherty Samph		Overheit Me Schemi an OMJ erwassen Tahe		in 🛎	GA VARSITY	v.02.0.45	

school. To do so, click on the Search Text Box and type or scroll to locate the desired post-secondary school.

In this example, the user has clicked in the Search Text Box and scrolled down to select the desired School.

After selecting the **School**, click the Retrieve Data button to display the School Finder data below the main report in a pop-up.

= Chio K12-Admin Reporting Tools				Region State	al District
	School Fin	der > All Regions > Graduation Years: 20	24 - 2034		
Capital University Subsects	×			8 6 ×	
# Results: 29 # of Students; 101					
Districts		County	# of Students	IRN	
Aurora City		Portage	()	.049171	
Clear Fork Valley Local		Richland	1	049411	
Cleveland Municipal		Cuyahoga	1	043786	
Columbiana Exempted Village		Columbiana	2	045328	
Columbus City School District		Franklin	3	043802	
Coshocton City		Coshocton	1	043828	
Delaware City		Delaware	· •	043877	
Fayetteville-Perry Local		Browm	3	046045	
Franklin Local		Muskingum	1	048843	
Galion City		Crawford	1	044024	
Gallipolis City		Gullin	8	044032	
Hubbard Exempted Village		Trumbult	12	045427	
Huntington Local		Ross	2	049502	
Ironion City		4 average	7	044149	

Detail Reports

K-12 Admin Reporting Tools



	K-12 Admin Report	ting Tools	
Summary Reports	Detail Reports	Action Reports	K-12 Admin Reporting Tools Menu
Apprenticeships Additional Services (Chapter 6)	Group Detail	OhioMeansJobs	Summary Reports
Apprenticeships (Chapter 7)	(Chapter 18)	Readiness Seal	Apprenticeship Additional Services
Assessments (Chapter 8)	Student Activity	(Chapter 10)	Apprenticeships
Career Cluster Inventory (Chapter 9)	(Chapter 19)		Assessments
Career Interests (Chapter 10)			Career Cluster Inventory
Career Profile (Chapter 11)			Career Interests
Group Summary (Chapter 12)			Career Profile
Post-Secondary Schools (Chapter 13)			Group Summary
Program Interests (Chapter 14)			Post-Secondary Schools
Registration and Activity (Chapter 15)			Program Interests
Scholarship Interests (Chapter 16)			Registration and Activity
School Finder (Chapter 17)			Scholarship Interests
			Registration and Activity
			Scholarship Interests
			School Finder
			Detail Reports
			Group Detail
			Student Activity
			Action Reports
			OhioMeansJobs Readiness Seal

EIGHTEEN

18. Group Detail

18.1. About This Report

The Group Detail Report displays aggregate data from Group Detail search results on K-12 OhioMeansJobs. The data represents student Group Detail data.

NOTE: This Report is not visible to State or District Only users.

18.2. Viewing the Report

To access the School Finder Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Group Detail.



NOTE: It is important to set your date filters prior accessing the Group Detail Report. Date filters are set by clicking on the Filter Icon in the upper left-hand corner of the screen. For more detailed information on the use of the Date Filtering function, refer to section 3.2.3 Date Filtering in this User Guide. It is important to set your filter criteria prior to using this Report. Refer to Chapter 2 - System Overview for information on setting up your data filters.

The Report is displayed.

Search by student inform	ation: * K	6 D March Io providence Datase.	Group De	tail 👔 🖶	- 8 10	et Courte	Show	wing 1 - 10 o
Studeni Neme	School Name	Budent Encol	Greeke um Teer	Pareni (Jame	Parent Email	Appresident App	remutating Additional Servi	Les American
Aaden*	Enrolled School Not Listed	.m.fite@k12admin.org	2026			-	-	~
Aaliyah	Champion Middle School [Frankl_	65@k12admin.org	2024			D	0	Ó
Aaliyah	Home Schooled	gho2006@k12admin.org	2024			0	0	0
Aamaiya	Not Enrolled	yasnow10@k12admin.org	2024	mrssnowman33@y_	mrssnowman33@yahoo.co	m O	0	0
aamaiya*	Linden-Mckinley STEM Academy	63@k12admin.org	2024	latishasnow33@gm_	latishasnow33@gmail.com	-	-	-
Aaren	Sherwood Middle School	23@k12admin.org	2027			0	0	0
Aaron	Woodward Park Middle School	00@k12admin.org	2024			ō	Ö	Ő
Aaron	Woodward Park Middle School	63@k12admin.org	2025			0	Ó	0
Aaron	Columbus Downtown High Scho	r2428@k12admin.org	2024			0	0	0
AAtonno	Enrolled School Not Listed	ington740@k12admin.org	2024			0	0	0
							Sho	wing 1 - 10 of 1,1
Quick Lin	KE R-12 Removing	Spreed Disclarit Im Causer Proble	alog.	Context Up	Higdes/Tawr	C # III #	QA VARSITY v	12.0.45

You can click on any of the column headers to sort the list. The default sort is by student name in ascending order. The report contains the following elements (from top to bottom):

			Post-Secondary Schools Report
Area		Report Item	Description
Report Header	1	Name	The name of the selected report.
	2	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.
	3	Print Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.
	4	Feedback Icon	The function of the Feedback Icon is discussed in Chapter 3 - System Overview.
	5	Search Text Box	To search for a specific item, click on the Search Text Box. A drop-down menu is provided for scrolling access, or you can type the name of the item directly in the box. The contents of the drop-down menu will change dynamically as you type.
	6	Control Icons	Back, Export, Column Options. The first three Icons are discussed in
	7	Summary Counts	The right-hand side of the Header area contains labeled line item counts which display the Line Number Range currently on display. Beneath this are two icons for paging Back (the arrow pointing left) and Forward (the arrow point Right). NOTE: The system is config- ured to display a maximum of 50 records at a time. Click these items to move forward or back in the list in 50-record increments.

List Filter Options	8	Student Activity Filter	Click to display All Students, only Active Students, or only Inactive Students. The Active and Inactive student counts and item displays are consistent with those provided in the Student Activity Report on the Registration and Activity Report page (the Home Page).						
	9	Number of items displayed	Click to select the pagination value in groups of 10, 20, 50, 100, 500, or 1000 Student records.						
Report Data		Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:						
			Field	Туре	Link to Detail				
			Student Name School Name Student Email Graduation Year Parent Name Parent Email	 Demographic Can be hidden (except for Student Name) 	None				
			ApprenticeshipsApprenticeshipAdditional Services AssessmentsCalendar EventsDocumentsOhioMeansJobsReadiness SealScholarship Interests SchoolFinderSchool InterestsCareer Cluster InventoryCareer PlansCareer ProfileProgram InterestsJobs SavedJobs SearchesResumesTarget Salary	 Calculated Can be hidden Figures listed in blue are linked to detailed information about the student. 	Yes. Links to the relevant section of the student's Student Activity Report. For more information, on the Student Activity report, refer to Chapter 15 - Student Activity Report				
Report Footer		Paging Icons	NOTE: If all columns are on disp data. The first column will remain The right-hand side of the Footer Number Range currently on displ	visible on screen regardless of h area contains labeled line item c ay. Beneath this are two icons fo	orizontal scrolling. ounts for the Line r paging Back (the arrow				
			pointing left) and Forward (the ar display a maximum of 50 records		e system is configured to				
Filter Header	12	Breadcrumb	The Report header displays the Re Year and Date Range Filter setting NOTE: These match the paramet	eport Name, selected Report Sec gs that have been selected by the	user for the report.				

18.3. Paging Through the List

If the list is longer than a single screen, you can page forward and backward through long lists of names by using the Forward and Back Icons. To do so, click the Forward or Back icons located on the right-hand side of either Header or footer of the report. In the following example, the user has clicked the Forward Icon twice, and is viewing records 101-150 of the list of students.

You can also control how many items are displayed on a page by clicking the Change # Drop-down Mer	You can also control how ma	ny items are displayed or	n a page by clicking the	Change # Drop-down Menu
--	-----------------------------	---------------------------	--------------------------	-------------------------

hio Jobs K12-Adn	nin Reporting Tools	×					¢	Regional District District Student	
		Group Detail > My Districts >	Graduation Ye	ars: 2024 - 2034 Date F	Range: 01/03/2024 - 04/	02/2024			
		(Group De	tail 👩 👼	ER .				
				Teller Students		* 1-10-		Chie	wing 1 - 10 of 1,8
Search by student information	»0. × <	۵ ۵		All Students		10		010	Ming 1 - 10 01 1,0
Sudent Name	Survey Name	Studies Bred 2	Industrian Yee	Turent Name	, and Emil	20	-	nių, Adasora Ser	ing Amount
Naden*	Enrolled School Not Listed	.m.fite@k12admin.org	2026			50		*	~
Aaliyah	Champion Middle School [Frankl	65@k12admin.org	2024			100		0	ġ.
Aaliyah	Home Schooled	gho2006@k12admin.org	2024			500		0	0
Samaiya	Not Enrolled	yasnow10@k12admin.org	2024	mrssnowman33@y	mrssnowman33@yal	1000		þ	0
amaiya*	Linden-Mckinley STEM Academy	63@k12admin.org	2024	latishasnow33@gm	latishasnow33@gma-		_	+	-
Aaren	Sherwood Middle School	23@k12admin.org	2027			0		0	0
Aaron	Woodward Park Middle School	00@k12admin.org	2024			0		0	0
Aaron	Woodward Park Middle School	63@k12admin.org	2025			0		Q	Q
Aaron	Columbus Downtown High Scho.	r2428@k12admin.org	2024			0		0	0
Atonno	Enrolled School Not Listed	ington740@k12admin.org	2024			0.		0	0
								Sho	wing 1 - 10 of 1,8
Quick Links	K-12 Ramonee	Career Chinese leven	· .	Densei Us				OA VARSITY	v 02.0.45
	Training and Supplifs Assessminist and Training	Chiver Profits Demosimen Swatch &	Crownill	Stamm an Ohio	Contrasting Lines				
	Radget Cascality	Scholaming Swarth	Post in the						

18.4. Filtering the Student List

If the list of records is very large, it may be impractical to scroll through the list smaller increments. There are two ways to accomplish this:

1. Use the Search Text Box to quickly filter the list to only those students of interest. **NOTE**: Hovering your pointing device over an individual line item will highlight it in gray for easier reading.

Jobs K12-	Admin Reporting Tool	s 🕴	£						¢	Regional District District Student		
			Group Detail > My D	listricts > Graduation	Years: 2024 - 20	034 Date R	ange: 01/03/2024	- 04/02/2024				
Search by student information astors	×	<	۵ ۵	Group I		Eudents	•	Studies Court 100			Showing	1 - 3
Studiem Name	School Name		Student Envel	Graduation Vear	Parnet Name	Parent Ema	Apprenticeship	Approximable A	dditional Gervice	e konstante Cale	nder Evenn	Doci
Aaron	Woodward Park Middle	e School	00@k12admin.org	2024			0		0	٥	Û	
Aaron	Woodward Park Middle	e School	63@k12admin.org	2025			0		D	0	0	
Aaron	Columbus Downtown H	High Scho	r2428@k12admin.or	g 2024			0		D	0	0	

2. The second way to shorten the list is to use the Student Activity Drop-down menu. Click on the menu and select the Student Population that you would like to review. In the example below, the population has been changed from Active Students to All students, resulting in a larger count of students containing the name Al.

Jobs K12-A	dmin Reporting Tools					۵	Regional District District Student	- 8
		Group Detail > My Districts >	Graduation Years:	2024 - 2034 Date Range	: 01/03/2024 - 04/02/2024			
Search by student inform	uilan × K	• •	Group Detai	All-Studiens	100	-	Showing	1 - 100 of 1,808 ▶I
	Sul mail a serve	Teadors (Press		Active Students			and the second second	-
Aaden*	Enrolled School Not Listed	.m.fite@k12admin.org	2026	Inactive Students		-	-	~
Aaliyah	Champion Middle School [Frankl_	65@k12admin.org	2024			Ó.	Ó.	t
Aaliyah	Home Schooled	gho2006@k12admin.org	2024			0	0	2
Aamaiya	Not Enrolled	yasnow10@k12admin.org	2024	mrssnowman33@y	mrssnowman33@yahoo.com	0	0	ŗ
aamaiya*	Linden-Mckinley STEM Academy	63@k12admin.org	2024	latishasnow33@gm_	latishasnow33@gmail.com	~	-	-
Aaren	Sherwood Middle School	23@k12admin.org	2027			D	0	t
Aaron	Columbus Downtown High Scho_	r2428@k12admin.org	2024			0	0	¢.
Aaron	Woodward Park Middle School	00@k12admin.org	2024			0	0	۲.
Aaron	Woodward Park Middle School	63@k12admin.org	2025			0	0	¢
AAtonno	Enrolled School Not Listed	ington740@k12admin.org	2024			0	0	ţ
abbiegail*	Westmoor Middle School	gallc12@k12admin.org	2024			~	-	2
Abdellah	Columbus Alternative High Scho	91@k12admin.org	2024			D.	٥	¢.
Abdi	Woodward Park Middle School	51@k12admin.org	2024			Ú.	0	¢.
Abdifatah	Woodward Park Middle School	62@k12admin.org	2027	Hphozia@yahoo.com	Hphozia@yahoo.com	0	0	1
Abdifatah	West High School	81@k12admin.org	2024			0	0	ŗ
Abdoulaye	Independence High School [Fran_	84@k12admin.org	2024			D	0	ţ
abdul*	Columbus Alternative High Scho	02142007a@k12admin.org	2025			-	-	
Abdul-Adl	Independence High School [Fran.	07@k12admin.org	2024			a	0	ć
Abdullahi	Columbus Alternative High Scho	81/@k12admin.org	2024	hassank114@hotm_	hassank114@hotmail.com	0	0	

2.4.1. Hiding and Unhiding Columns

To hide data columns, click on the Column Options Icon (the inverted triangle). A pop-up menu will appear listing each of the table

columns with a check box to view or hide the column. Every column currently displayed will have a check mark in the indicator box next to the column name. All items on the list are checked/enabled by default.

Jobs K12-	Admin Reporting Tools 🔹 🌴						4	Regional District District Studens	. 2
		Group Deta	il > My Districts > Graduation Years: 2024	- 2034 Date	Range: 01/03/2024 -	04/02/2024			
			Group Detail						
				une trapente		Unsignet Count		Showing T	- 100 of 1,808
Search by student miles	rmation. x 🤇	0		All Students	+	100	+	or other here a	NI NI
Student Memo	Schwol Minne	the allow	Column Options		ite: Canadar Samila	Occumentic (M	InMone.Iche Pressee	s Ros Scholamhin Inline	de School F
Aaden*	Enrolled School Not Liste	-	5 School Name	-	-	-	-	-	-
Aaliyah	Champion Middle School [Frankl	0	Student Email	ò	0	0	0	٥	D.
Aaliyah	Home Schooled	0	Graduation Year	0	D	Ó	0	ö	0
Aamaiya	Not Enrolled	Q	Parent Name Parent Email	0	ø	0	0	p	Q
aamaiya*	Linden-Mckinley STEM Academy	-	Apprenticeships		-	-	-	-	-
Aaren	Sherwood Middle School	0	S Apprenticeship Additional Services	0	D	0	D	U	0
Aaron	Columbus Downtown High Scho	0	T Assessments	0	.0	0	0	0	0
Aaron	Woodward Park Middle School	0	🛤 Malanitse Europe	0	۵	ò	0	0	D
Aaron	Woodward Park Middle School	0	0	0	Ø	0	0	0	0
AAtonno	Enrolled School Not Listed	0	0	0	D	0	0	0	0
abbiegail*	Westmoor Middle School	-	-	-	-	-	-		-
Abdellah	Columbus Alternative High Scho	0	0	D	D	0	D	0	0
Abdi	Woodward Park Middle School	0	0	0	0	0	0	û	٥
Abdifatah	Woodward Park Middle School	0	0.	0	0	Ò	0	0	Ū
Abdifatah	West High School	0	0	0	٥	0	0	D	0
Abdoulaye	Independence High School (Fran_	0	0	0	Q	0	0	α	0
abdul*	Columbus Alternative High Scho	-	-	~	-	-	-		-
Abdul-Adl	Independence High School (Fran-	0	0	D	D	0	D	D	D
Abdullahi	Columbus Alternative High Scho	ũ.	n i	.0	ġ.	0	â	a	0.

In this case, the user has deselected/hidden several columns with the goal of showing less data on the page. This can be useful if your intent is to print the report.

NOTE: The Student Name column cannot be hidden.

When you are finished, click the Column Options Icon again to show all the columns.

Jobs K12-	Admin Reporting Tools	1					¢	Regional District District Student	- 2
		Group Detail > M	ly Districts > Graduation Years: 2	024 - 2034 Date Ran	ge: 01/03/2024 - 0	04/02/2024			
			Group Detail	0 8 1	L				
				Filler Studients		Solid Low		Showing	1 - 100 of 1,808
Search by student info	rmation. × <	0 A	lumn Options	All Students	*	100	*		•1
incom lane	Served home		Show / Hide All	Lines.	Perm Brial		Appendict to be		Non Aner
Aaden*	Enrolled School Not Listed	.m.fite@k12a	School Name				-	~	-
Aaliyah	Champion Middle School [Frankl_	65@k12adm	Student Email				a	0	c
Aaliyah	Home Schooled	gho2006@k1	Graduation Year				0	0	¢
Aamaiya	Not Enrolled	vasnow10@k	Parent Name Parent Email	owman33@y_	mrssnowman3	3@yahoo.com	0	0	c
aamaiya*	Linden-Mckinley STEM Academy	620140.dm	Apprenticeships	isnow33@gm_	latishasnow33	@gmail.com	-	+	-
Aaren	Sherwood Middle School	23@k12admi 👩	Apprenticeship Additional Servi	tes			ō	0	¢
Aaron	Columbus Downtown High Scho	r2428@k12a 🗾	Assessments				0	0	c
Aaron	Woodward Park Middle School	00@k12adml	Palandar Evanta	-			Ó	0	r
Aaron	Woodward Park Middle School	63@k12admin.org	g 2025				0	0	,t
AAtonno	Enrolled School Not Listed	ington740@k12ad	dmin.org 2024				0	0	¢
abbiegail*	Westmoor Middle School	gailc12@k12admi	in org 2024				-	~	~
Abdellah	Columbus Alternative High Scho	91@k12admin.org	9 2024				0	0	¢
Abdi	Woodward Park Middle School	51@k12admin.org	g 2024				0	0	ť
Abdifatah	Woodward Park Middle School	62@k12admin.org	g 2027	Hphozia@yahoo.com	Hphozia@yaho	o.com	0	0	,c
Abdifatah	West High School	81@k12admin.org	9 2024				0.	0	¢
Abdoulaye	Independence High School (Fran.	84@k12admin.org	g 2024				0	0	¢
abdul*	Columbus Alternative High Scho	02142007a@k12a	admin.org 2025				÷	1	-
Abdul-Adl	Independence High School (Fran-	07@k12admin.org	9 2024				0	0	C.

2.4.2. Inspecting Specific Data

You can click on any of the Group Detail data items that are displayed in blue to view additional metadata for that item. To do so, select a student from the Group Detail Report. You can narrow the display of students by using the Search Text Box, as shown previously.

Then click on any Group Detail data item to view metadata for the selected metric. In the following example, the user scrolls right and selects Career Cluster Inventory for Albert by clicking on the number 42 link shown in blue.

NOTE: Clickable items in the report are represented with blue text and a green block mouseover, as show. Items that are not clickable are listed in black text with a gray block mouseover.

The associated data records for Albert are displayed in a pop-up that opens beneath the selected student, as shown below:

The data for Career Cluster includes:

- Career Cluster The title of the Career Cluster
- Score The score associated with that Apprenticeship
- Change Type The student action type (see table below)
- Date Saved The date that the student performed the action

Please note that the specific metadata available for each of the Group Detail data items will vary based on the specific data item characteristics.

In addition to the data item itself, a Change Type field is displayed, which provides information about the status and history of the data point. The Change Type can have three values, as follows:

Change Type	Description
Ι	Indicates that a new value has been inserted (for the first time) or reinserted (if previously deleted).
U	Indicates that a data value has been updated from a previous value.
D	Indicates that a previous data value has been deleted.

2.4.3. Hidden Data

Some data in the system can be restricted by the student from viewing by users of the K-12 Admin System. In such cases, students can make selections, but prevent others from seeing those selections. In these cases, dashes appear in the Group Detail report, as shown here:



2.4.4. Restoring the List

Finally, to restore the entire list of students, you can click the Show All icon. The Show All icon appears to the right of the Column Options icon when the full list has been filtered by the Search Text Box. You can also click the small X at the end of the Search Text Box to clear the field and restore the list.



NINETEEN

19. Student Activity

19.1. About This Report

The Student Activity Report displays a student's most recent activity within their K-12 OhioMeansJobs Profile, which includes results from tools like Career Interests, Career Planning, Budgeting, Tools for College and Career Readiness, Resume assistance, and Job Search assistance.

NOTE: This Report is not visible to State or District Only users.

19.2. Viewing the Report





You are now presented with a screen with drop-down and Search Text Box fields to assist you in locating a student. Initially, the screen is blank.

The Report is displayed.

hio bs.	K12-Admin Reporting Tools	*	2 Student Activity @	3		A Regional District
4	Columbus City School District - 043802 *					
5	Buckeye Middle School - 004135 -					
6	Search for a student.	×				
7	🗊 Retrieve Data 🗸 🥎 🤇	0				
	Student Information: Leah School; Euclarye Missie School Diamon (2029 E-mail makepint (adminiary				işarçh	1 6 - 6
	Item				Value	Date Saved
	Available Time Start					08/27/2022
	Career Level					08/27/2022
	City					08/27/2022
	Confidential				0	08/27/2022
	Country Code				US	08/27/2022
	County				Franklin	05/21/2015
	Date Registered				2022-08-25	08/27/2022
	District				Columbus City School District	06/26/2015
	E-mail				rooks@k12admin.org	08/27/2022
	Enrollment Status				Enrolled	08/27/2022

You can click on any of the column headers to sort the list. The default sort is by student name in ascending order. The report contains the following elements (from top to bottom):

Post-Secondary Schools Report			
Area		Report Item	Description
Report Header	1	Name	The name of the selected report.
	2	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.
	3	Print Icon and Feed- back Icon	The function of the Print Icon is discussed in Chapter 3 - System Overview.
	4	Districts Drop- down Menu	Clicking on Districts drop-down menu provides a list of Districts which you have access to. Scroll down to select the District which interests you.
	5	Schools Drop- Down Menu	Clicking on Schools drop-down menu provides a list of the Schools which are visible to you within the District which you have selected above.
	6	Search Text Box	To search for a specific student within the School you've selected, click on the Search Text Box. A drop-down menu which displays students to which you have access to is provided for scrolling access, or you can type the text of the search directly in the box. The contents of the drop-down menu will change dynamically as you type.
	7	Control Icons	Retrieve Data, Forward, Back, Return, Export
	8	Report Data	See below.

The screen contains the following elements (from top to bottom):

Report Header	Student Name	The name of the selec	cted student.		
	School Name	The screen contains t	creen contains the following elements (from top to bottom):		
	Graduation Year	The Graduation Year of the student presented as "Class Of [Year]"The Email Address of the selected student			
	Email Address				
Report Data	Section Header	Name			
		Section	The name of the section in the report		
		Search Box	Click on the Search Text Box for this section		
		Clear icon	Click on the Clear Icon to clear the Search Text Box for this section		
		Collapse / Ex- pand Icon	Click on the Collapse Icon to hide a section from view. The Icon is reversed for collapsed sections. Clicking will restore them to view on the page.		
		Report Data			
	Table Header	Name	Description		
		Name	Columns vary by section.		
		(Field 1)			
		(Field 2)			
		Etc.			
		Report Data			
	Table Data	Individual Line Item	data		

19.3. Report Sections

The Student Activity Report displays the following sections:

19.3.1.Apprenticeships

This section displays the following information:

Apprenticeships Table
Job Title
ONET Code
Apprenticeship Date

Apprenticeships	Search	L 8
Job Title	ONET Code	✓Apprenticeship Date
Zoologists and Wildlife Biologists	19-1023.00	11/19/2021
Adhesive Bonding Machine Operators and Tenders	51-9191.00	11/19/2021
Airline Pilots, Copilots, and Flight Engineers	53-2011.00	11/19/2021
Bill and Account Collectors	43-3011.00	11/19/2021

19.3.2. Apprenticeship Additional Services

Additional Services Table
Service
Service Selection Date

Apprenticeship Additional Services Interested: 11/19/2021 Attowed Viewing: 11/19/2021	Searchu
Service	Service Selection Date
Jobs for Veteran State Grants (JVSG)	11/19/2021
Travel (Time)	11/19/2021
Criminal Justice (Domestic Violence Referral)	11/19/2021

19.3.3.Assessments

This section displays the following information:

	Assessments Table
	Test Name
	Score
	Test Date
_	

Assessments	Search	* *
Test Name	Score	✓Test Date
Act8 English Practice Test 1	4	07/16/2015
Psat/Nmsqt* Critical Reading Practice Test 1	39	01/29/2015
Grade 4 Geometry Practice 1	73	01/29/2015
Ap* U.S. History Practice Exam 1	33	04/10/2018

19.3.4.Calendar Events

Calendar Events Table
Event Name
Event Date
Event Source

Calendar Events	Search	× *
Event Name	Event Date	Event Source
TAPP Second Chance Hiring Event	06/25/2018	

19.3.5.Documents

This section displays the following information:

	Documents Table	
	Document Title	
	Date Saved	
Documents	50 S	arch .
Document Title		Date Saved
docx test		06/25/2018
email backpack		06/25/2018
email backpack		06/25/2018
docx test		05/29/2018

19.3.6.OhioMeansJobs Readiness Seal

This section displays the following information:

Readiness Seal Table
Status
Changed

OhioMeansJobs Readiness Seal	Search	
Status	Changed	
Awarded	05/21/2020	

19.3.7. Scholarship Interests

Scholarship Interests Table
Scholarship Name
Deadline
Status
Date Saved

Scholarship Interests		Search		
Scholarship Name	Deadline	Amount	Status	Date Saved
Association Of Women In Mathematics Essay Contest	01/31/2015	\$	Interested	06/25/2018
\$1,000 Financial Freedom Scholarship	08/01/2018	s	Applied	06/25/2018
\$1.000 April Scholarship	04/20/2018	s	Interested	04/10/2018

19.3.8.School Finder

This section displays the following information:

School Finder Table
School Name
City
State
School Type
Occupation
Date Saved

School Finder			Search			
School Name	City	State	School Type	Occupation	Date Saved	
Bluffton University	Bluffton	он	2 - 4 Year School		11/20/2018	

19.3.9. School Interests

This section displays the following information:

School Interests Table
Post Secondary Name
Occupation
Program

Search		
Occupation	Program	
Public Relations Specialists	Speech Communication And Rhetoric	
Public Relations Specialists	Public Relations/Image Management	
Public Relations Specialists	Speech Communication And Rhetoric	
Public Relations Specialists	Public Relations/Image Management	
	Occupation Public Relations Specialists Public Relations Specialists Public Relations Specialists	

19.3.10. Career Cluster Inventory

Career Clusters Table
Cluster Name
Ranking
Completed Date

Career Clusters	Search	× 5
Cluster Name	Ranking	Completed
Agricultural and Environmental Systems	12	07/22/2019
Construction Technologies	11	07/22/2019
Education and Training	11	07/22/2019
Engineering and Science Technologies	11	07/22/2019
Marketina	11	07/22/2010

19.3.11. Career Interests

This section displays the following information:

	Career Interests Table		
	Career Name		
	Date Saved		
Career Interests		Search	× ~
Career Name			Date Saved
Sales Managers			12/08/2021

19.3.12. Career Plans

Career Plans Table
Cluster Plan Name
Percent Completed
Status
Updated Date

Search			1.1
Percent Completed	Status	Updated	
	Not Complete	06/25/2018	
	Not Complete	06/27/2018	
	Not Complete	06/25/2018	
	Not Complete	04/24/2018	
		Percent Completed Status Not Complete Not Complete Not Complete	Percent Completed Status Updated Not Complete 06/25/2018 06/27/2018 Not Complete 06/27/2018 06/25/2018 Not Complete 06/25/2018 06/25/2018

19.3.13. Career Profiles

This section displays the following information:

Career Profiles Table	
Interest Name	
Score	
Completed Date	

Career Profiles	Search_	h =
Interest Name	Score	Completed
Realistic	17	06/25/2018
Investigative	21	06/25/2018
Artistic	17	06/25/2018
Social	21	06/25/2018

19.3.14. Program Interests

This section displays the following information:

Program Interests Table	
Program Name	
Date Saved	

Program Interests	Search	
Program Name		Date Saved
Adult Basic Education (Abe) And General Education Development (Ged) Programs		05/29/2018
Youth Mentoring Program - Second Chance Grant		05/29/2018
Busd - Career Technical Program		05/29/2018
Buckeye United		05/29/2018
Educational Leadership and Administration, General		05/29/2018

19.3.15. Job Applications

Job Applications Table		
Job Application Title		
Company Name		
Status		
Date Status Updated		

Job Applications		Search		
Job Application Title	Company Name	Status	Date Status Updated	
5347- Computer Game Programmer/Software Developer	OhioMeansJobs	Applied	05/14/2019	
LTL CDL-A Owner Operator Truck Drivers - Linehaul	Roadrunner Transportation - LTL & TL	Applied	04/10/2018	
CDL-A Owner Operator Truck Drivers- Regional & OTR	Roadrunner Transportation - LTL & TL	Applied	04/10/2018	
SAS Programmer	medpace	Applied	04/10/2018	

19.3.16. Jobs Saved

This section displays the following information:

Jobs Saved Table	
Saved Job Title	
Company Name	
Status	
Date Status Updated	

Jobs Saved	se a la seconda de la secon	arch	*
Saved Job Title	Company Name	Status	Date Status Updated
utoCAD Detailer Drafter	Aerotek	Saved	04/10/2018
Crane Technician 1	Konecranes	Saved	04/10/2018
Varehouse Package Handler	The Job Center	Saved	04/10/2018
Sign Holder	TrueBlue	Saved	09/24/2015

19.3.17. Jobs Searches

This section displays the following information:

Jobs Searched Table
Job Search Title
Email Sent
Date Modified

Jobs Searched	Search	a
Job Search Title	Email Sent	Date Modified
Youth		06/25/2018
pat test		06/25/2018
Youth		05/29/2018
Voith		05/29/2018

19.3.18. Resumes

This section displays the following information:

Resumes Table	
Resume Name	
Source	
Date Saved	

Resumes	Search						
Resume Name	Source	Date Saved					
LeslieTestLeslieTestLeslieTestLeslieTestLeslieTestLeslieTestLeslieTest	Upload	06/15/2020					
PAT CVU Resume	Wizard	06/15/2020					
leslie leslie leslie leslie leslie leslie leslie leslie	Upload	06/15/2020					
LeslieTestLeslieTestLeslieTestLeslieTestLeslieTestLeslieTestLeslieTest	Upload	06/15/2020					
lestie lestie lestie lestie lestie lestie lestie lestie	Upload	06/15/2020					

19.3.19. Target Salary

This section displays the following information:

Target Salary Table
Gross Annual Target Salary
Net Annual Target Salary
Target Hourly Rate
Date

Target Salaries	Search	~
Gross Annual Target Salary	Net Annual Target Salary Target Hourly Rate Date	
29,725	14 07/02/2018	

19.4. Collapsing a Section

You can collapse a section which does not interest you by clicking on the small arrowhead icon as shown below.

K12-Admin Reporting Tools		Regional District District Student +
Student Activity	0 8 8	
Columbus City School District - 043802 -		
Johnson Park Middle School - 018465 ~		
Search for a student. X		
T Retrieve Data v A 🔇 🛆		
Student Information: Silla		
Sichool Johnwart Park Middle Sichool Class of, 7921	Search	
E-mail heads to 12 Admin and		
item	Value	Date Saved
Available Time Start		05/05/2021
Career Level	Student	05/05/2021
City	Columbus	05/05/2021
Confidential	0	05/05/2021
Country Code	US	05/05/2021
Country Code	US Franklin	05/05/2021 05/21/2015
County	Franklin	05/21/2015 05/05/2021

NOTE: Apprenticeship Additional Services can be restricted by the student from viewing by users of the K-12 Admin System. In such cases, students can make selections, but prevent others from seeing those selections. In these cases, the Apprenticeship Additional Services block contains no data, but displays indicators that the student has demonstrated interest but restricted viewing.

Action Reports

K-12 Admin Reporting Tools



	K-12 Admin Rep	porting Tools	
Summary Reports	Detail Reports	Action Reports	K-12 Admin Reporting Tools Menu
Apprenticeships Additional Services (Chapter 6)	Group Detail	OhioMeansJobs	Summary Reports
Apprenticeships (Chapter 7)	(Chapter 18)	Readiness Seal	Apprenticeship Additional Services
Assessments (Chapter 8)	Student Activity	(Chapter 10)	Apprenticeships
Career Cluster Inventory (Chapter 9)	(Chapter 19)		Assessments
Career Interests (Chapter 10)			Career Cluster Inventory
Career Profile (Chapter 11)			Career Interests
Group Summary (Chapter 12)			Career Profile
Post-Secondary Schools (Chapter 13)			Group Summary
Program Interests (Chapter 14)			Post-Secondary Schools
Registration and Activity (Chapter 15)			Program Interests
Scholarship Interests (Chapter 16)			Registration and Activity
School Finder (Chapter 17)			Scholarship Interests
			Registration and Activity
			Scholarship Interests
			School Finder
			Detail Reports
			Group Detail
			Student Activity
			Action Reports
			OhioMeansJobs Readiness Seal

TWENTY

20. OhioMeansJobs Readiness Seal Report

20.1. About This Report

The OhioMeansJobs Readiness Seal Report allows users of the K-12 Admin tool to assign or remove readiness seal(s) in K-12 OhioMeans-Jobs from an assigned set of students in preparation for their graduation.

NOTE: This Report is not visible to State or District Only users Viewing the Report

To access the School Finder Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select OhioMeansJobs Readiness Seal.



The following transitional page is displayed, asking for agreement about terms and conditions for use of the seal(s).



Click on I Understand, continue, and the Report is displayed.

NOTE: It is important to set your date filters and your Group settings prior to accessing the Readiness Seal Report. Date filters are set by clicking on the Filter Icon in the upper left-hand corner of the screen. For more detailed information on the use of the Date Filtering function, refer to section 3.2.3 Date Filtering in this User Guide. Refer to Chapter 4 - Group Management for detailed information about Group Management.

							eansJobs Readiness Seal > M			024 - 2034				
						Ohio	oMeansJobs Read	diness Sea	0 5					
Search by at	udent informati	on		<	٥	Δ	88	All 💮	Θ		0 10 +		s	Showing 1 - 10 of 1,8
Last Manua	· Last Friday	Prot Rente	Loddie Freme	lennell, Ade	lreat		Dimocr	School		School (Htt	James years	Users' Name	Upert Great	Start Charge Dat
0		*michael		.1@k12ad	min.org		Columbus City School Distric	t Enrolled Schoo	Not Listed	999996	2025	Regional District	Refresh@Fakemail.com	03/26/2024 20:07:
		Sophia		1@k12ad	min.org		Columbus City School Distric	t Enrolled Schoo	Not Listed	999996	2025	Regional District	Refresh@Fakemail.com	03/26/2024 20:07:
		*Joseph		.1@k12ad	lmin.org		Columbus City School Distric	t West High Scho	lool	040527	2024	Regional District	Refresh@Fakemail.com	03/26/2024 20:07:
0		Nadifo	н	.3@k12ad	lmin.org		Columbus City School Distric	t Enrolled Schoo	Not Listed	999996	2024	Regional District	Refresh@Fakemail.com	03/26/2024 20:07:
		Mulki		abdi.111	@k12adm	in.org	Columbus City School Distric	t Independence I	High School [F.	067736	2024	Regional District	Refresh@Fakemail.com	03/26/2024 20:07:
		Michele	м	.belle07@	k12admin.	org	Columbus City School Distric	t Beechcroft Hig	h School	068528	2025	Regional District	Refresh@Fakemail.com	03/26/2024 20:07:
		Brian	P	cahs202	l@k12adm	in.org	Columbus City School Distric	t Columbus Alter	mative High S	023606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53
		Perla		.cortez09	D6@k12ad	min.org	Columbus City School Distric	t Columbus Dow	ntown High S	070102	2024	Regional District	Refresh@Fakemail.com	01/01/0001 00:00:
		Jakin	Ċ	ct@k12a	dmin.org		Columbus City School Distric	t Columbus Alter	mative High S	023606	2024	Regional District	Refresh@Fakemail.com	01/01/0001 00:00:
		"Allen		.green@k	Zadmin.o	g	Columbus City School Distric	t Independence I	High School [F.	067736	2025	Regional District	Refresh@Fakemail.com	01/01/0001 00:00:
													S	showing 1 - 10 of 1,8
-	Quick Links	R-12	Renaution			2949	there in the	Confuet Us				in 🚋	QA VARSI	TY v.62.0.45

You can click on any of the column headers to sort the list. The default sort is by student name in ascending order. The report con-

tains the following elements (from top to bottom, left to right):

		Post-Secon	dary Schools Report										
Area	Report Item	Description											
Report Header	Breadcrumb		ays the Report Name, selected Re ngs that have been selected by the	eport Section, and relevant Grad Year and user for the report.									
	NOTE: These match the parame- ters set in the Filter Area at the top of the page.	The name of the selected report.											
	Name	The name of the selected report.											
	Help and Feedback Icons	Click to gain access to t Chapter 3 - System Ov	•	pectively. These functions are discussed in									
	Search Text Box	searches is provided for	scrolling access, or you can type	x. A drop-down menu displaying recent the text of the search directly in the box. The ly as you type.									
	Control Icons	 contents of the drop-down menu will change dynamically as you type. Print, Export, Column Options, Group Management icons. The first two Icons are discussed in Chapter 2, System Overview. Column Options is detailed later in this chapter, as well as in Chapter 16 - Group Detail. The Group Management Icon links directly to the Group Management Tool, which is also discussed in Chapter 4 - Group Management. NOTE: It is often convenient to define the Group you want to work with prior to using the Readiness Seal Report. 											
	Seal Filter Status Icon	This Icon allows you to quickly constrain the list to Awarded or Not Awarded students. Click on the Filter Status Icon and select which population you want to view.											
	Batch Add and Remove Icons			udent on display in the list. NOTE: This DOES NOT apply to the entire found set of									
Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneat Each column header can be clicked to sort the list in ascending or descending order. This report tains the following columns:											
		Name											
		Seal Status	Assignable/ Removable Can be hidden	None									
		scroll right to see all the	-	None None mns are on display, it may be necessary to in visible on screen regardless of horizontal									
	Table Rows	scrolling. Individual line item dat											

You can page forward and backward through long lists of names by using the Forward and Back Icons. To do so, click the Forward or Back icons located on the right-hand side of either the Header or Footer of the report. In the following example, the user has clicked the Forward Icon once, and is viewing records 51-100 of the list of students.

						(Ohio	oMeansJobs R	eadir	ness Seal	0 6	5 p					
Search by st	udent information.		,	<		•	▲	器		All 🕀	Θ		10 y		5	howing 1	- 10 of 1,8
and through	Last North Frith	iun:	Million Rente	in A	Alfred			Dent	1	Rehoul		School (R)	Dead Veri	Users Name	Vertil Brief	1	unge Det
	*mich	lael		1@k12	admin.o	rg		Columbus City School D	istrict E	Enrolled School N	lot Listed	999996	2025	Regional District	Refresh@Fakemail	03/26/2	024 20:07:
	Sophi	a		1@k12	admin.o	g		Columbus City School D	istrict E	Enrolled School N	lot Listed	999996	2025	Regional District	Refresh@Fakemail.com	03/26/2	024 20:07
	*Jose	ph		1@k12	admin.o	rg		Columbus City School D	istrict V	West High Schoo	l .	040527	2024	Regional District	Refresh@Fakemail.com	03/26/2	024 20:07
0	Nadife	o	н	3@k12	admin.o	g		Columbus City School D	istrict E	Enrolled School N	lot Listed	999996	2024	Regional District	Refresh@Fakemail.com	03/26/2	024 20:07
	Mulki			abdi.11	11@k12	admin	pro	Columbus City School D	istrict li	ndependence His	gh School (F	. 067736	2024	Regional District	Refresh@Fakemail.com	03/26/2	024 20:07
	Miche	le	м	belle07	@k12ad	lmin.or	g	Columbus City School D	istrict E	Beechcroft High S	School	068528	2025	Regional District	Refresh@Fakemail.com	03/26/2	024 20:07
	Brian		P	cahs20	24@k12	admin	org	Columbus City School D	istrict (Columbus Alterna	ative High S.	023606	2024	Regional District	Refresh@Fakemail.com	04/30/2	023 21:53
	Perla			cortez	1906@k	2admi	in.org	Columbus City School D	istrict (Columbus Downt	own High S.	070102	2024	Regional District	Refresh@Fakemail.com	01/01/0	001 00:00
	Jakin		c	ct@k13	admin.e	org		Columbus City School D	istrict (Columbus Alterna	ative High S.	023606	2024	Regional District	Refresh@Fakemail.com	01/01/0	001 00:00
	*Allen	IF.		greenĝ	k12adn	nin.org		Columbus City School D	istrict h	ndependence Hi	gh School (F	067736	2025	Regional District	Refresh@Fakemail.com S		001 00:00 - 10 of 1,8
_	Quick Links	Tree	ing, and Support equivals and Typering	_	-		Chief	Classic fermiony . Protes Protes	_	Denne U. Summ er Ov	i na sta	-		6	DA VARSI	Y v 02.0.45	

20.3. Filtering the Student List

If the list of records is very large, it may be impractical to scroll through the list in 50-record increments. Use the Search Text Box to quickly filter the list to only those students of interest. In the example below, the user has entered the word "student" to constrain the list of students.

= Jobs	K12-Adi	тіп керс	orting Tools	- m	_								Regional District Oistrict Student	8
					01	ioMeansJobs Re	adiness Seal > M	y Districts > Gr	aduation Years:	2024 - 2034				
					0	hioMeans	Jobs Read	diness Se	eal 👩 ၊	5 D				
Senich by mud Brian	ani Tolemanoo			. <	•	▲ 28		All (ÐΘ			10 +		
Sauli Samur	Last Name	First Name	Motole Marrie	En Addre		Distance)		Sando		SERVICI IRM	Ored Year	Voen Name	Uniere ^l Emili	Status Chunge Da
0	1	Brian	р	.cahs2024@	k12admin.	org Columbus C	ity School District	Columbus Alt	emative High S.	023606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53
		Brian	P	.P.Evans@k1	2admin.org	g Columbus C	ty School District	Columbus Alt	ernative High S.	023606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53
		Brian		52@k12adm	nin.org	Columbus C	ity School District	Independence	e High School (F	067736	2025	Regional District	Refresh@Fakemail.com	04/30/2023 21:53
0		Brianna		einebanar@	k12admin.c	org Columbus C	ity School District	Columbus Alt	emative High S.	023606	2025	Regional District	Refresh@Fakemail.com	04/30/2023 21:53
0		Briany	N	y.m10@k12a	admin.org	Columbus C	ity School District	Columbus Alt	emative High S.	023606	2024	Regional District	Refresh@Fakemail.con	04/30/2023 21:53
	Quick Links	s 64	2 PA-10-10			zanar Giasim Invensi zanar Giasim	77	Lonud	10a an (104 - second 2				DA VAR	11TY VS20.45

NOTE: Hovering your pointing device over an individual line item will highlight it in gray for easier reading.

20.4. Hiding and Unhiding Columns

To hide data columns, click on the Column Options Icon (the inverted triangle). A pop-up menu will appear listing each of the table columns with a check box to view or hide the column. Every column currently displayed will have a check mark in the indicator box next to the column name. All the items on the list are checked/enabled by default.

		pols n			٥	District Student +
				s Seal > My Districts > Graduation Years: 2024 - 203	4	
:5 59 daentard (observation) IB		× <	o ▲ &	s Readiness Seal 🥥 👵 🖪	5kd 10 +	
Status Land Huma	First Name	School III/I	Column Options	Users Groat	Startie Change Date	
0	Brian	023605	2024 🖾 First Name	rict Refresh@Fakemail.com	04/30/2023 21:53:51	
0	Brian	023606	2024 D Middle Name	rict Refresh@Fakemail.com	04/30/2023 21:53:51	
0	Brian	067735	2025 Email Address	rict Refresh@Fakemail.com	04/30/2023 21:53:51	
	Brianna	023606	2025 District	rict Refresh@Fakemail.com	04/30/2023 21:53:51	
	Briany	023606	2024 School IRN	rict Refresh@Fakemail.com	04/30/2023 21:53:51	
			C Grad Year			
Quick Links	 R-12 Resources Transport Support Assessment for a ref Biologial Concentration 	Training	Career Public Despation Search & Orlson Orlsonap Search & Orlson	Control for OVU (Hoster), Timer		QA WARSITY v62.0.45

In this example, the user has deselected/hidden several columns with the goal of simplifying the display. This can be useful if your intent is to print the report. When you are finished, click the Column Options Icon again to show all the columns.

Chio Jobs			orting Tools		*					_	4	District Student	å
								Seal > My Districts > Graduation Years:					
Search by double Brian	t (showation			× <		•	Column Options	Readiness Seal 👔 🗧			2568 10 -		
Sest Status	Last,Nerroi	Vinst, Starres	Middle Name	(Emu)	and down		Show / Hide All	School	Solyaci (RN	Gred Your	Lines House	Users' Entert	manue Change Date
		Brian	P	Cat	024@k	12admin	First Name	ristrict Columbus Alternative High S.	023606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53.5
		Brian	P	PEvar	is@k12	admin.or	🕎 Middle Name	ristrict Columbus Alternative High S	023606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53:5
0		Brian		52@k1	2admin	org	S Email Address	Histrict Independence High School [F_	067736	2025	Regional District	Refresh@Fakemail.com	04/30/2023 21:53:5
		Brianna		eineba	nar@k1	2admin.		Histrict Columbus Alternative High S	023606	2025	Regional District	Refresh@Fakemail.com	04/30/2023 21:53:
		Briany	N .	y.m10(@k12ad	min org	School IRN	istrict Columbus Alternative High S.	023606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53
							Grad Year Users' Name Hann' Emmi						
	Quick Links	тты Кор	2 Personans rang anti Support anaménte anti Trainm per parcanter	ū.			Caroer Cluster Inventory Caroer Profile Dissignation Search & Schoole Scholanchip Search	Contect Up Submit an ONU Holpdesh To	àut.		162	QA VARSIT	Y v.82.0.45

20.5. Assigning an Individual Readiness Seal

To assign a Readiness Seal for an individual student, click on the Seal Status box associated with the student.

= Jobs	K12-Adi	min Rep	orting Tool	s												- 4	Regional District District Student	<u> </u>
							OhioM	eansJobs Read	iness Seal > M	Districts >	Graduati	ion Years	: 2024	2034				
							Ohio	oMeansJ	obs Read	liness	Seal	0	ð	pi				
Brian	eri handiri			×	<	•	▲	8		All	•	Э			10 +			Showing 1 - 5 r
Soal Service	Last Name	FirstNatio	o Midate Marri	• En	en addre			D/strict		95/KH0			\$c)	iool iren	end vew	Veen Name	Uson' Emeri	Sheroe De
0		Brian	P	cal	1\$2024@	k12adm	in.org	Columbus City	School District	Columbus	Alternatio	ve High S	023	606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53
		Brian	P	.P.E	vans@k	12admin	.org	Columbus City	School District	Columbus	Alternatio	ve High S	023	606	2024	Regional District	Refresh@Fakemail.con	04/30/2023 21:53
0		Brian		528	k12adn	nin.org		Columbus City	School District	Independe	nce High	School [F	_ 067	736	2025	Regional District	Refresh@Fakemail.com	04/30/2023 21:53
		Brianna		eine	sbanar@	k12adm	in.org	Columbus City	School District	Columbus	Alternatio	ve High S	023	606	2025	Regional District	Refresh@Fakemail.com	04/30/2023 21:53
0		Briany	N	y.m	10@k12	admin.or	g	Columbus City :	School District	Columbus	Alternatio	ve High S.	023	606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53

In this example the user is going to add the Readiness Seal to "Justin" by selecting the check-box adjacent to Justin.



				OhioMeansJobs	Readiness Seal 🥥 🤞	6 A					
Brian				▶ ▲ 器			10 -				Showing 1 - 5 of
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	Brian	P	cahs2024@k12	admin.org Columbus City School	District Columbus Alternative High S	023606	2024	Regional District	Refresh@Fak	email.com 0	4/30/2023 21:53:5
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Click Add Seal to assign the seal to the student, or Close to cancel and not update Brian S with a Readiness Seal.

20.6. Removing a Individual Readiness Seal

Removing an individual Readiness Seal works in the same way. Click on the Seals Status Box adjacent to the student's name.

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Next, you will be presented with a dialog box to confirm the removal of the Seal.

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Click Remove Seal to remove the seal for the student, or Close to cancel and not remove the Readiness Seal from Justin.

19.8. Adding Readiness Seals to a Batch of Students

To add a Readiness Seal to every student displayed on the page you are viewing, click on the Batch Add Icon in the Table header.

						OhioM	eansJobs Readiness Seal > M	y Districts > Graduation Years:	2024 - 2034				
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Next, you will be presented with a dialog box to confirm the assignment of the Seals. NOTE: The number of Seals you are about to assign is detailed in the dialog box.

Page	148

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Click the Add Seals button to assign the seals to the students listed, or Close to cancel the process and not update the students with a seal.

19.9. Removing Readiness Seals for a Batch of students

Removing a batch of Readiness Seals works in the same way. Click on the Batch Remove Seals Icon in the table header.

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Next, you will be presented with a dialog box to confirm the removal of the Seals. NOTE: The number of Seals you are about to remove is detailed in the dialog box.



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	naoy N	Remove Seals Close	

Click Remove Seals to remove the seals for the students, or Close to cancel the process and not remove the seals.

Finally, to restore the entire list of students, you can click the X Icon at the end of the Search Text Box.

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19.10. Displaying Students by Seal Status

You can easily modify the Readiness Seal Report to display only those students who have been awarded Seals. To do so, Click the Filter Status drop-down menu and Select Awarded.



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NOTE: This works together with (not instead of) other filters you may have applied, such as with the Search Text Box.

To modify the report to display students who have not received a seal, click the Filter Status drop-down once again and select Not Awarded. To return the listing to display all the students, click the Filter Status drop-down once again and select All.

Varsity Release

March, 2024

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