



K-12 Admin Reporting Tools

Version 3.0 User Guide

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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	<ul style="list-style-type: none"> 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 Counselors, Principals, Superintendents, etc.	<ul style="list-style-type: none"> Access to Student detailed reporting 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	<ul style="list-style-type: none"> Access only to School and District aggregate data. No access to Student detailed reporting 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	<ul style="list-style-type: none"> Access to School, District, and Regional aggregate data. Access to Student detailed reporting functions. 	Post-Secondary Schools (Chapter 10) Scholarship Interests (Chapter 11) School Finder (Chapter 12) Program Interests (Chapter 13)
Regional Standard Access	Regional Reviewers	<ul style="list-style-type: none"> Access to School, District and Regional aggregate data. No access to student-level aggregate data, nor to Student detail reporting. 	
State Access	State Reviewers	<ul style="list-style-type: none"> Access to School, District and Regional aggregate data. No access to student-level aggregate data, nor to Student detail reporting. 	

1.7. Document Conventions

- 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.)
- Links:** Links are rendered in a bold font for easy identification. For example: **safe.ode.state.oh.us**
- Highlight arrows are sometimes used to draw your attention to a specific area of the screen. Highlight arrows look like this:
- Numeric Indicators:** Certain screenshots have been annotated with graphical numbers which correspond to numbered descriptions which follow. These Numeric Indicators look like this:
- On-screen text is highlighted in bold, **like this**.
- Notes:** Notices which require special attention are highlighted like this: **NOTE:**
- Screenshots:** This User Guide contains screenshots which provide a visual reference for users of the system. These screenshots are in-

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

2. Accessing the System

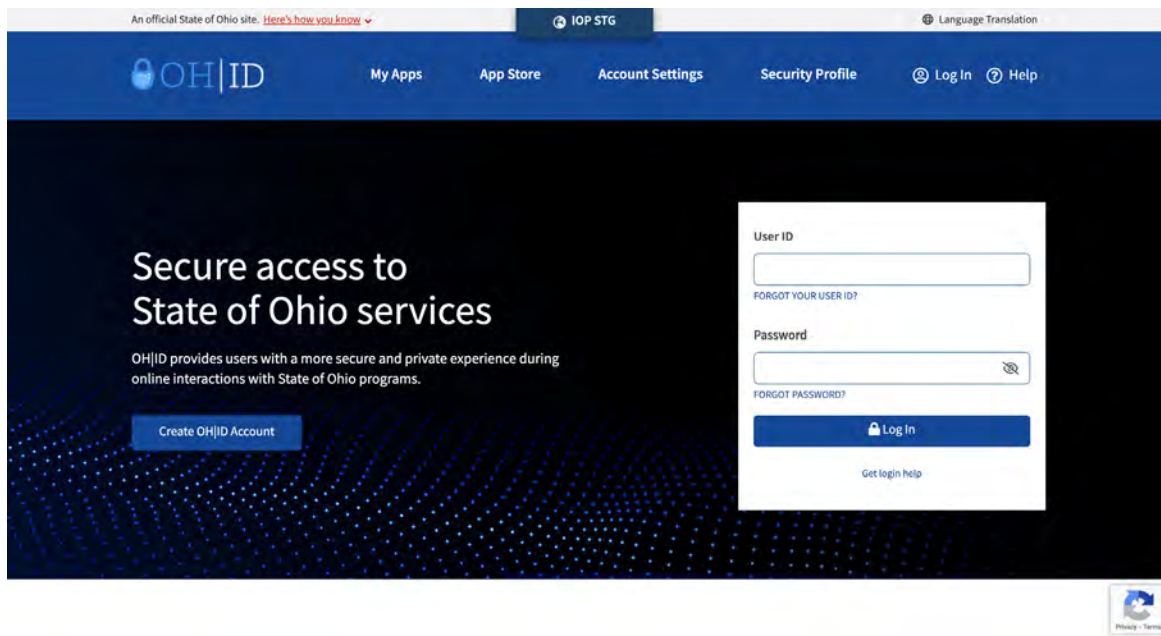
2.1. About This Document

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

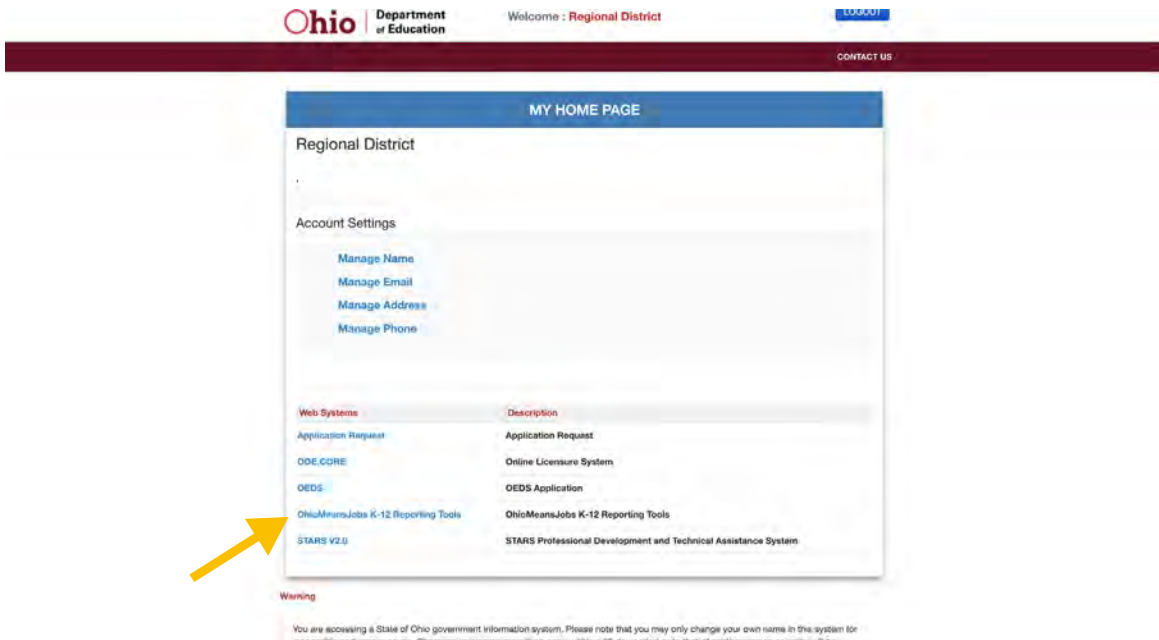
To access the system, do the following:

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



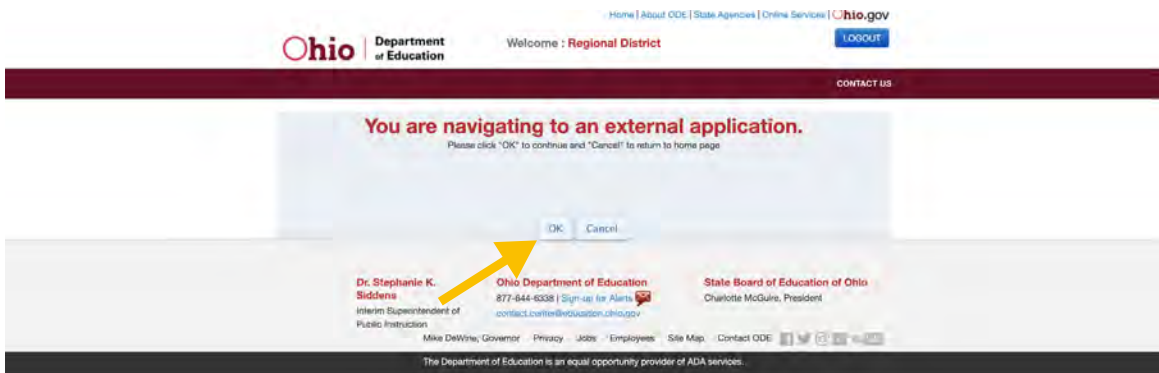
2. Enter your User Name and Password in the text boxes as indicated.
3. Click or Tap the SIGN IN button.
4. You will be directed to the Ohio ID Portal Page for your account.

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5. Click on the OhioMeansJobs K-12 Button.

6. On the next screen Click OK.



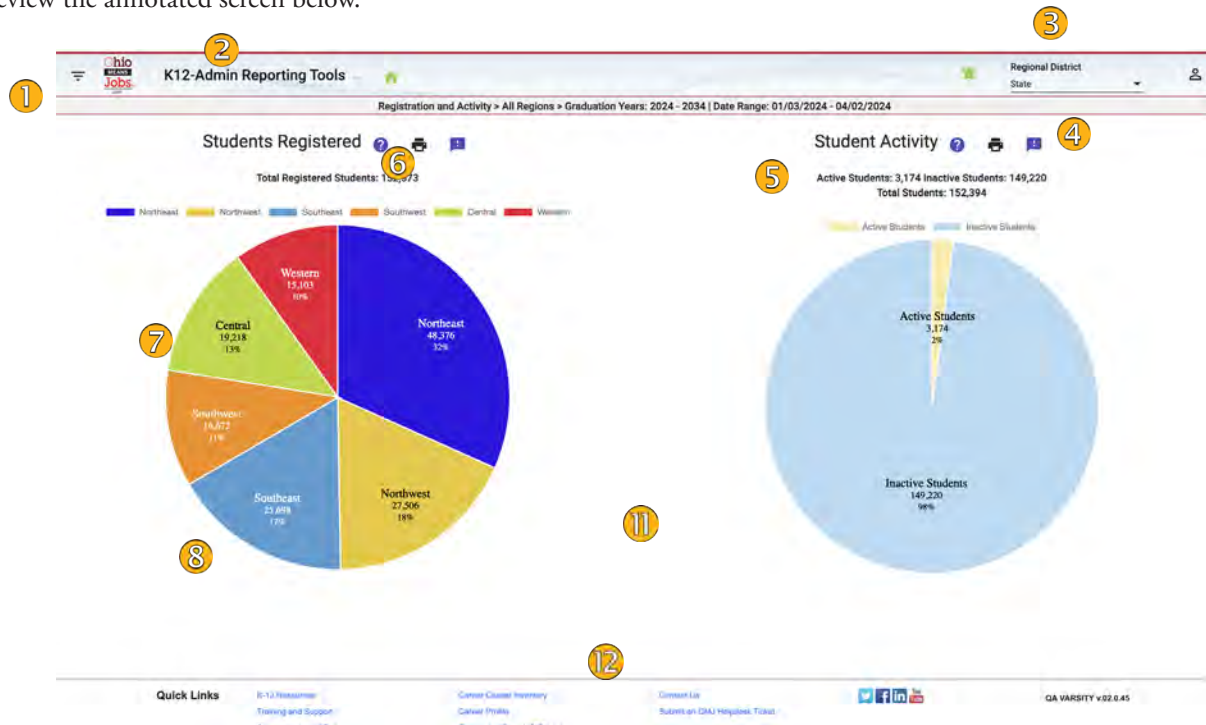
THREE

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 Reporting 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.	
11	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 according 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.	
10	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

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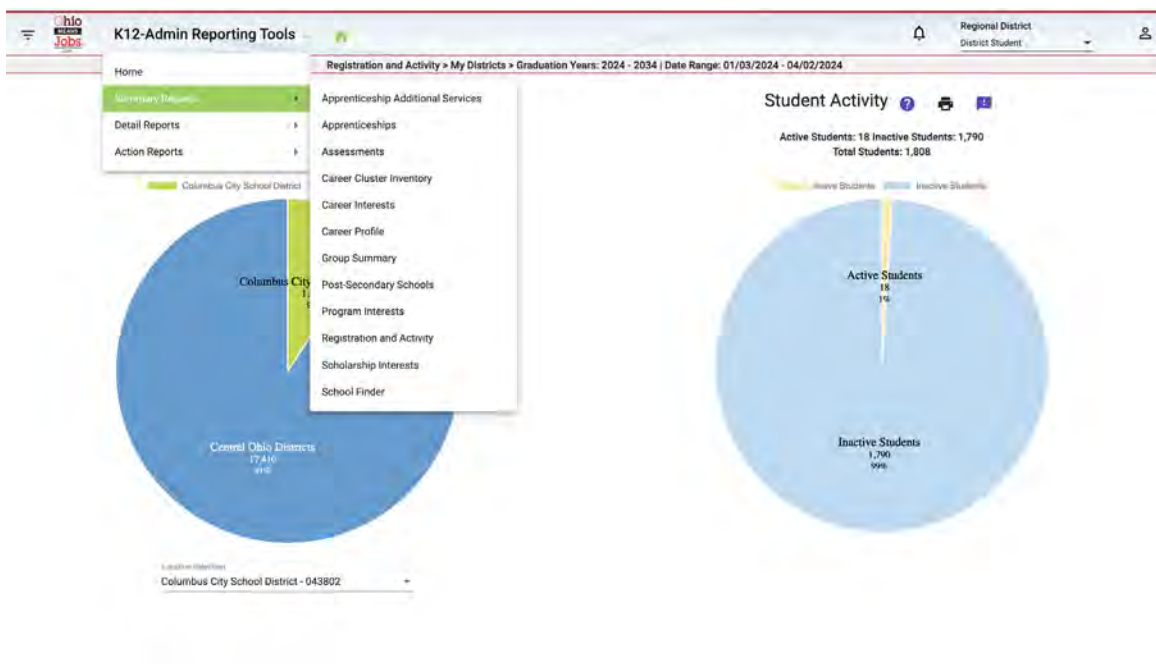
All Others	No official support. NOTE: Other browsers may work with the system, but screen layouts may differ slightly from what you see in this manual, or they may not work acceptably well.
------------	--

If the system detects an unsupported browser, you will see an indicator message in the upper right-hand corner 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:



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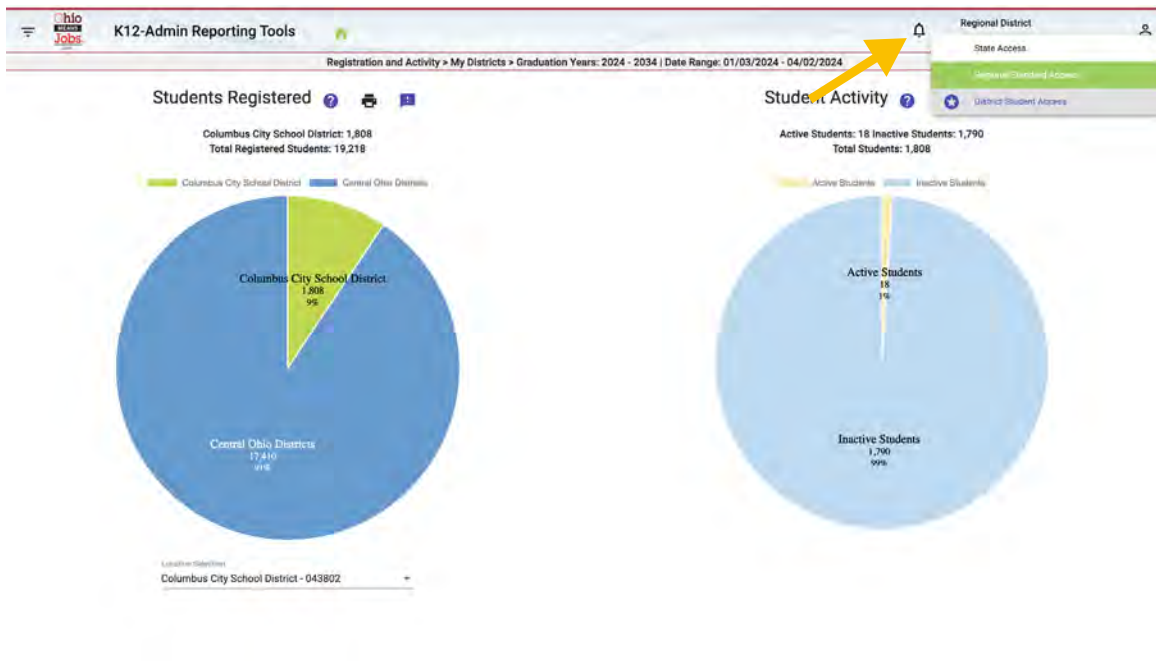
From there, scroll down and to the right and select one of the menu items to access a Reporting Tool. The tools listed in the menu are, in order:

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

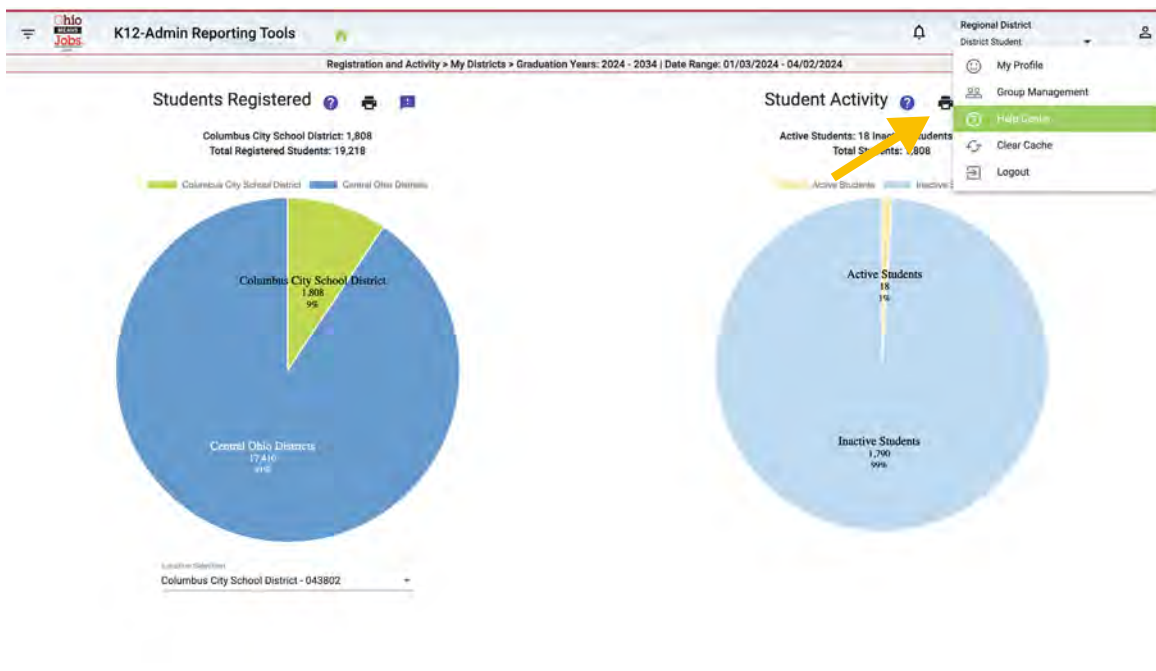
Users of the K-12 Admin system can have more than one role assigned to them. A role is defined with a set of credentials that provides certain kinds of data access. Different roles provide different access to data. Higher level roles, for example, are prevented from accessing individual student data. 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:



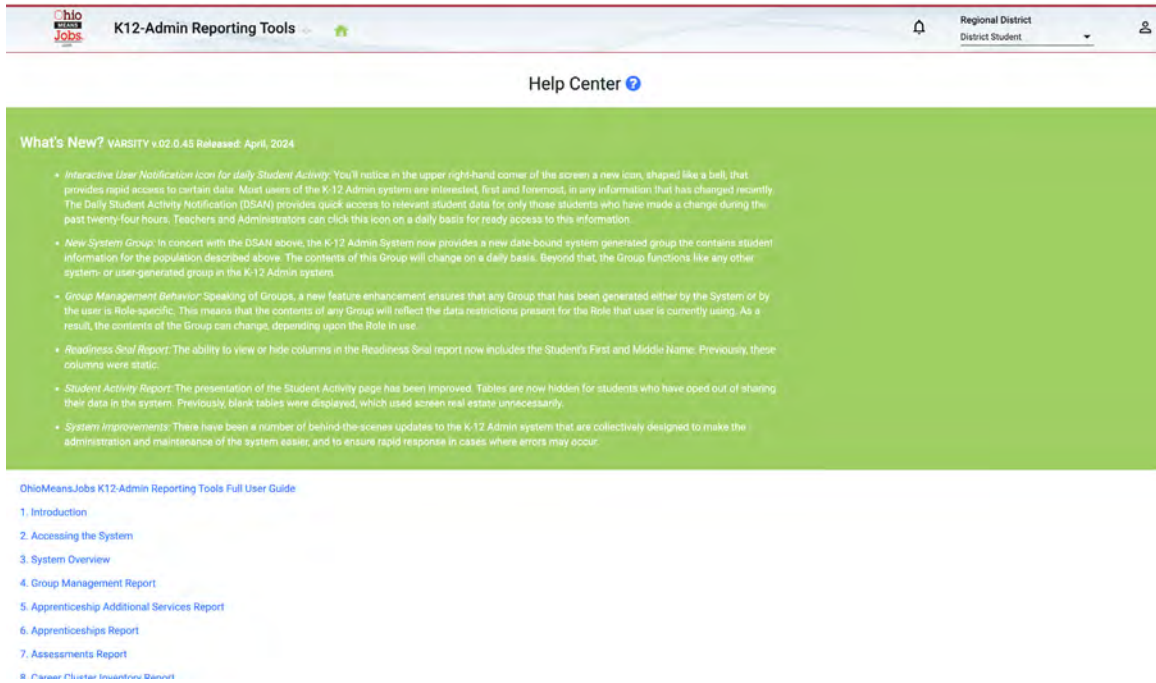
3.2.4. Getting Help

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.

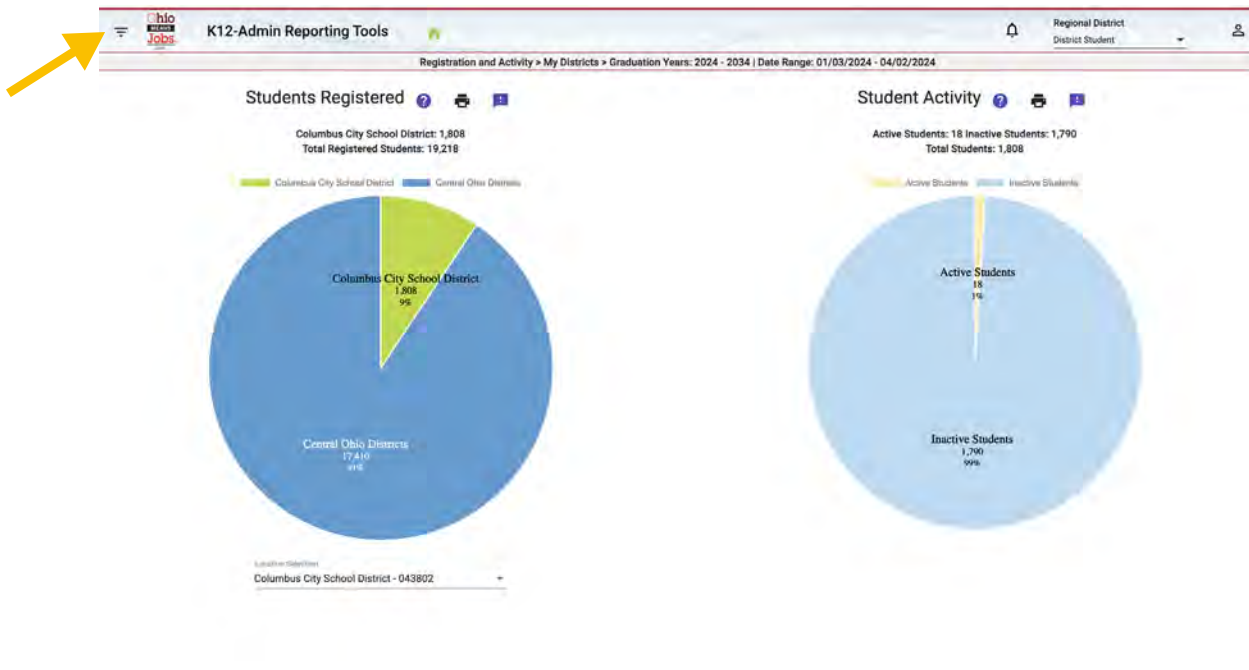
2. Alternatively, click on the Help Icon just to the right of the page title. This provides context-sensitive help for the page you are currently working on.



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.

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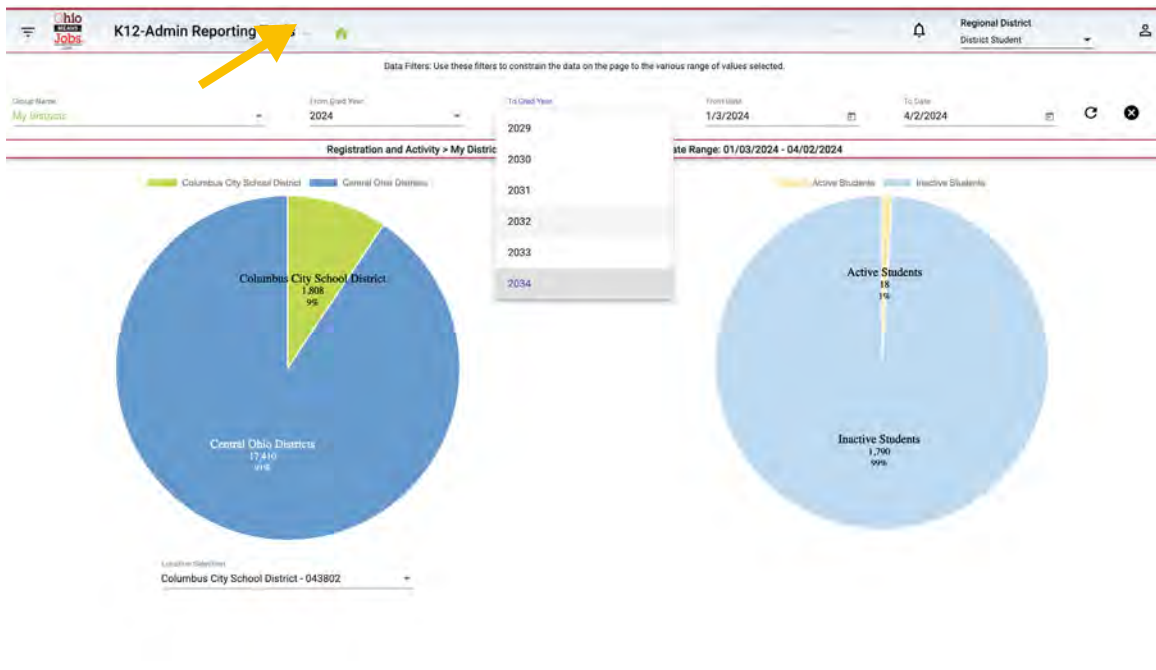


The filtering function provides the following options:

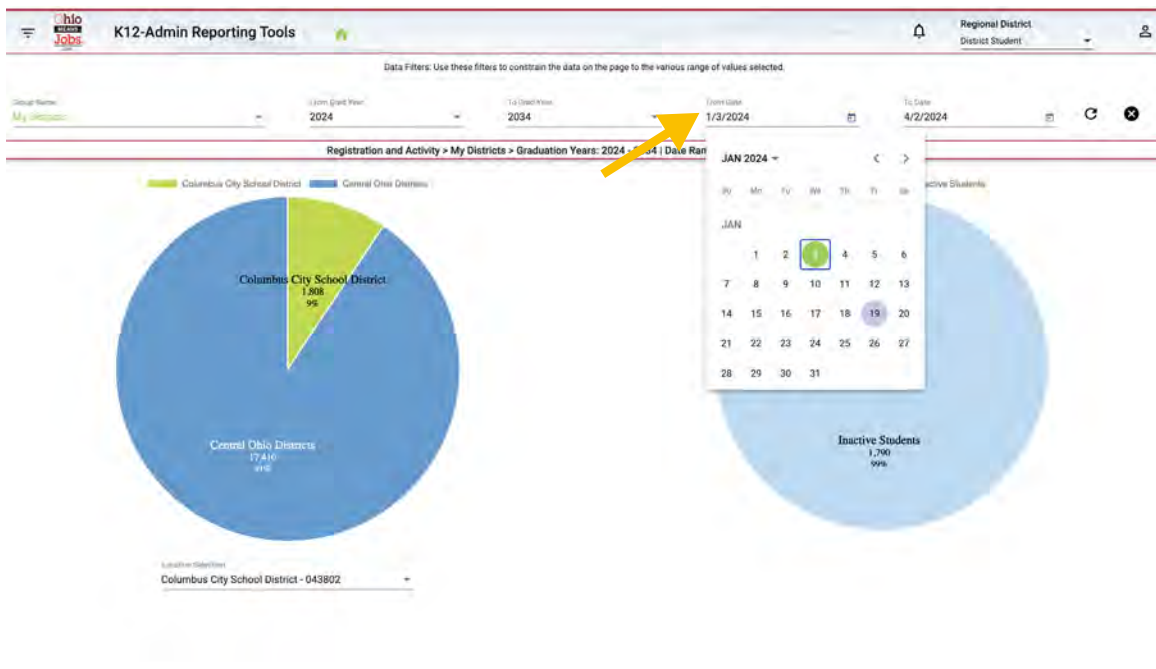
#	Item	Description	Default
1	Group Name	The Group you wish to work with. Group Management is discussed Chapter 4 - Group Management.	Local Access: My Schools District Access: My Districts Regional Access: My Regions State Access: All Regions
2	From Graduation Year	Select the minimum Graduation Year for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

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

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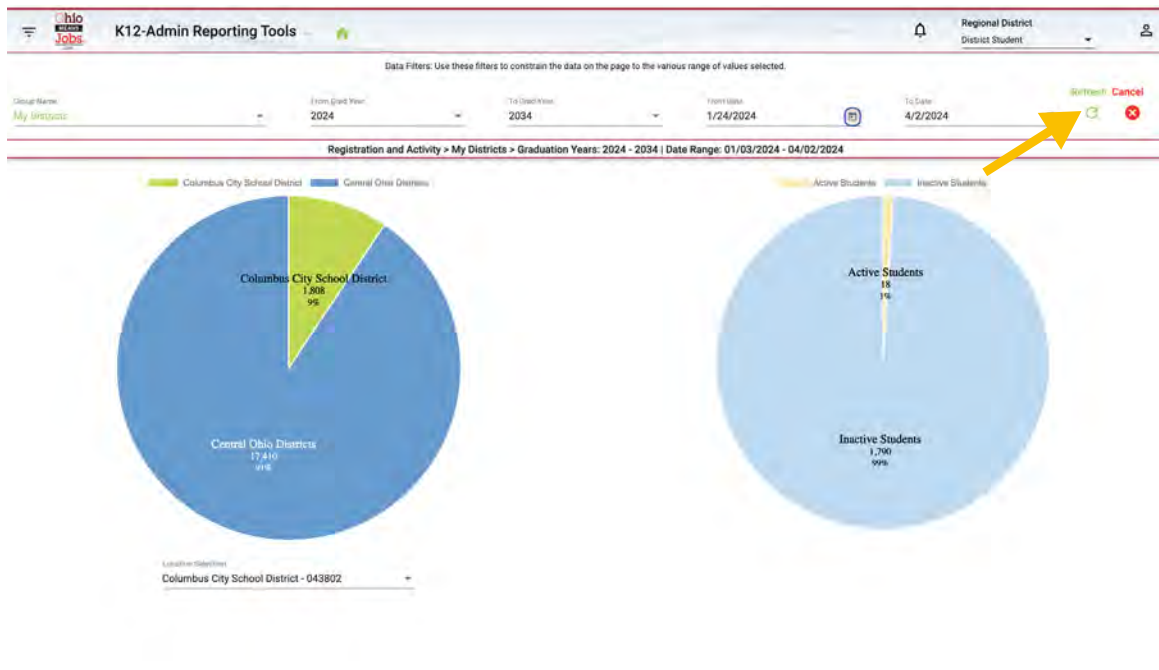


The other Date fields can be entered manually via a text box, or via a drop-down calendar:

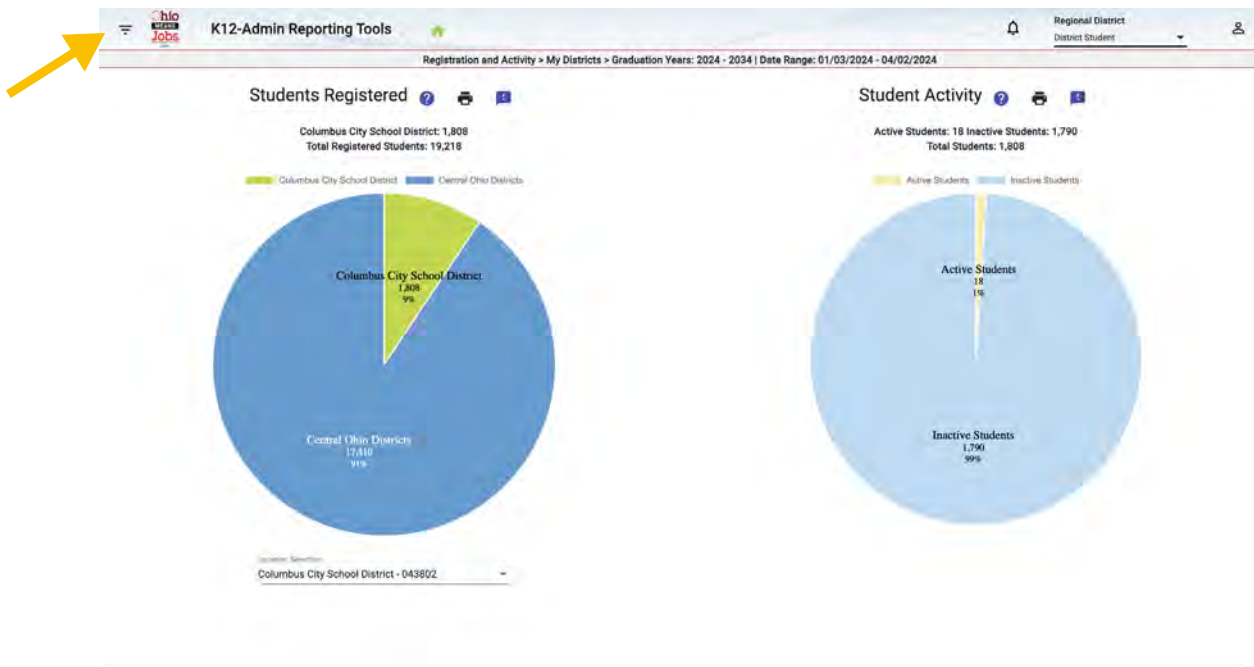


NOTE: Not all the Reporting tools make use of all the date filters; all reports use Graduation Years, others also use From and To Dates.

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.

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.

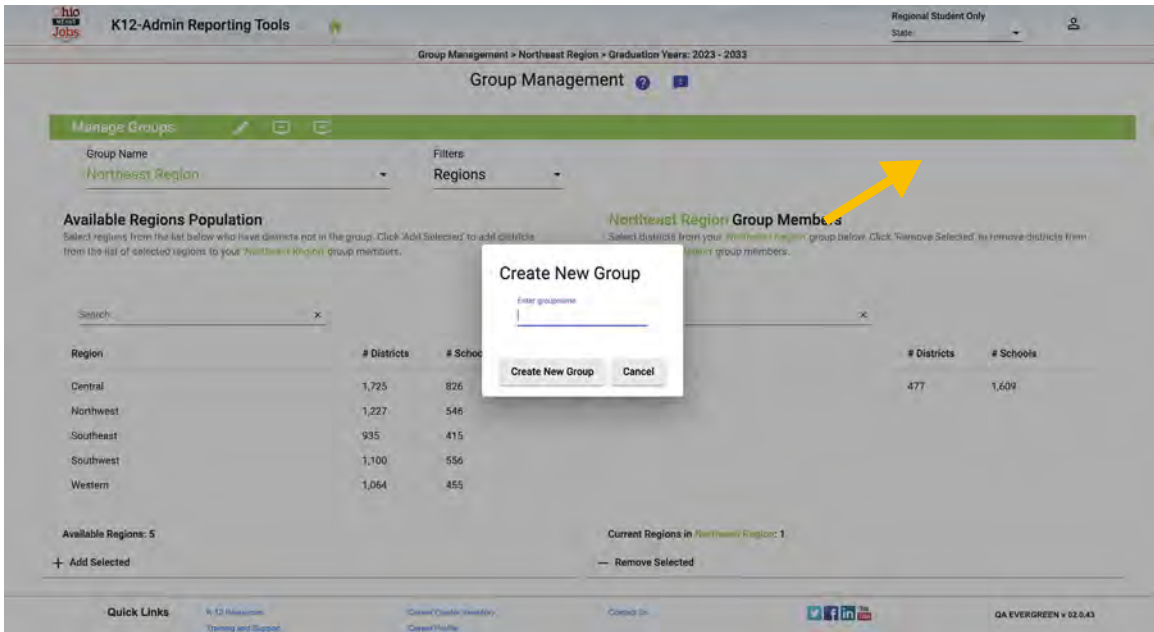


When you clear the cache, all of your parameters will be reset to default values. For multi-role users, you will be returned to your default role and sent back to the home page. This ensures that the system caches will be correctly synchronized and set to initial values correctly.

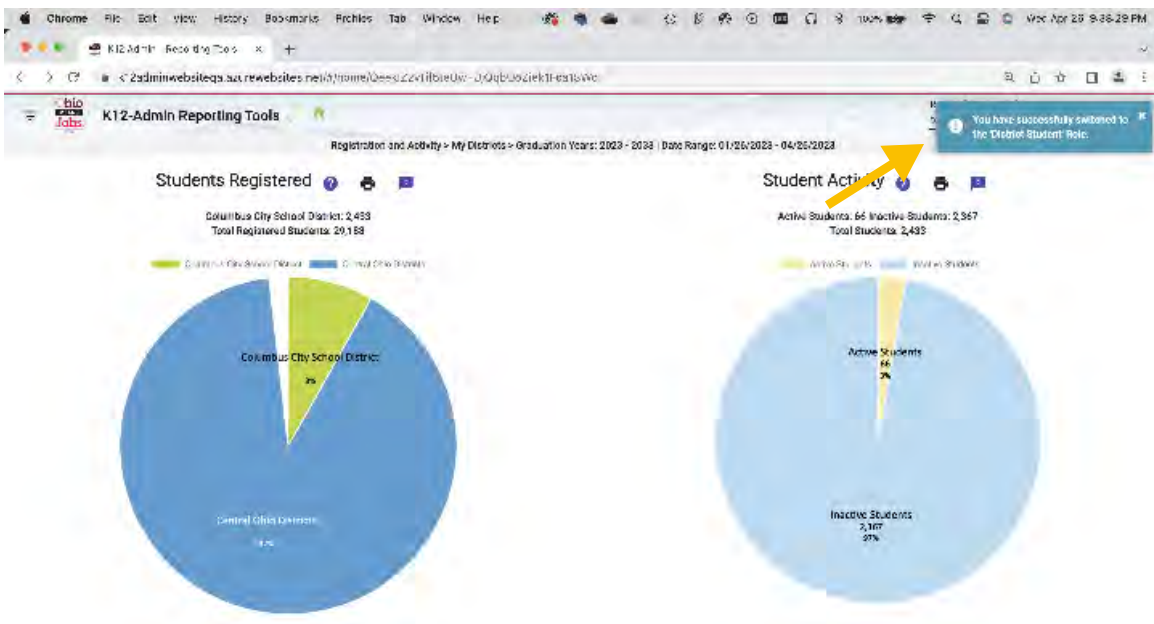
3.2.8. System Messages

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.



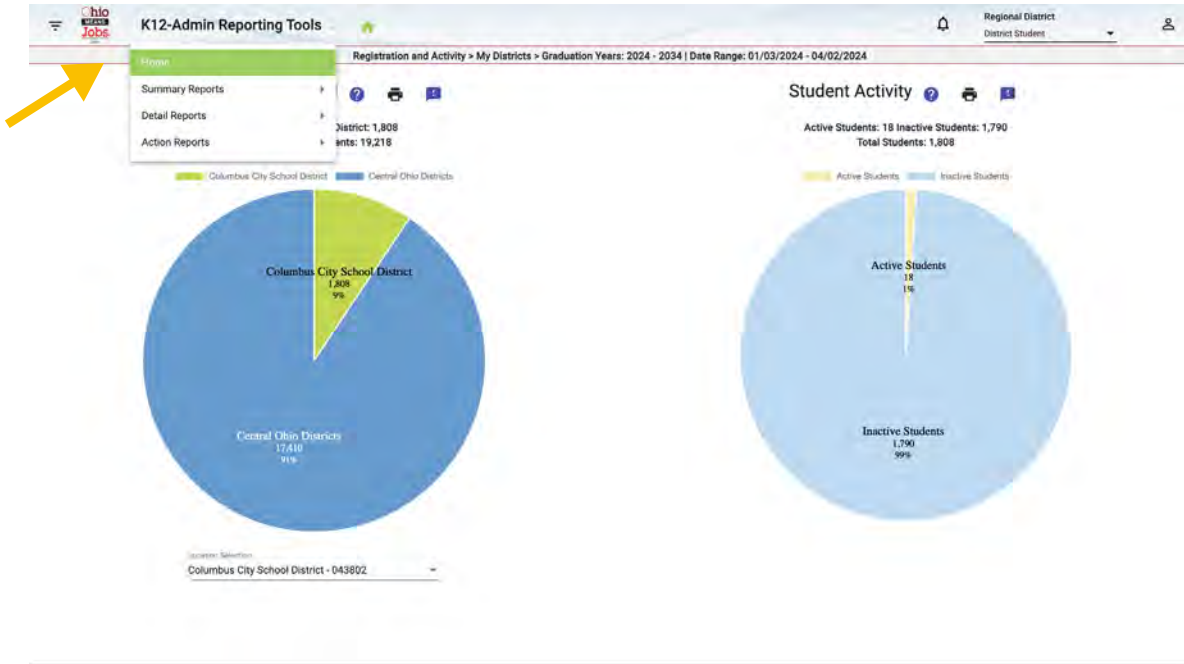
2. A requested function has been completed successfully. In this case the message appears in green.



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:

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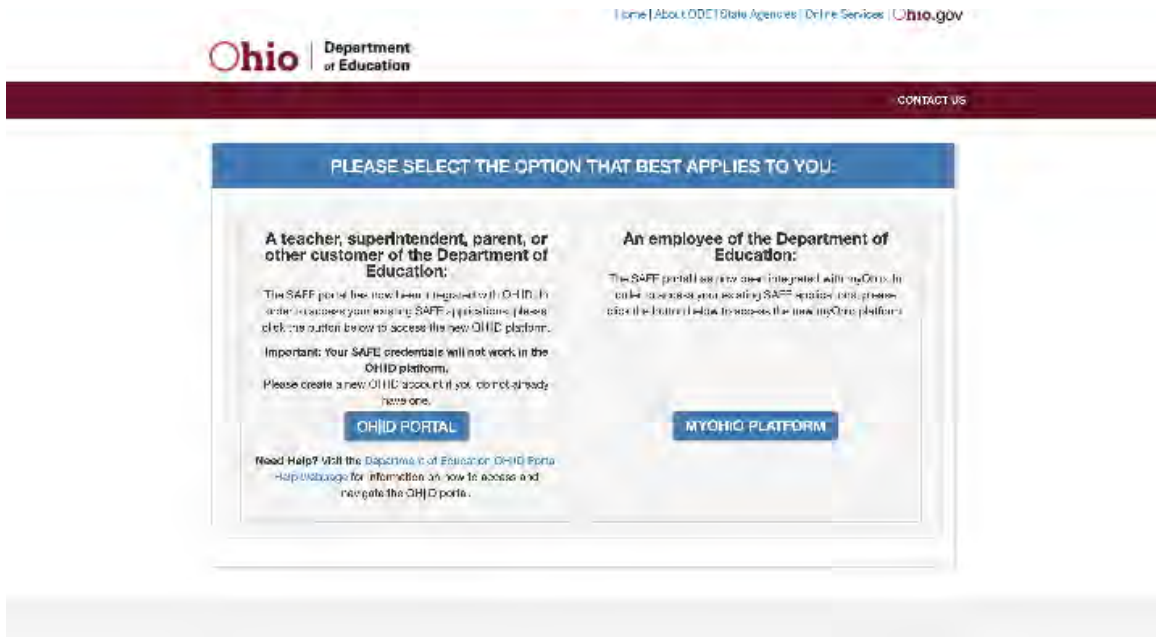
3.2.10. Logging out of the System

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.



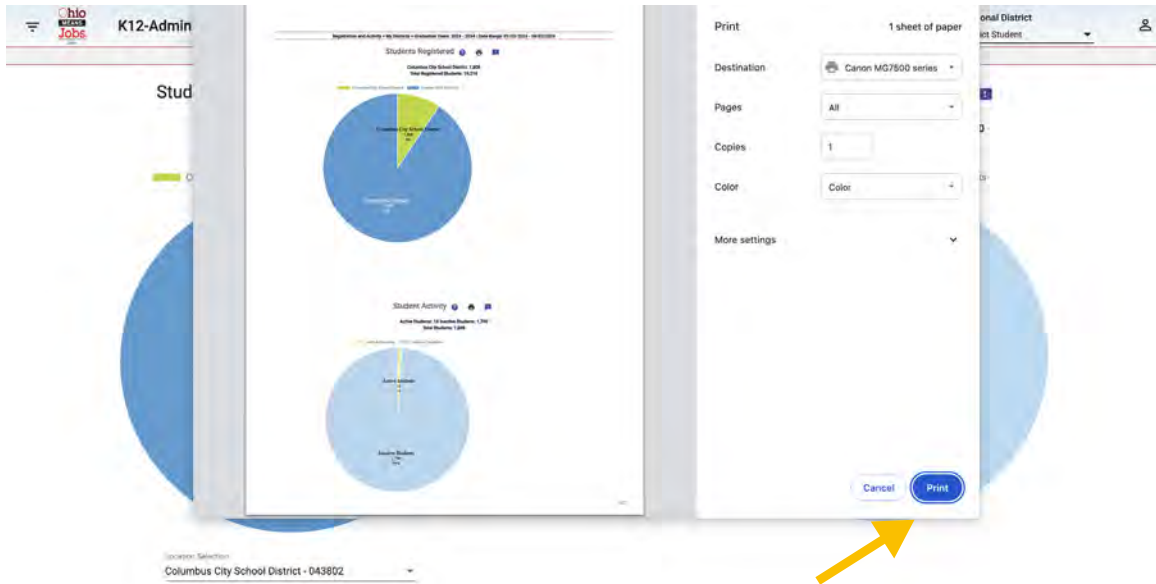
3.3. Page-Level Functions

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:



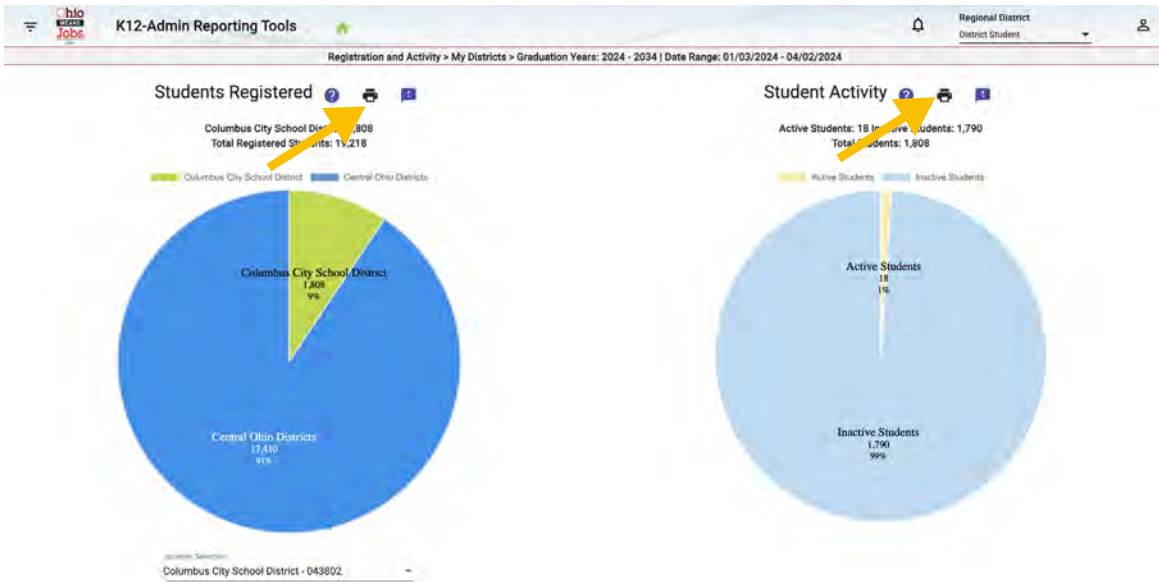
To print any page, click on the small printer icon adjacent to the title at the top of the page, as indicated above. This will initiate a printer dialog, from which you can make selections about the style, and destination of your print image.

#	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.

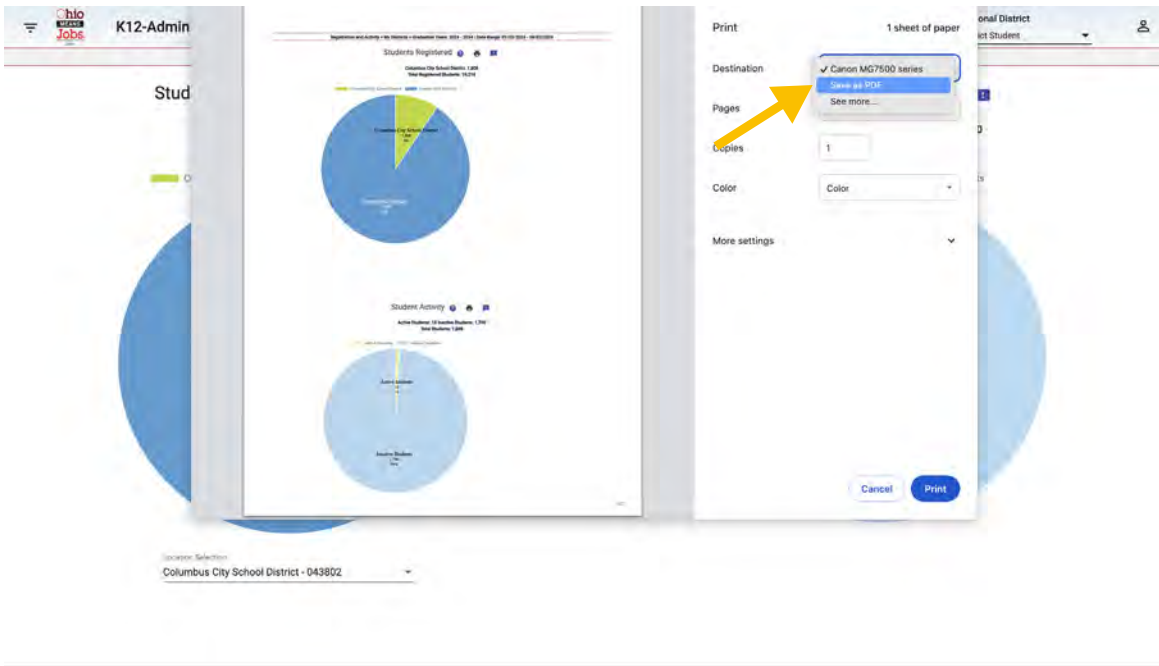
After setting the options in the dialog box, do one of the following:

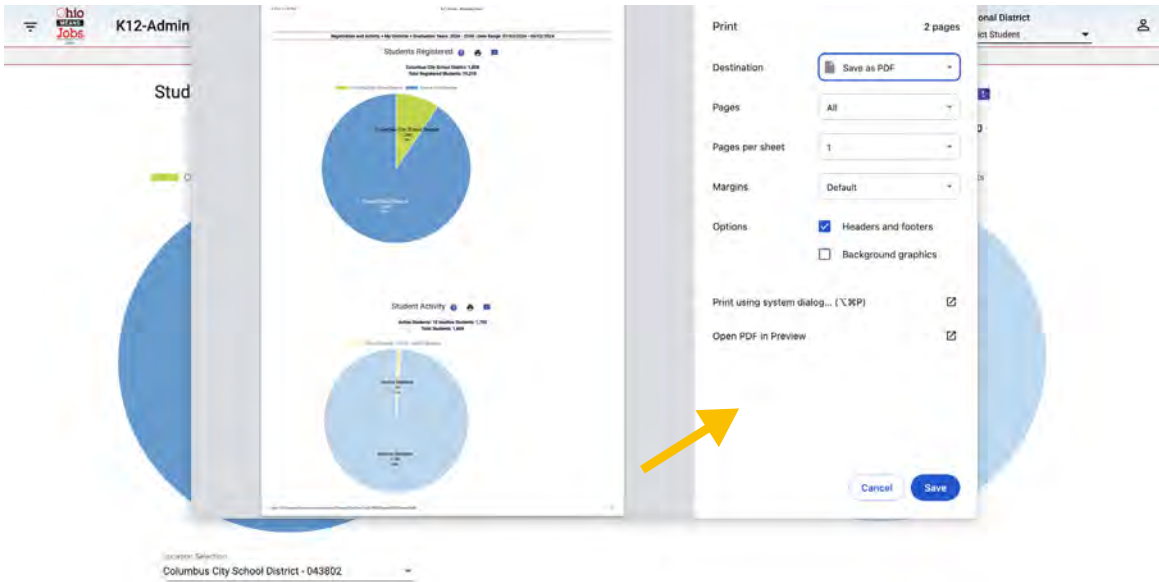
1. Click Save to save the print image to your storage media. Doing so will generate another dialog box, according to the look and feel of your operating system:

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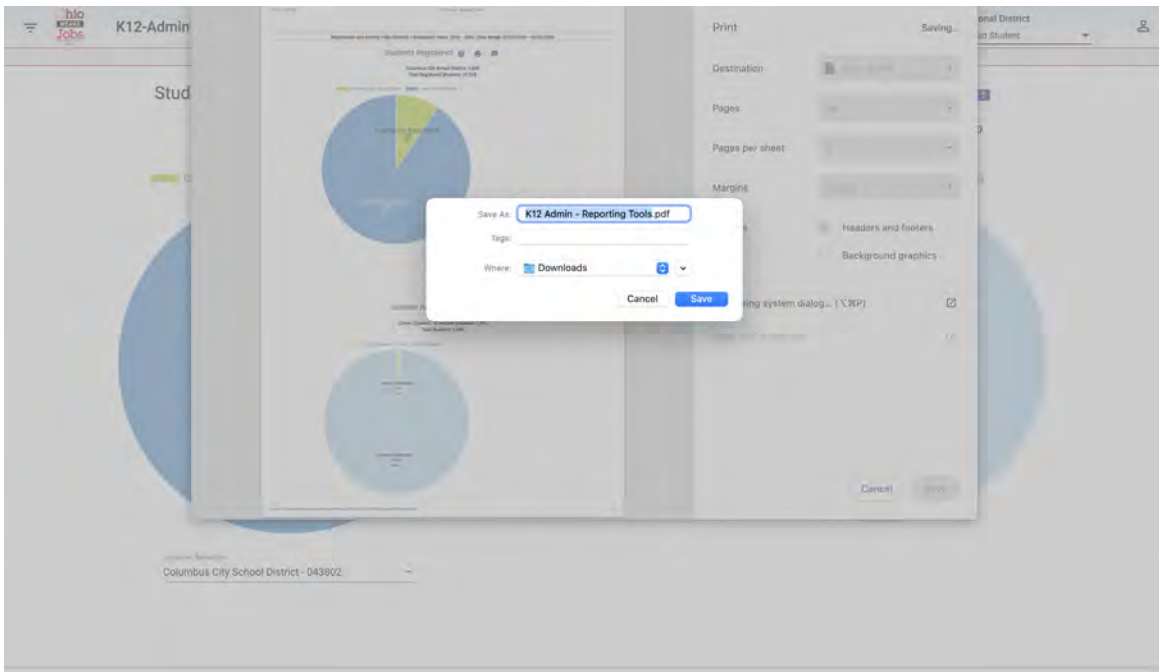


2. Select Save as PDF and fill out the fields appropriately.

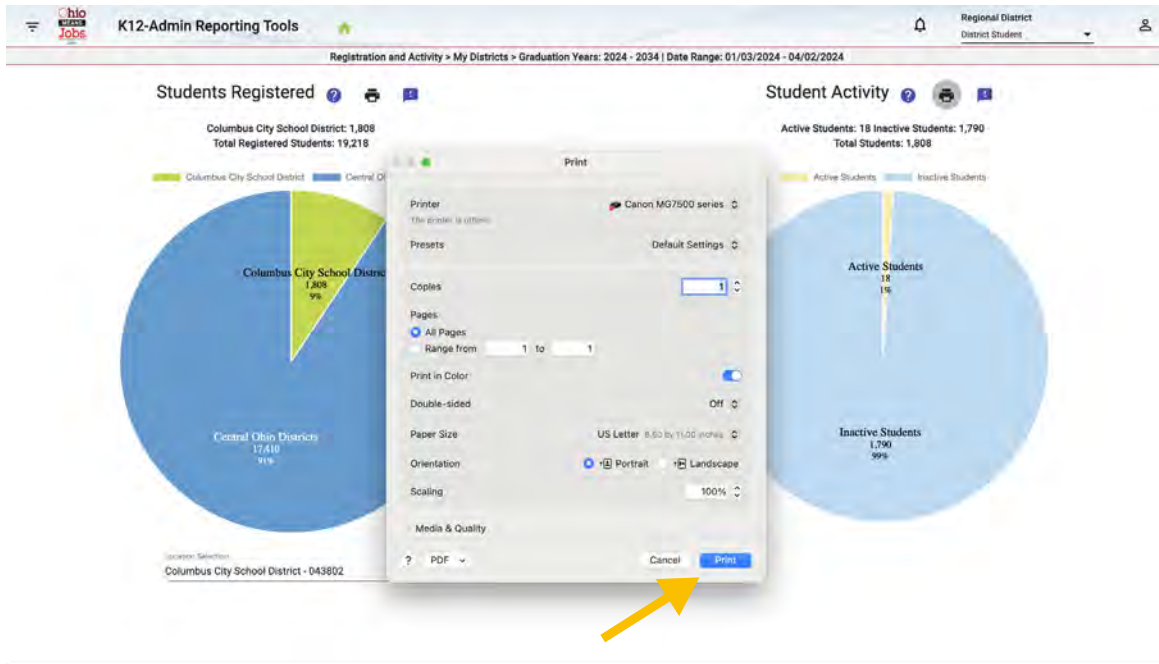




3. Enter the filename and location and tap on Save. You will then be returned to the page from which you initiated the Print dialog. Alternatively, you can select Print Using System Dialog.



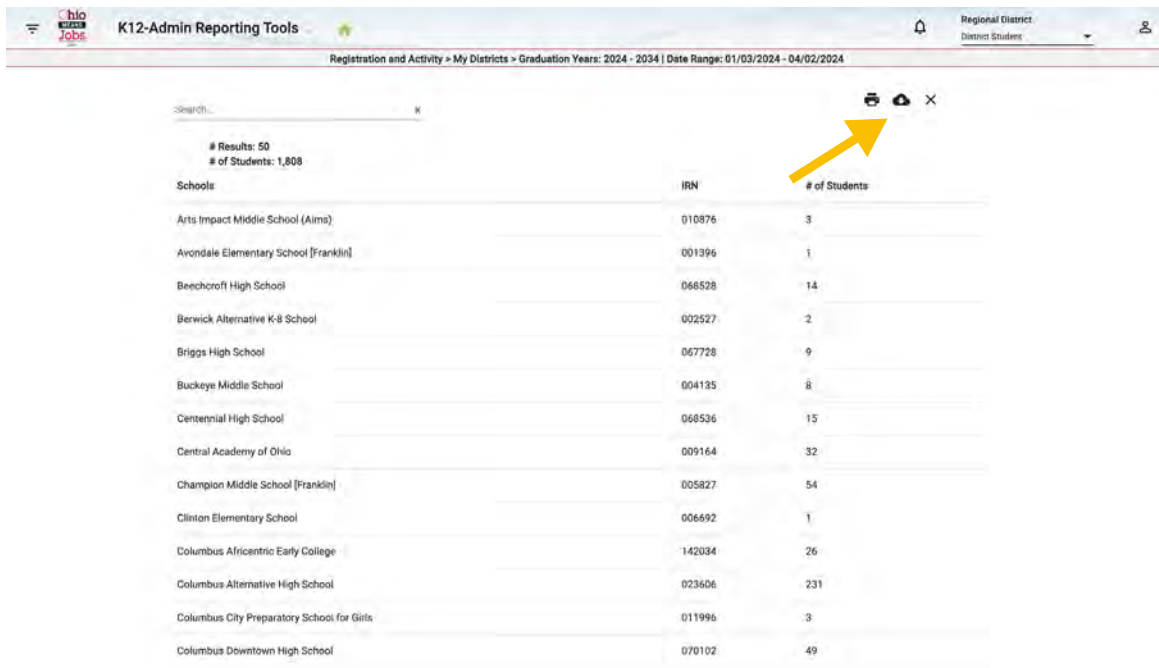
3. This will generate an operating system-level dialog box. Fill out the options according to your operating system preferences and click the button to Print or Save.



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:



Registration and Activity > My Districts > Graduation Years: 2024 - 2034 | Date Range: 01/03/2024 - 04/02/2024

Regional District: District Students

Search: _____

Results: 50
of Students: 1,808

Schools	IRN	# of Students
Arts Impact Middle School (Aims)	010876	3
Avondale Elementary School [Franklin]	001396	1
Beechcroft High School	066528	14
Berwick Alternative K-8 School	002527	2
Briggs High School	067728	9
Buckeye Middle School	004135	8
Centennial High School	066536	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

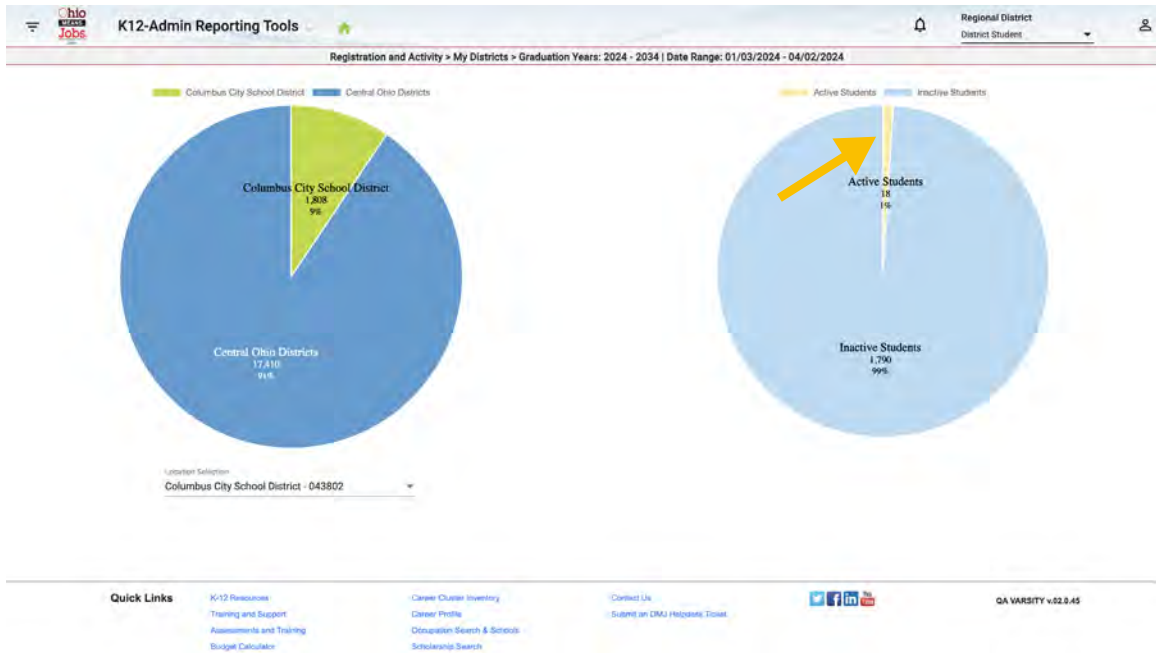
3.4.1. Opening a Pop-up Display

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.

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

K12-Admin Reporting Tools

Registration and Activity > My Districts > Graduation Years: 2024 - 2034 | Date Range: 01/03/2024 - 04/02/2024

Activity For Students

Search: [k] [Print] [Share] [Close]

Results: 7
of Students: 18

Schools	IRN	# of Students
Beechcroft High School	068528	1
Central Academy of Ohio	009164	7
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 Resources, Training and Support, Assessments and Training, Budget Calculator, Career Cluster Inventory, Career Paths, Occupation Search & Schools, Scholarship Search, Contact Us, Submit an DMJ Helpdesk Ticket, QA VARSITY v.02.0.45

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:

The screenshot shows the 'K12-Admin Reporting Tools' interface. At the top, there is a navigation bar with the OhioMeansJobs logo, the title 'K12-Admin Reporting Tools', and a user profile icon. Below the navigation bar, the breadcrumb trail reads 'Registration and Activity > My Districts > Graduation Years: 2024 - 2024 | Date Range: 01/03/2024 - 04/02/2024'. The main content area is titled 'Activity For Students' and features a search bar. Below the search bar, it displays '# Results: 7' and '# of Students: 18'. A table lists the following schools and their corresponding IRN and number of students:

Schools	IRN	# of Students
Beechcroft High School	068528	1
Central Academy of Ohio	139194	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

At the bottom of the page, there is a 'Quick Links' section with various navigation options and a footer that reads '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).

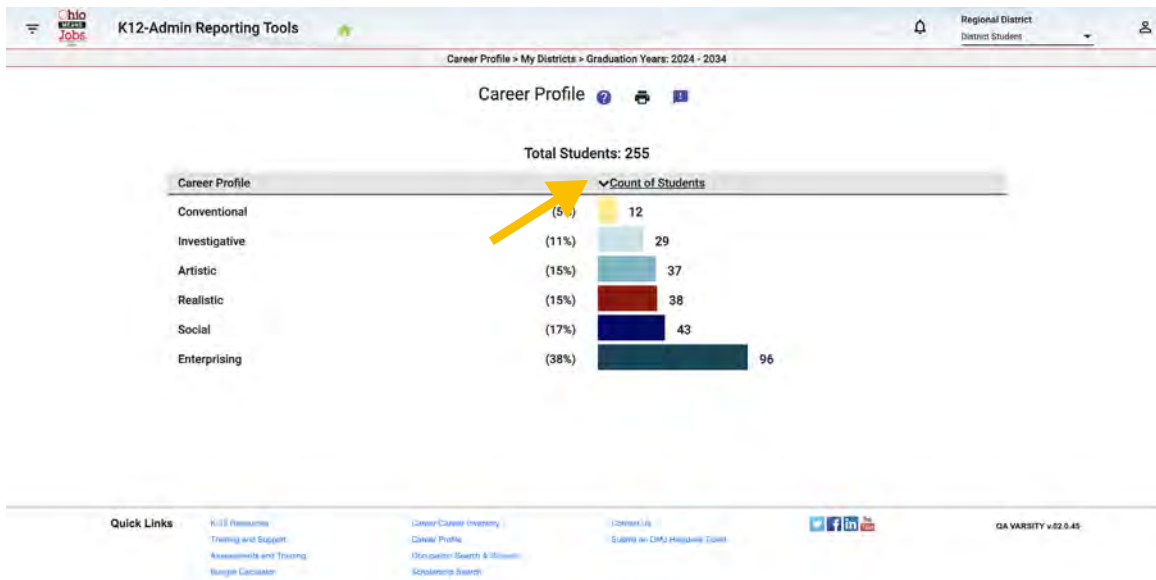
NOTE: This does not apply for every tool, nor for every student in the system.

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.

Enterprising

Search: _____

Results: 23
of Students: 96

Schools	IRN	# of Students
Columbus Scioto 6-12	000513	3
Avondale Elementary School [Franklin]	001396	1
Buckeye Middle School	004135	1
Champion Middle School [Franklin]	005827	1
Dominion Middle School	008581	1
Central Academy of Ohio	009164	17
Columbus North International High School	011995	1
Columbus City Preparatory School for Girls	011996	1
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

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

Level	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 consist 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.				

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

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

4. Group Management

4.1. Group Management Overview

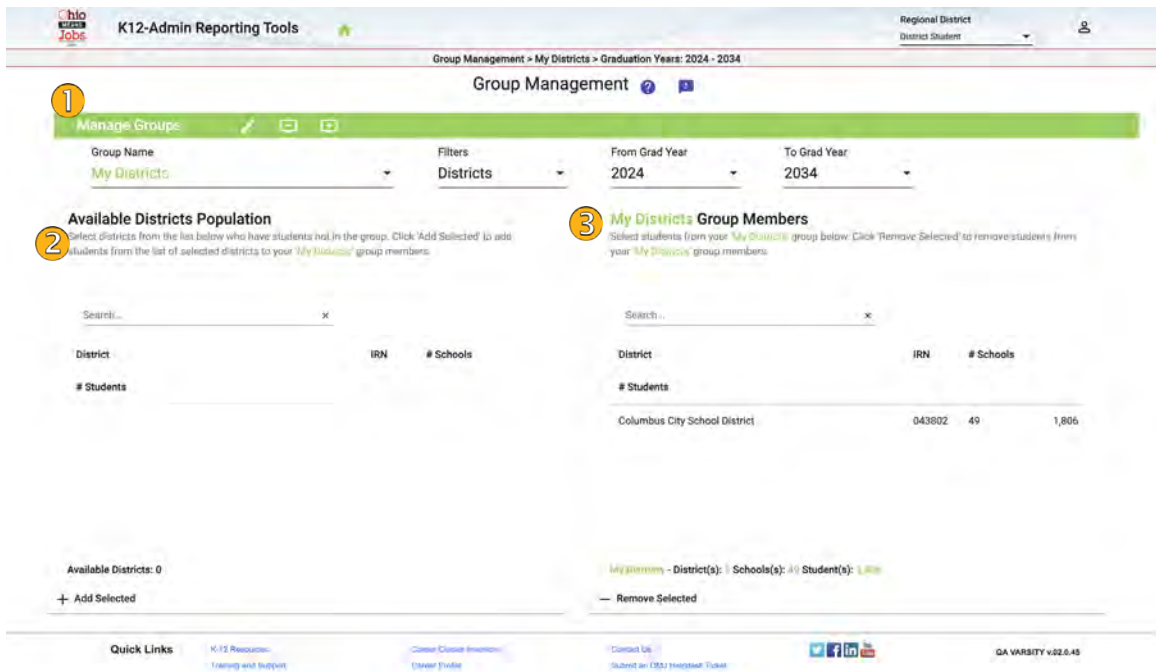
Group Management is an important function which permits the user to accurately define the Student population to work with. Group Management is often the first action a user will take, prior to using the Reporting Tools available elsewhere in the system. Group definitions are designed to persist throughout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



#	Item	Description
1	Tool Header Area	<p>The green Header Bar contains three icons.</p> <ul style="list-style-type: none"> 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
2	Available Populations	<p>Under the green header bar are two drop-down menus.</p> <ul style="list-style-type: none"> 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 displayed as line items. The line items listed in this drop-down menu are dependent upon your level of access.
3	Group Members	<p>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).</p>

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 the Districts with the defined borders of the Region.
		Northeast Region	
		Northwest Region	
		Southeast Region	
		Southwest Region	
		Western Region	
2	Regional	All Regions	These are geographically determined non-overlapping regions. Each contain the Districts with the defined borders of the Region.
		Central 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.

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Group Management

Manage Groups

Group Name: All Regions

Filters: Regions

Available Regions: 0

+ Add Selected

All Regions Group Members

Select students from your **All Regions** group below. Click 'Remove Selected' to remove students from your **All Regions** group members.

Region	# Districts	# Schools
Central	228	829
Northeast	477	1,610
Northwest	173	547
Southeast	131	415
Southwest	140	555
Western	154	455

All Regions - Region(s): 6 District(s): 623 Schools(s): 694 Student(s):

- Remove Selected

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.

Group Management

Manage Groups

Group Name: Northeast Region

Filters: Regions

Available Regions: 5

+ Add Selected

Northeast Region Group Members

Select students from your **Northeast Region** group below. Click 'Remove Selected' to remove students from your **Northeast Region** group members.

Region	# Districts	# Schools
Northeast	477	1,610

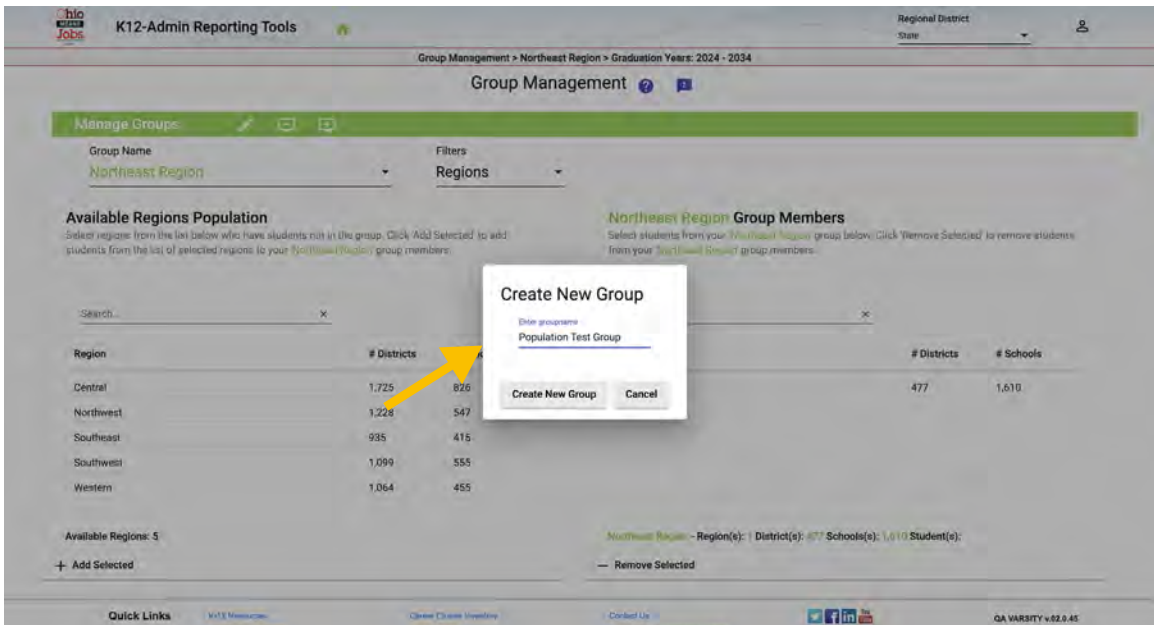
Northeast Region - Region(s): 1 District(s): 477 Schools(s): 1,610 Student(s):

- Remove Selected

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.

4.4. Creating a New Group

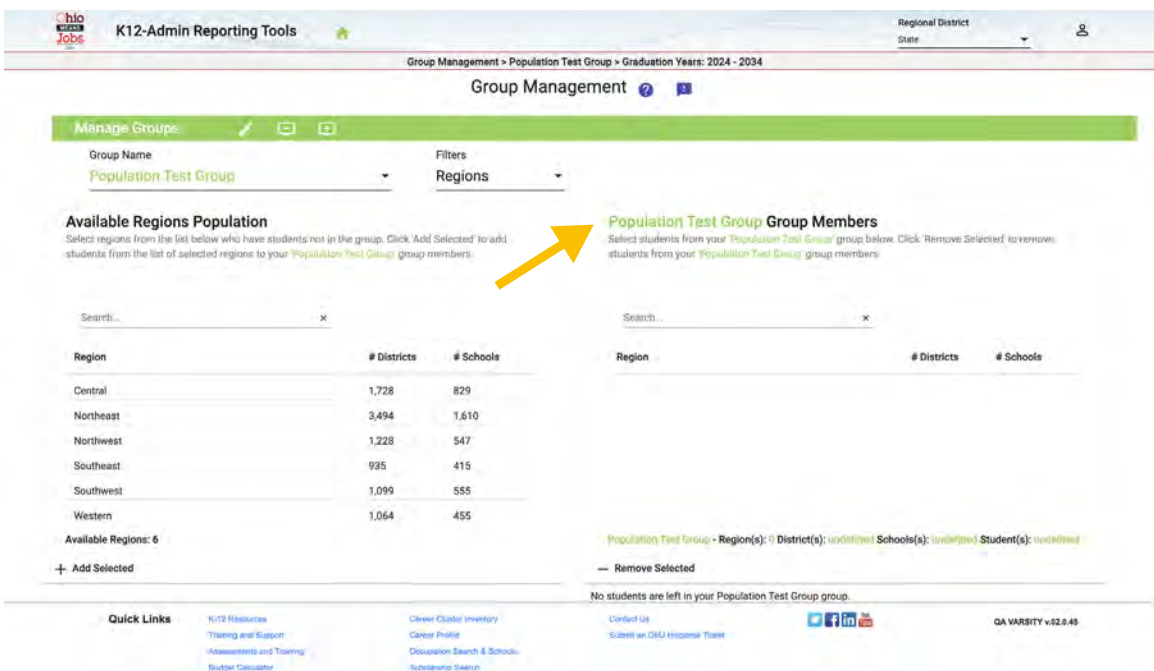
To create a new Group, click the Create New Group icon located in green Manage Groups header bar.



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

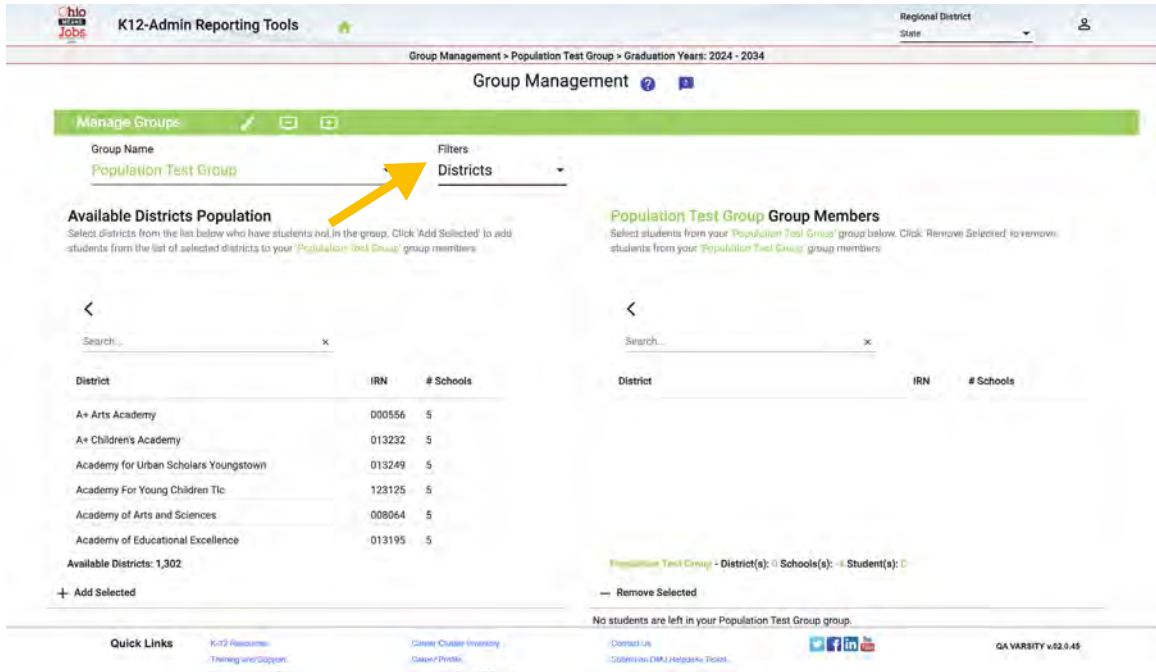
1. Enter the name of the new Group in the text box.
2. Click the Create New Group button to confirm.

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.



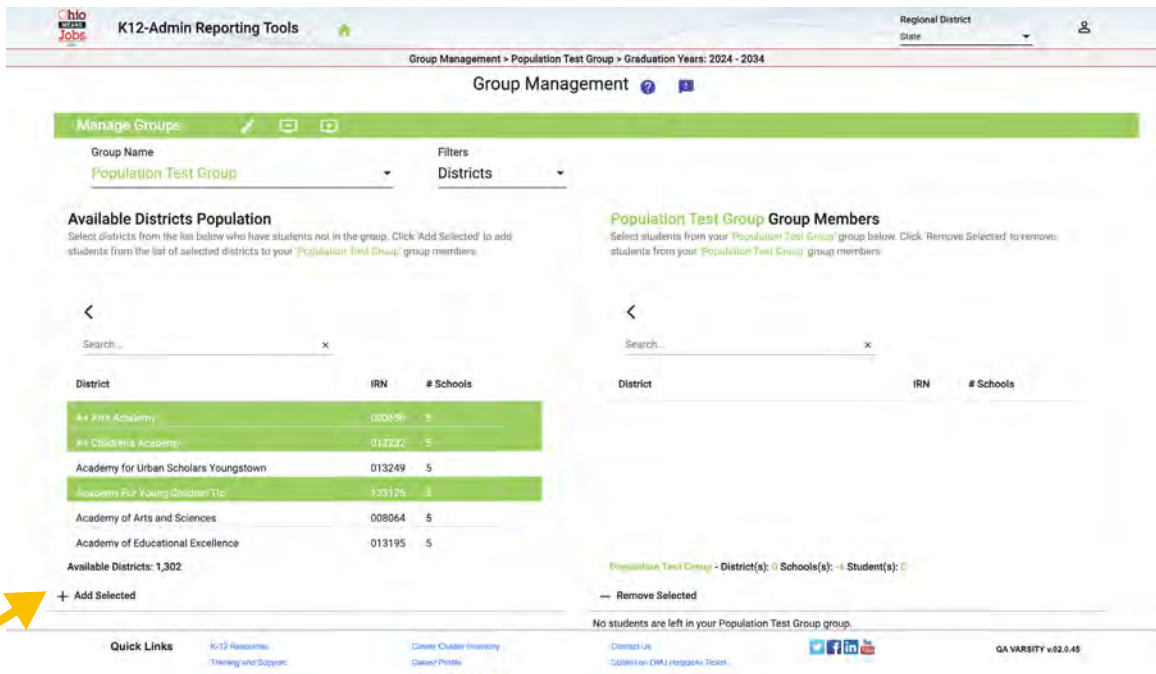
The new Group is created. In this case, the user has created a Group entitled Population Test Group. Note the name Population Test Group in green in the Group Name field. A green verification message is displayed in the upper right-hand portion of the screen when the Group is created.

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.



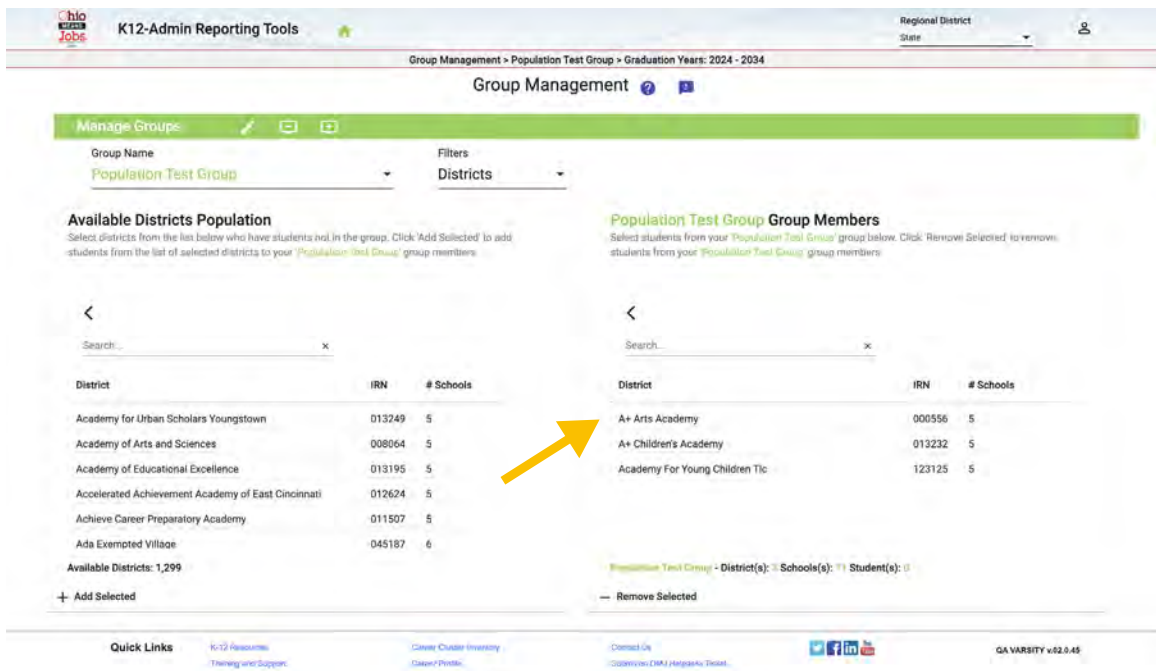
Now you can add Available Populations (Regions/Districts/Students) to the Population Test Group. For example, let's assume you're a State-level user who wants to work with students in the Buckeye Districts. You would do the following:

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.



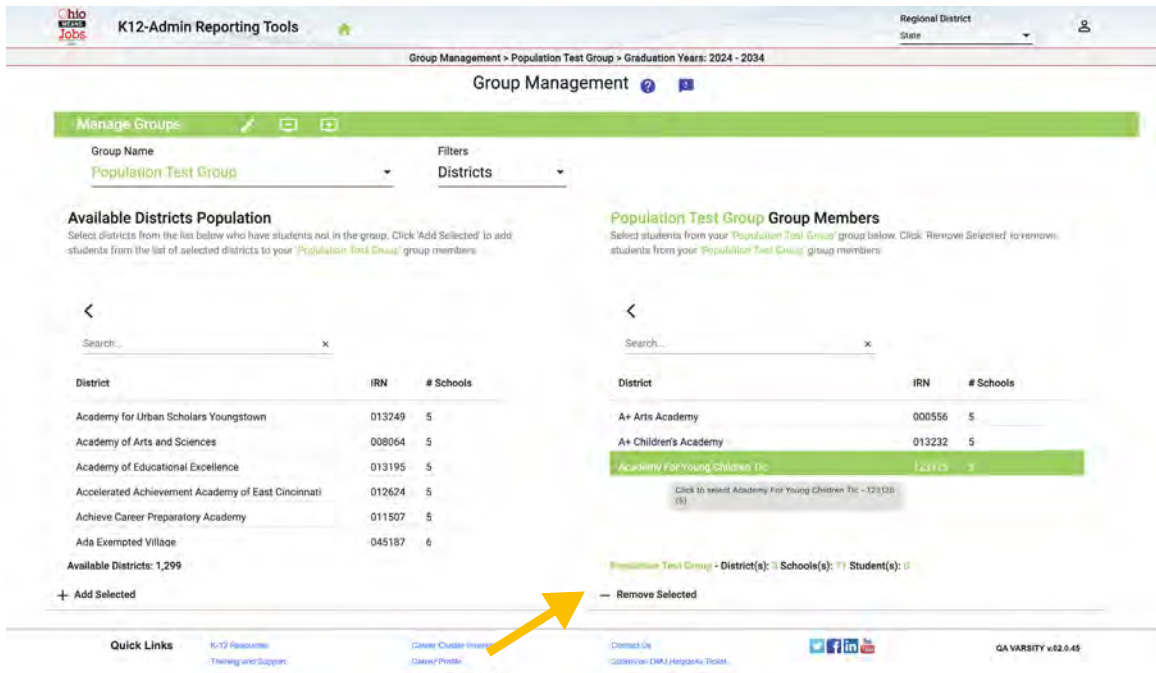
If the resulting list is large, you can place your cursor over the Available Populations list and scroll the list independently of the parent Group Management page. In this case, there are eight Districts with the word “Buckeye” in the name.

- 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.



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

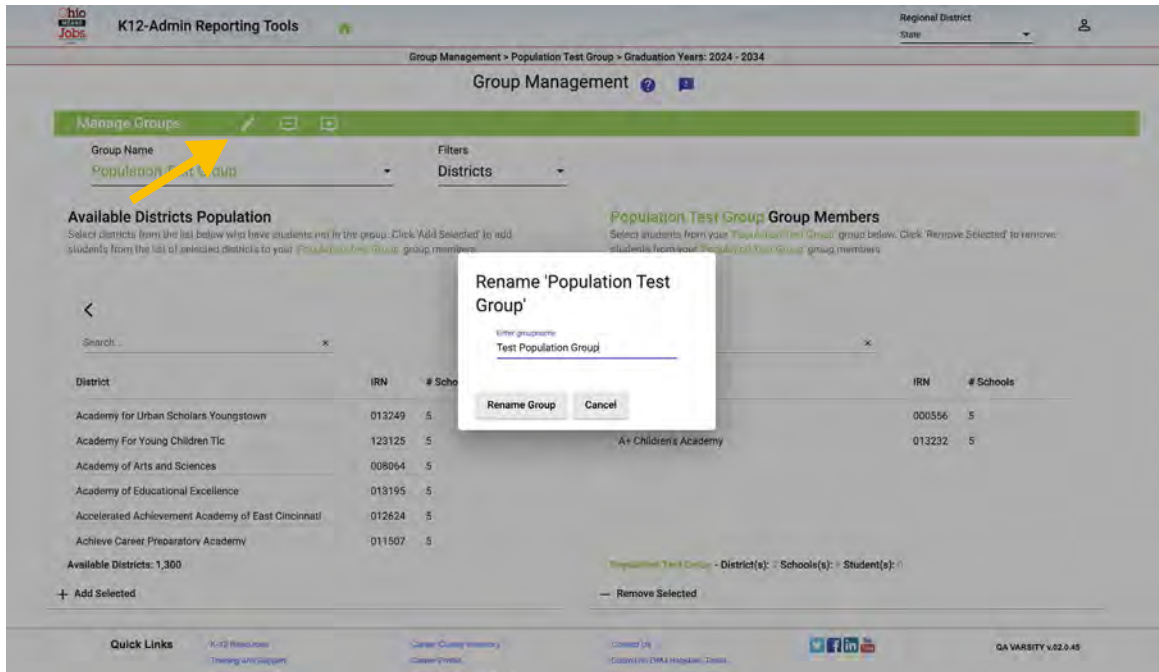
desired District to highlight it, and then click the Remove Selected button at the bottom of the data well to remove the District from your Group.



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.

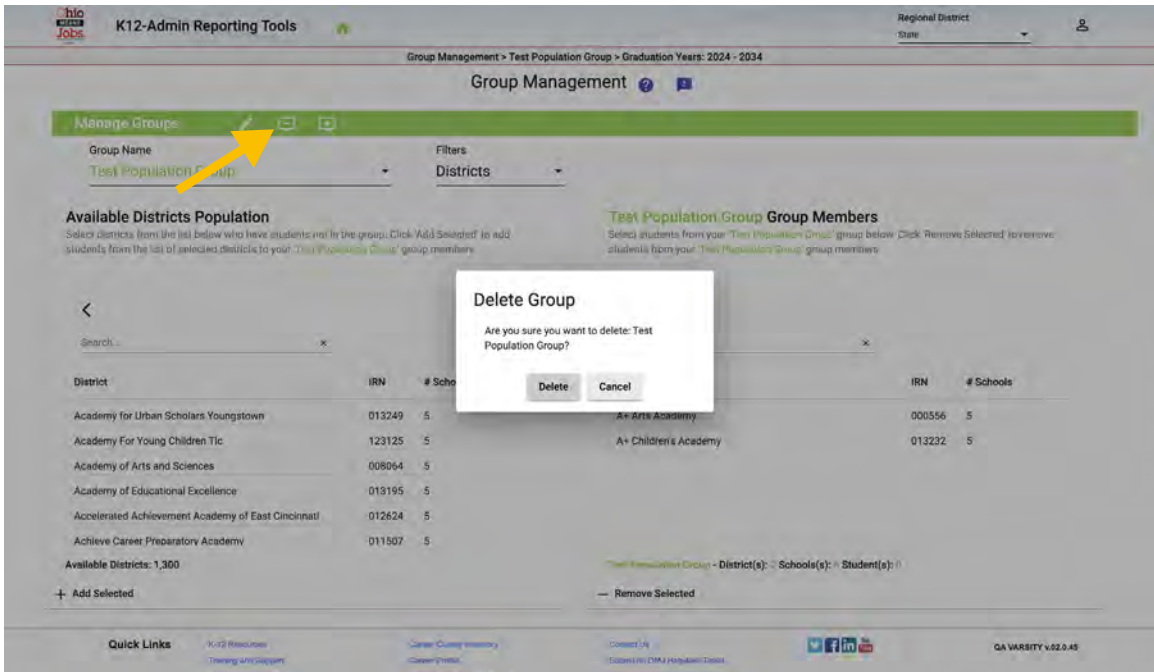


NOTE: You cannot rename system-generated Groups.

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.

5. System Notifications

5.1. The Daily Student Activity Notification System

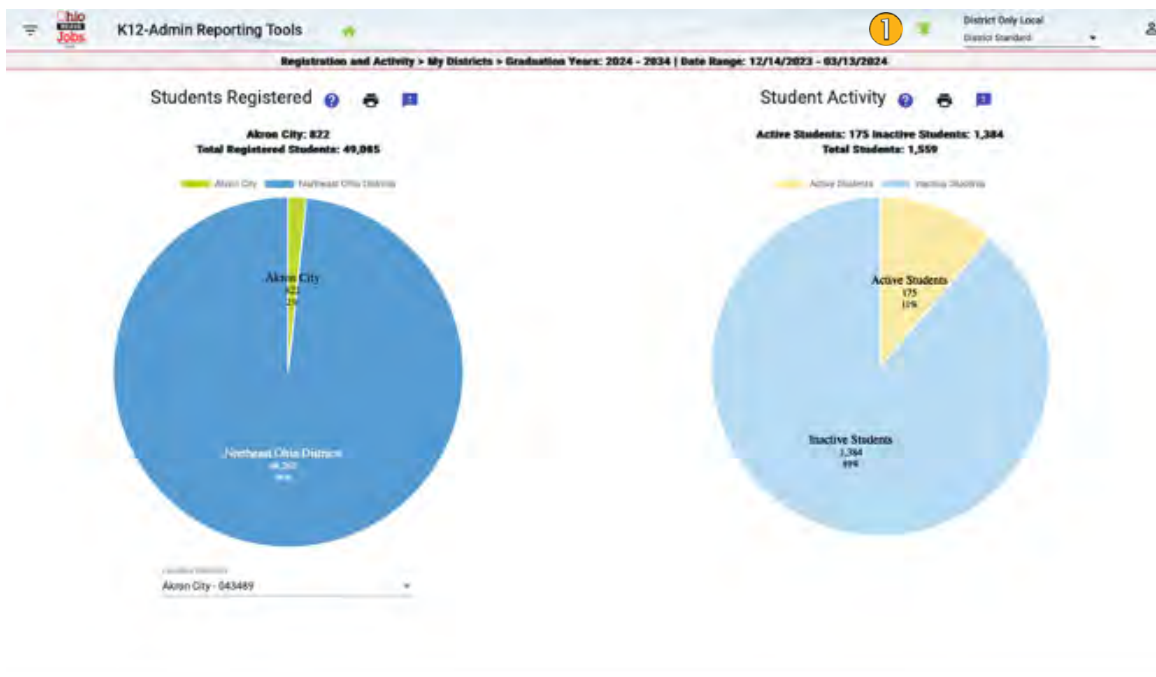
The ability to quickly view relevant data is important for teachers and administrators. To that end, the system provides an Interactive Daily Student Activity Notification (DSAN) Icon which provides rapid access to student activity/data.

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:

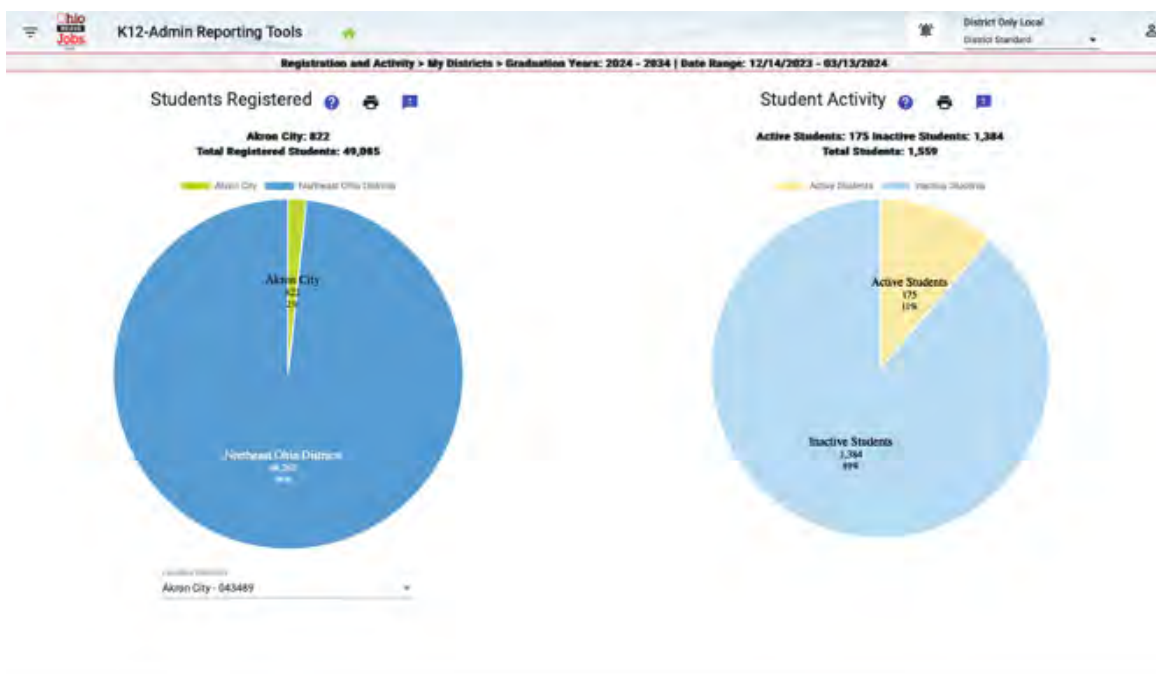
1. When the user first logs in to the system, the icon is displayed in green on the Home Page if there has been any student activity during the past twenty-four hours. The icon will remain green until it has been clicked.



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 has 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 refreshed 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.

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For example, the Home Page changes to reflect the contexts 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.



Note: Because 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.

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.

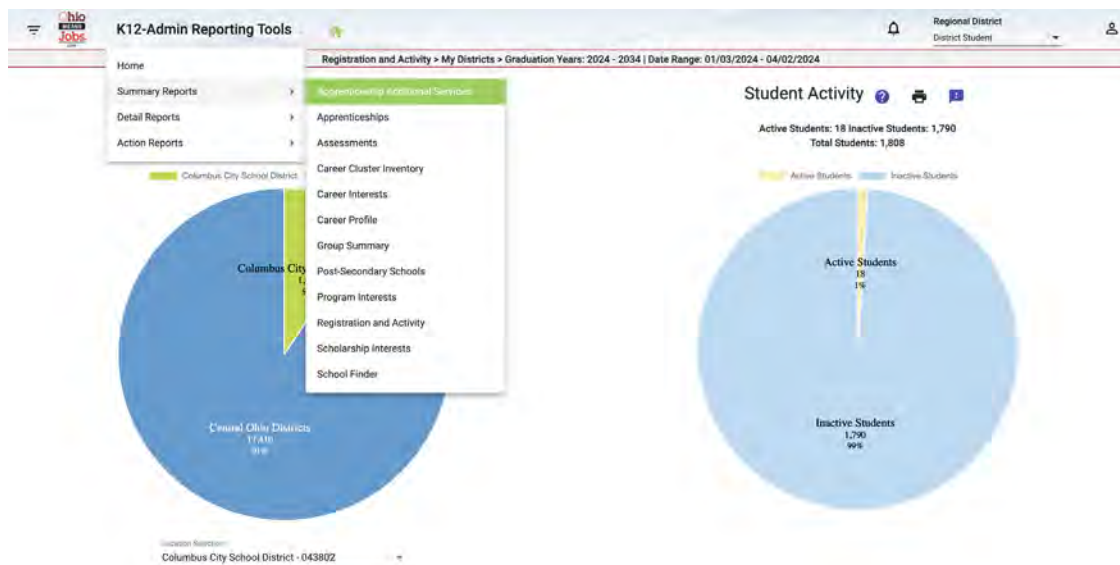
6. Apprenticeship Additional Services

6.1. About This Report

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

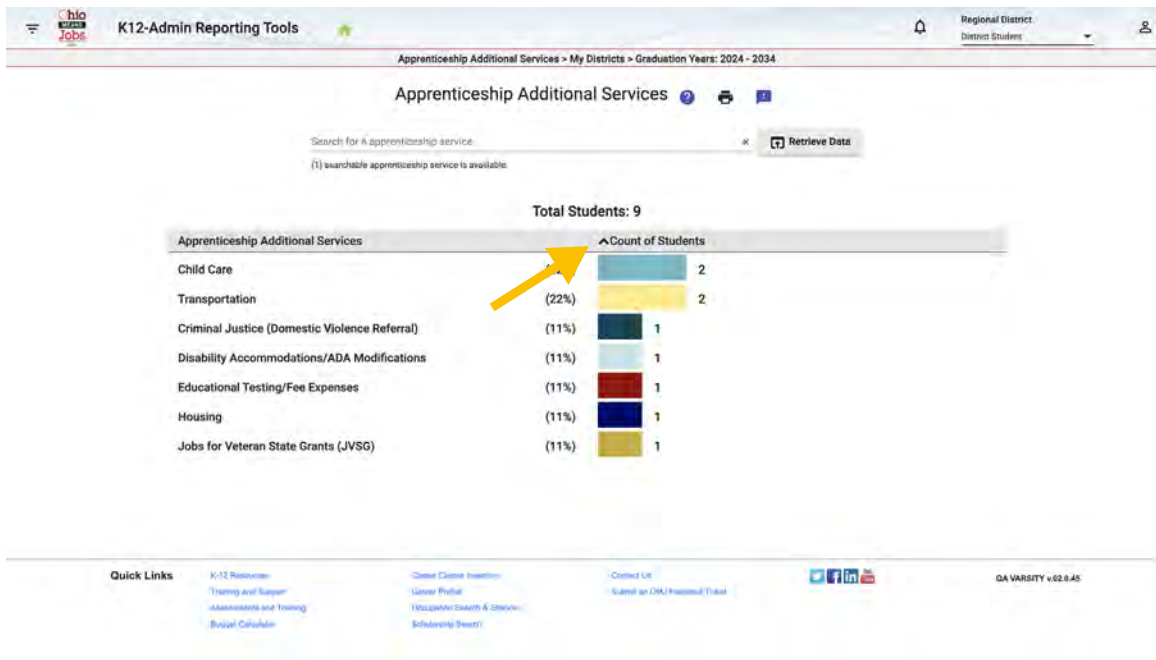
6.2. Viewing the Report

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



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



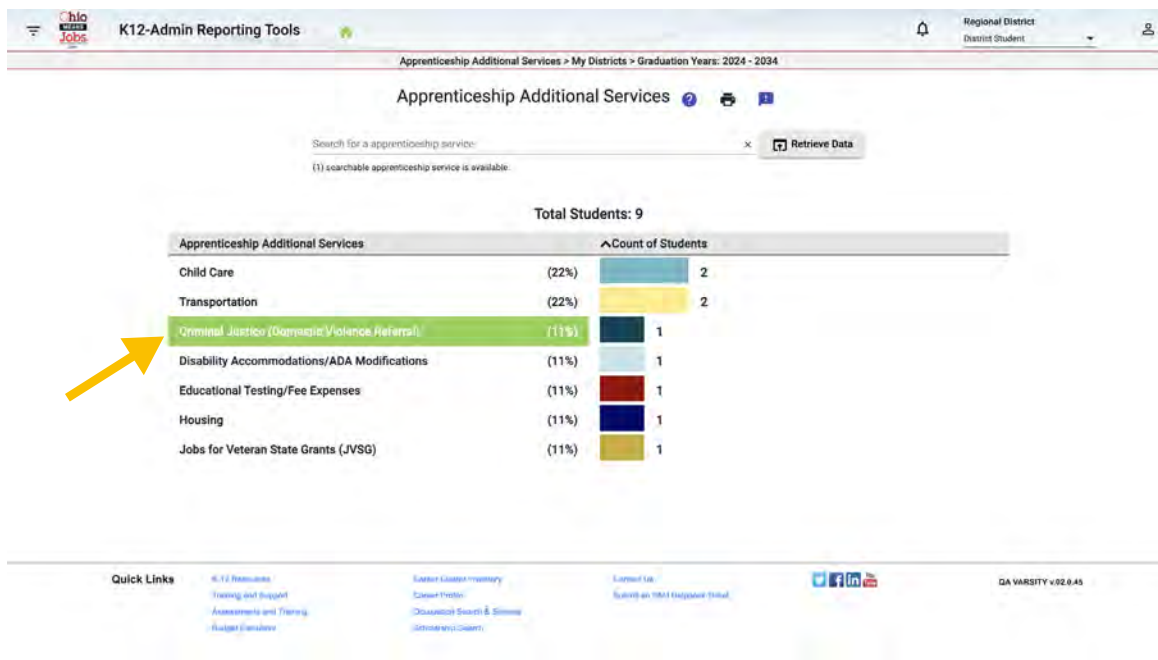
You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

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 <i>Chapter 3 - System Overview</i> .
	Feedback Icon	The function of the Feedback Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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 Summary Count	Labeled Item(s) summarize the contents of the table below.

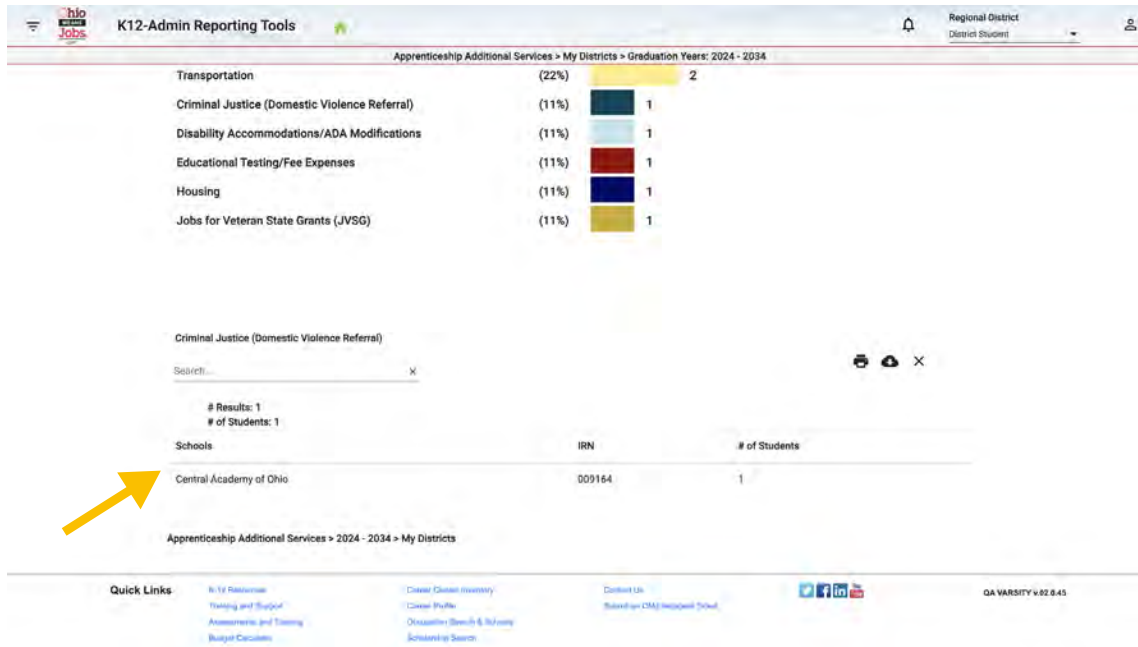
Report Data	Header Row	<p>The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:</p> <p>Apprenticeship Additional Service Percentage Count of Students</p>
	Table Rows	<p>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.</p>

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**.



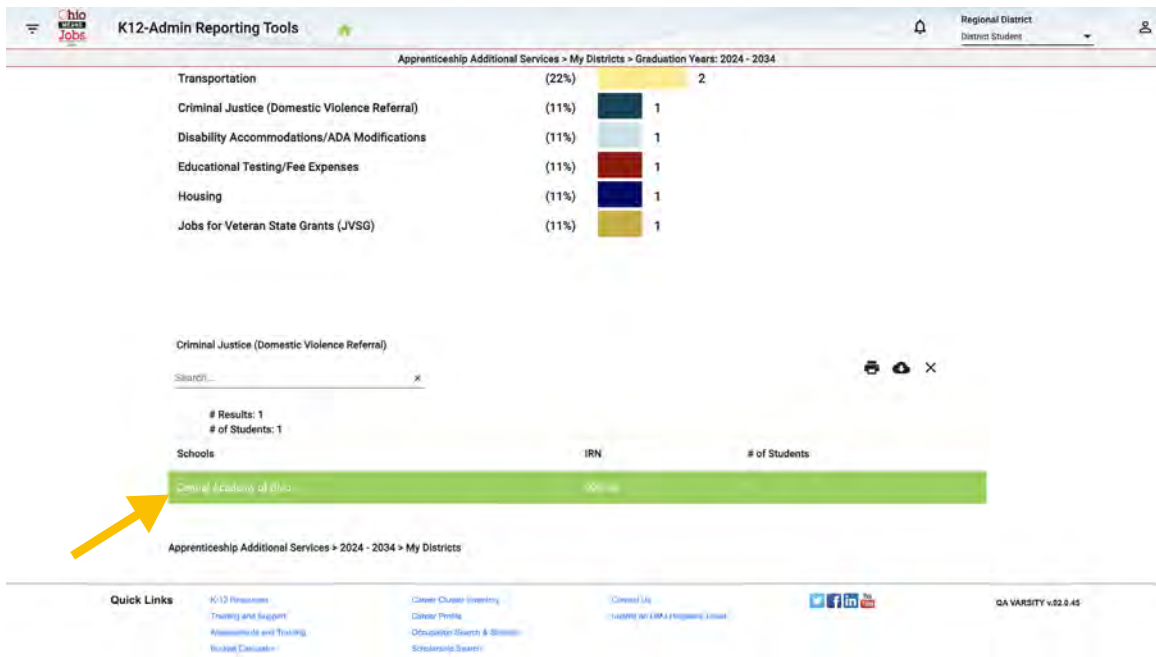
A pop-up is generated beneath the main report.



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-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: <table border="1" style="margin-left: 20px;"> <tr> <td>Local Users</td> <td>District Users</td> <td>Regional / State Users</td> </tr> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </table>	Local Users	District Users	Regional / State Users	School Name # of Students	School Name # of Students	District County # of Students IRN
	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 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.



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

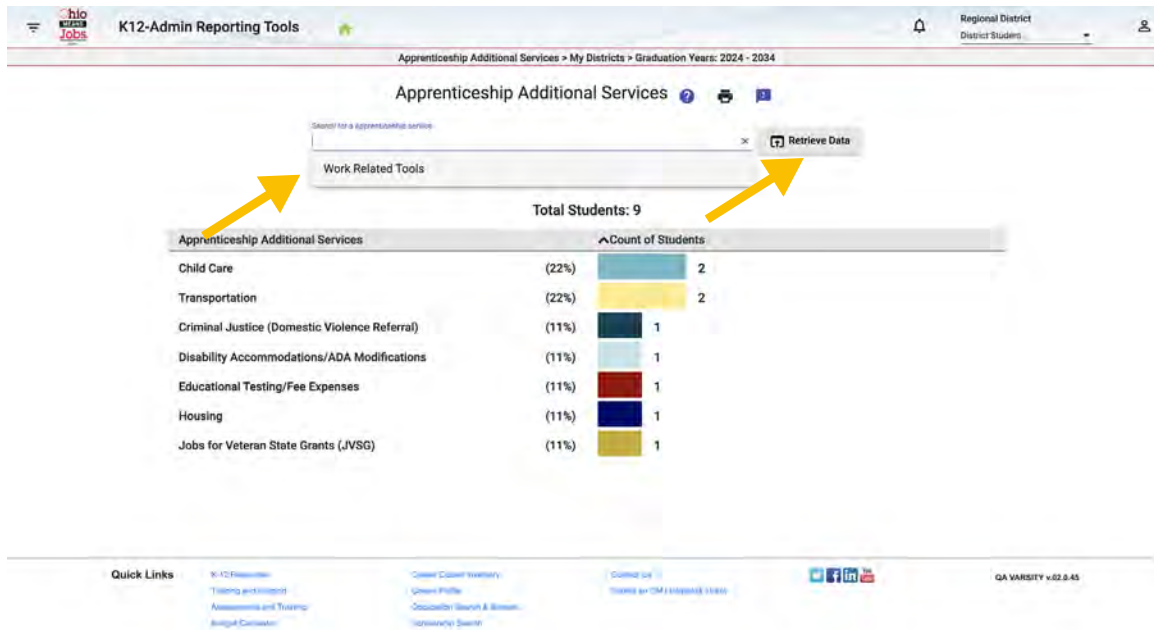
Student Report																	
Area	Report Item	Description															
Pop-up Header	Name	The name of the selected item in breadcrumb format.															
	Search Text Box	The Search Text Box may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and 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: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name</td> <td>School Name</td> <td>District</td> </tr> <tr> <td>Email</td> <td>Email</td> <td>County</td> </tr> <tr> <td>Graduation Year</td> <td>Graduation Year</td> <td># of Students</td> </tr> <tr> <td></td> <td></td> <td>IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name	School Name	District	Email	Email	County	Graduation Year	Graduation Year	# of Students			IRN
	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.

6.4. Searching for a specific Apprenticeship Additional Service

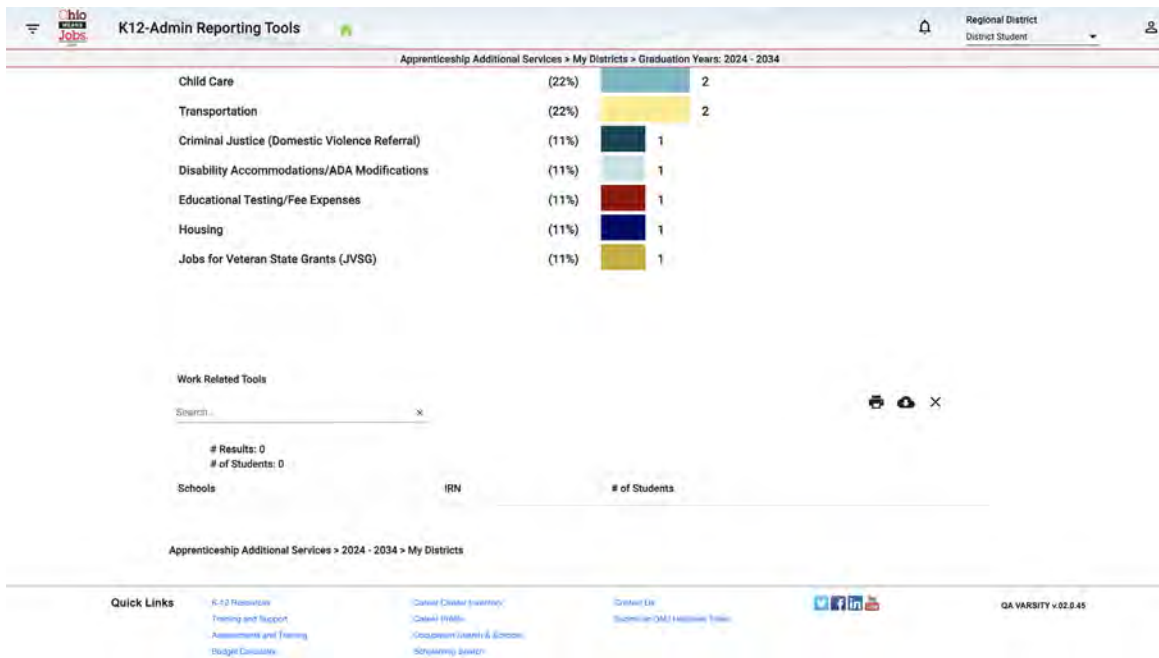
OhioMeansJobs K-12 Admin Tools User Guide

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 Retrieve Data button.



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.



SEVEN

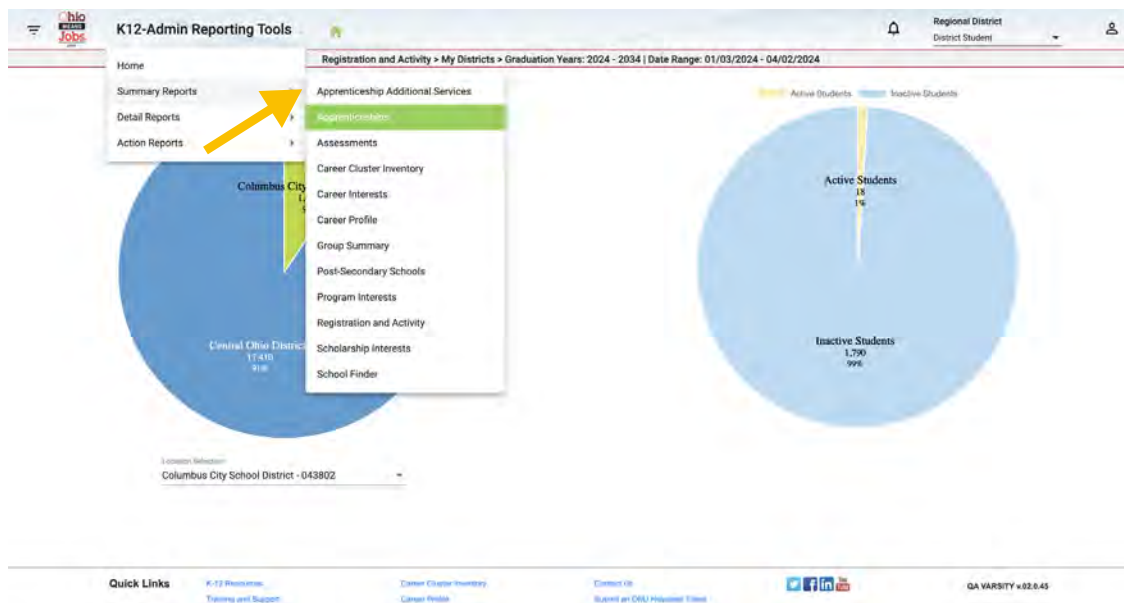
7. Apprenticeships

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.

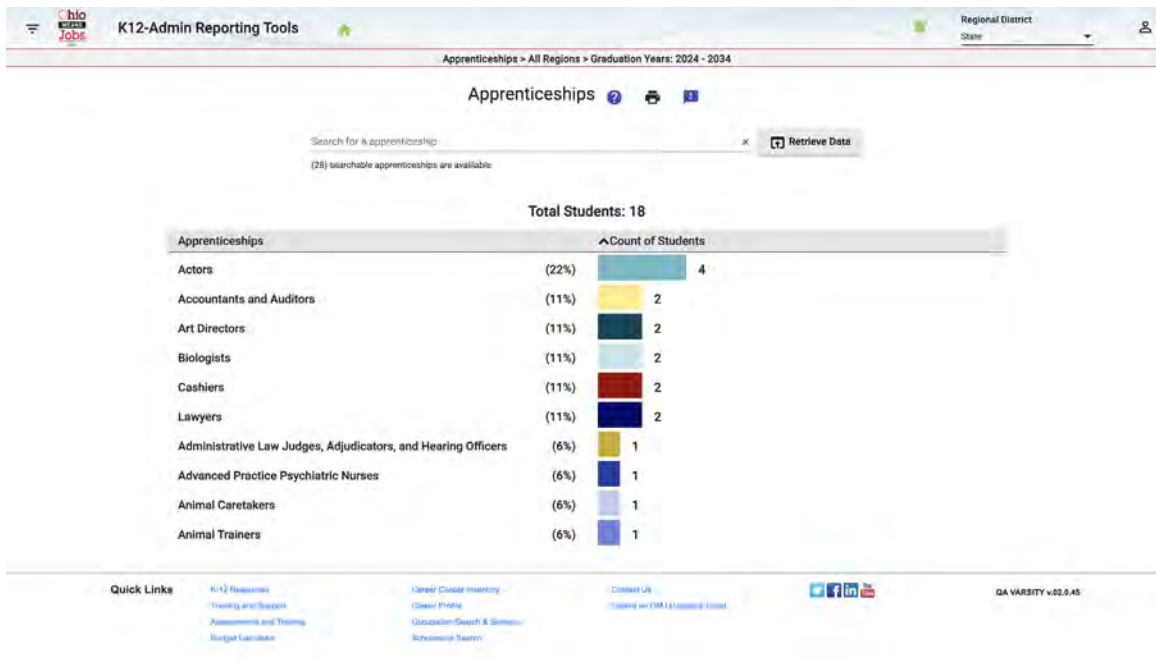
7.2. Viewing the Report

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



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



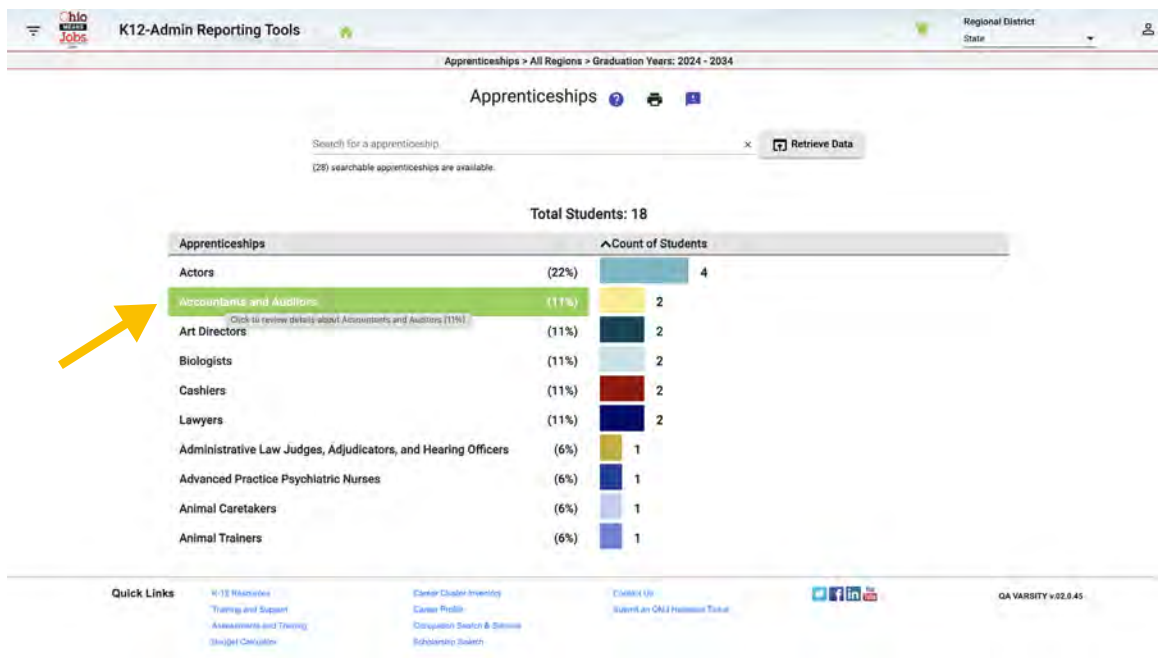
You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

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 <i>Chapter 3 - System Overview</i> .
	Feedback Icon	The function of the Feedback Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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 Summary Count	Labeled Item(s) summarize the contents of the table below.

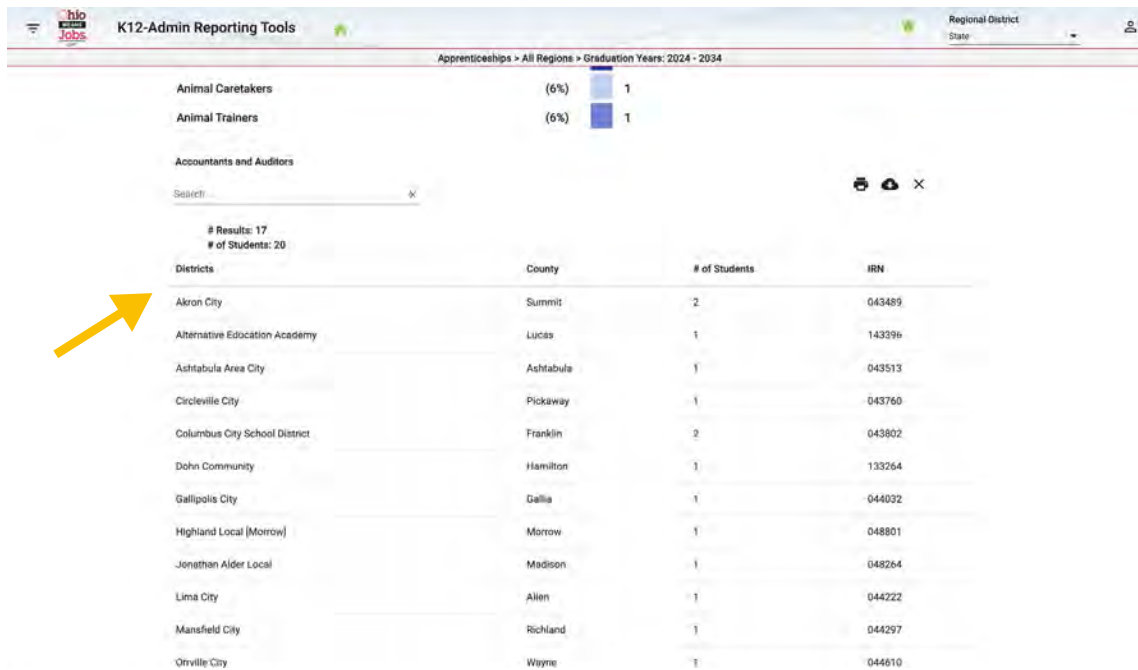
Report Data	Header Row	<p>The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:</p> <p>Apprenticeship Percentage Count of Students</p>
	Table Rows	<p>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.</p>

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**.



A pop-up is generated beneath the main report.



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-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: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Local Users</th> <th style="width: 33%;">District Users</th> <th style="width: 33%;">Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name</td> <td>School Name</td> <td>District</td> </tr> <tr> <td># of Students</td> <td># of Students</td> <td>County</td> </tr> <tr> <td></td> <td></td> <td># of Students</td> </tr> <tr> <td></td> <td></td> <td>IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name	School Name	District	# of Students	# of Students	County			# of Students			IRN
	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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The screenshot shows the 'K12-Admin Reporting Tools' interface. At the top, it displays '# Results: 17' and '# of Students: 20'. Below this is a table with columns: Districts, County, # of Students, and IRN. The 'Circleville City' row is highlighted in green, and a yellow arrow points to it from the left. Other rows include Akron City, Alternative Education Academy, Ashtabula Area City, Columbus City School District, Dohn Community, Gallipolis City, Highland Local (Morrow), Jonathan Alder Local, Lima City, Mansfield City, Orrville City, Ottawa-Glandorf Local, Trotwood-Madison City, Westfall Local, and Wheelersburg Local.

Districts	County	# of Students	IRN
Akron City	Summit	2	043499
Alternative Education Academy	Lucas	1	143396
Ashtabula Area City	Ashtabula	1	043513
Circleville City	Franklin	1	043790
Columbus City School District	Franklin	2	043802
Dohn Community	Hamilton	1	133264
Gallipolis City	Gallia	1	044032
Highland Local (Morrow)	Morrow	1	048801
Jonathan Alder Local	Madison	1	048264
Lima City	Allen	1	044222
Mansfield City	Richland	1	044297
Orrville City	Wayne	1	044610
Ottawa-Glandorf Local	Putnam	1	049379
Trotwood-Madison City	Montgomery	1	048694
Westfall Local	Pickaway	1	049106
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	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: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name</td> <td>School Name</td> <td>District</td> </tr> <tr> <td>Email</td> <td>Email</td> <td>County</td> </tr> <tr> <td>Graduation Year</td> <td>Graduation Year</td> <td># of Students</td> </tr> <tr> <td></td> <td></td> <td>IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name	School Name	District	Email	Email	County	Graduation Year	Graduation Year	# of Students			IRN
	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.															

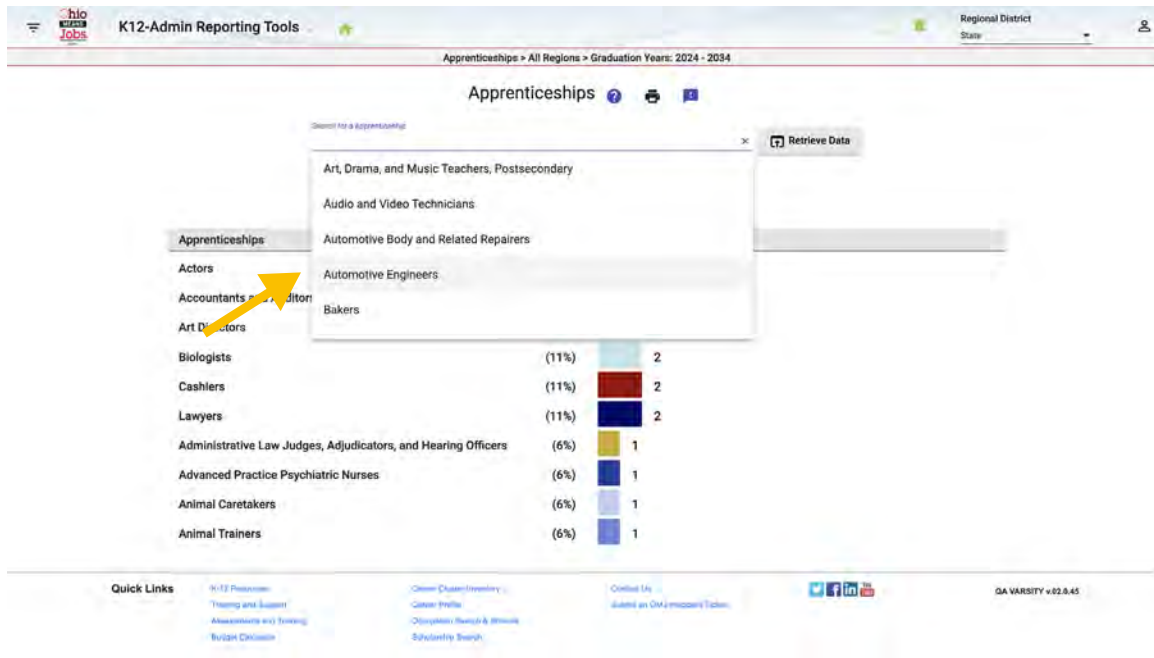
Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

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

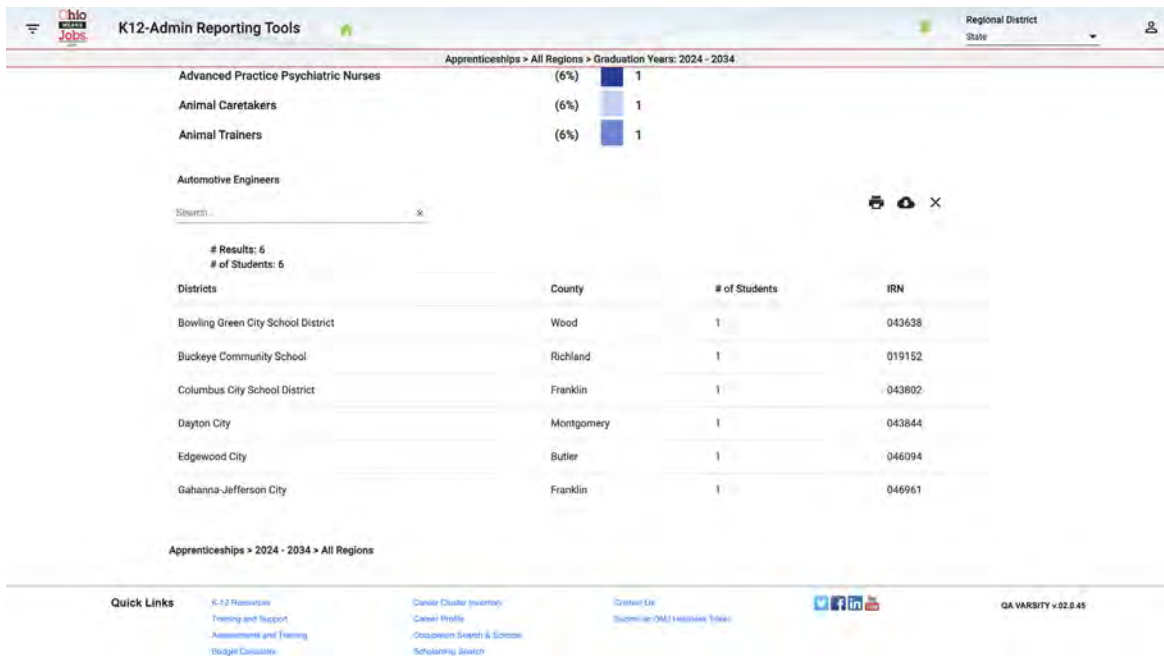
OhioMeansJobs K-12 Admin Tools User Guide

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.



EIGHT

8. Assessments

8.1. About This Report

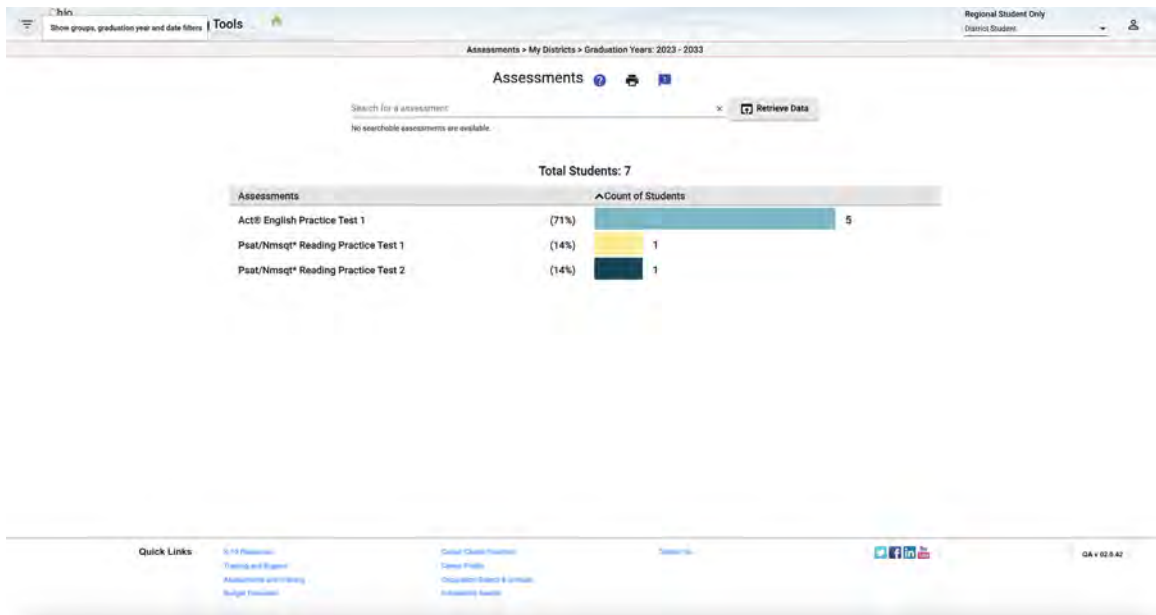
The *Assessments Report* displays aggregate data from the Assessments search results on K-12 OhioMeansJobs. The data represents student post-secondary school searches.

8.2. Viewing the Report

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



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



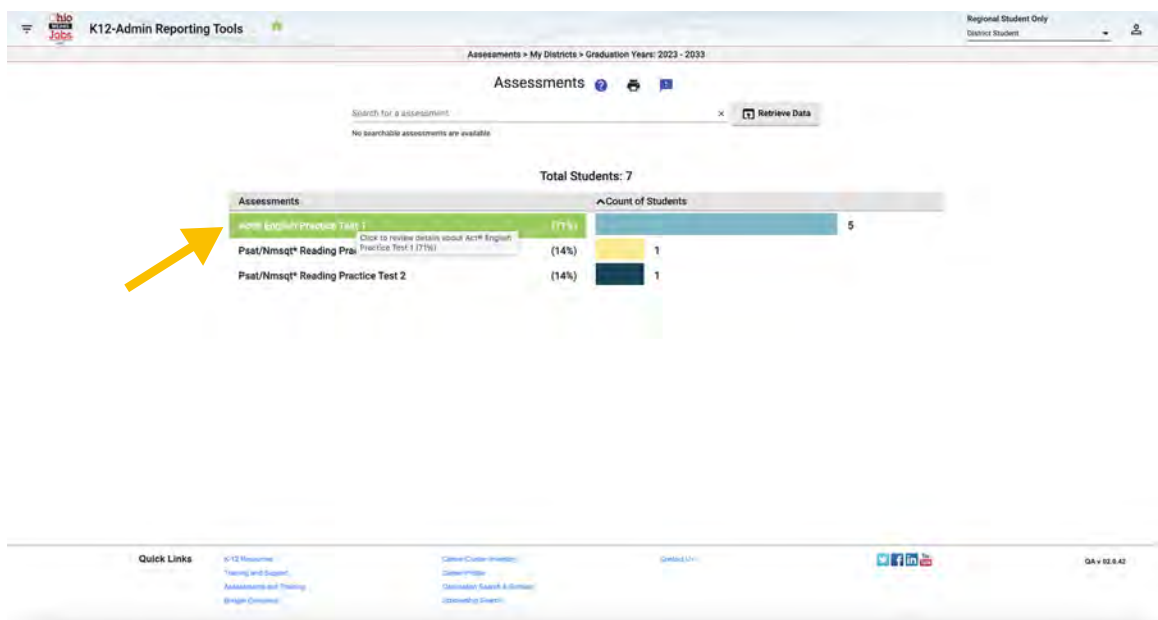
You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

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 <i>Chapter 3 - System Overview</i> .
	Feedback Icon	The function of the Feedback Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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 Summary Count	Labeled Item(s) summarize the contents of the table below.

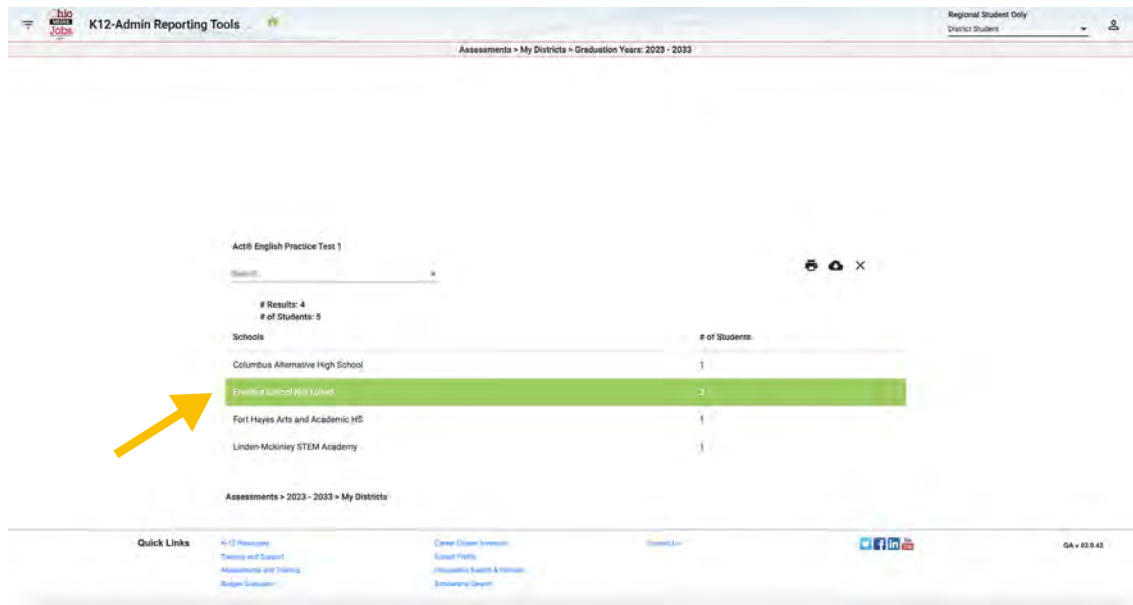
Report Data	Header Row	<p>The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:</p> <p>Assessment Percentage Count of Students</p>
	Table Rows	<p>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.</p>

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**.



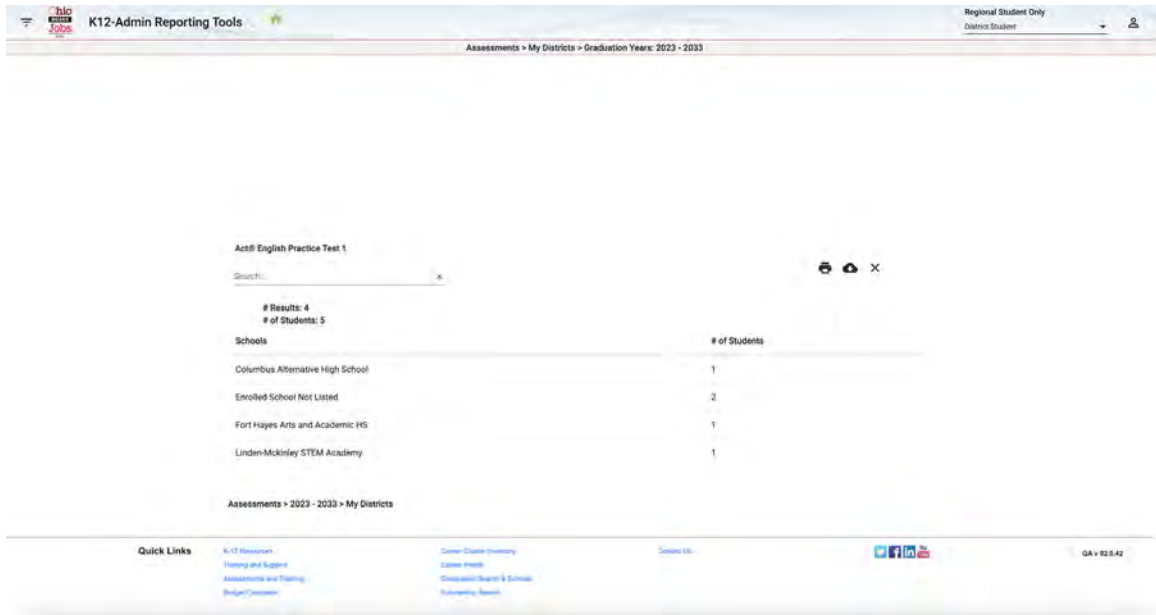
A pop-up is generated beneath the main report.



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-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: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name # of Students	School Name # of Students	District County # of Students IRN
	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 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.



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	<p>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:</p> <table border="1"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name</td> <td>School Name</td> <td>District</td> </tr> <tr> <td>Email</td> <td>Email</td> <td>County</td> </tr> <tr> <td>Graduation Year</td> <td>Graduation Year</td> <td># of Students</td> </tr> <tr> <td></td> <td></td> <td>IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name	School Name	District	Email	Email	County	Graduation Year	Graduation Year	# of Students			IRN
	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.															

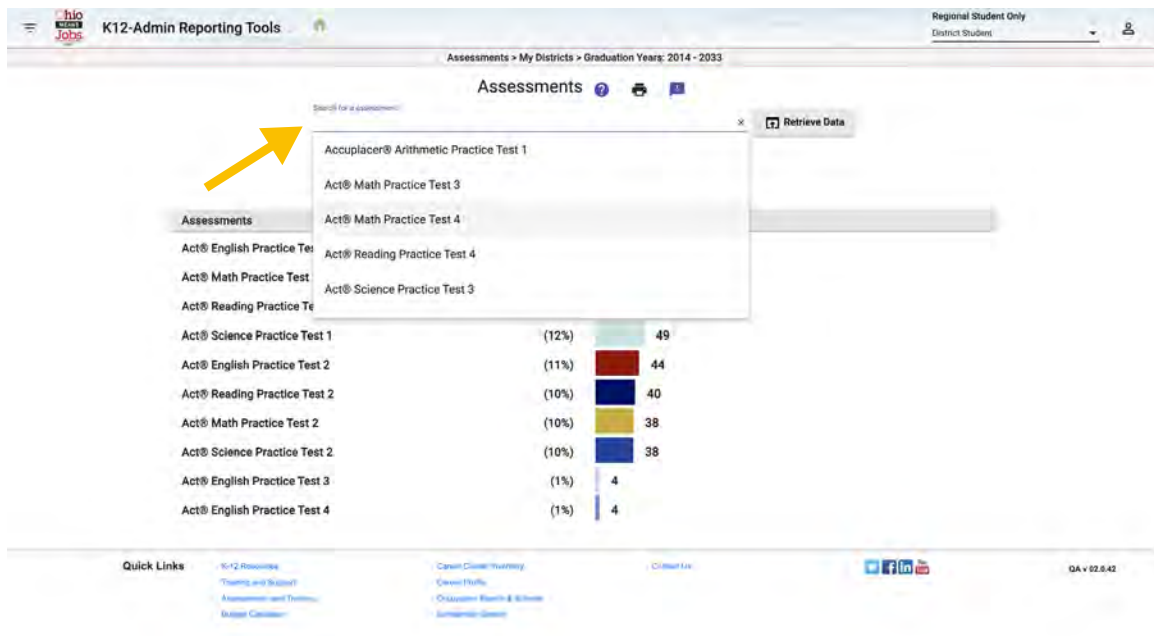
Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

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

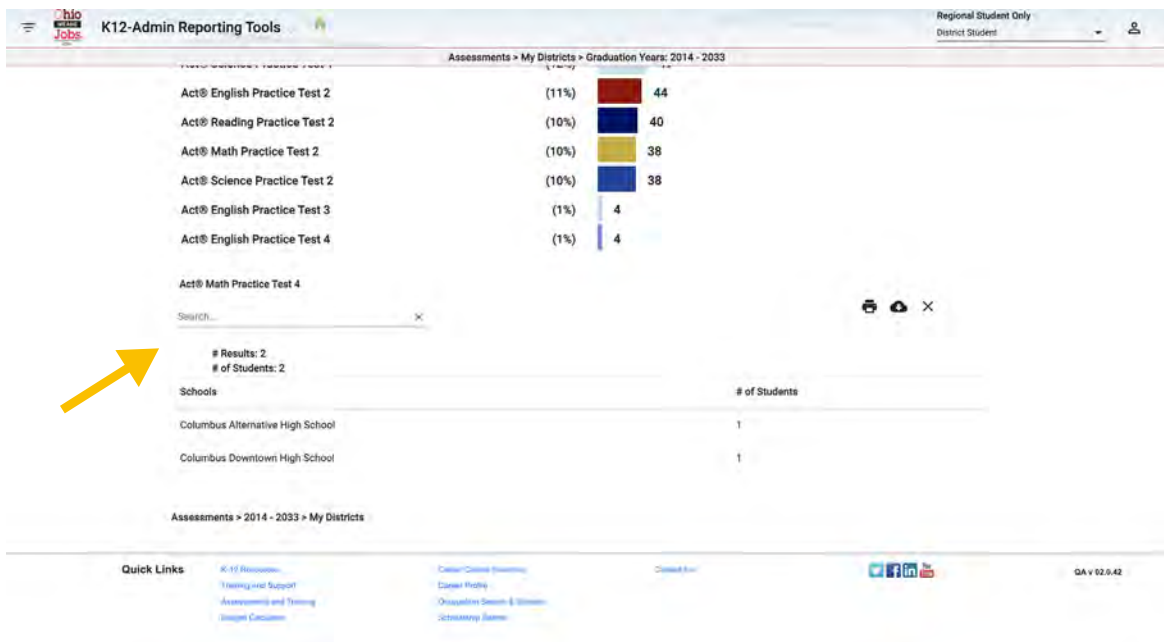
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so, click on the Search Text Box and type or scroll to locate the desired post-secondary school.



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.



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.

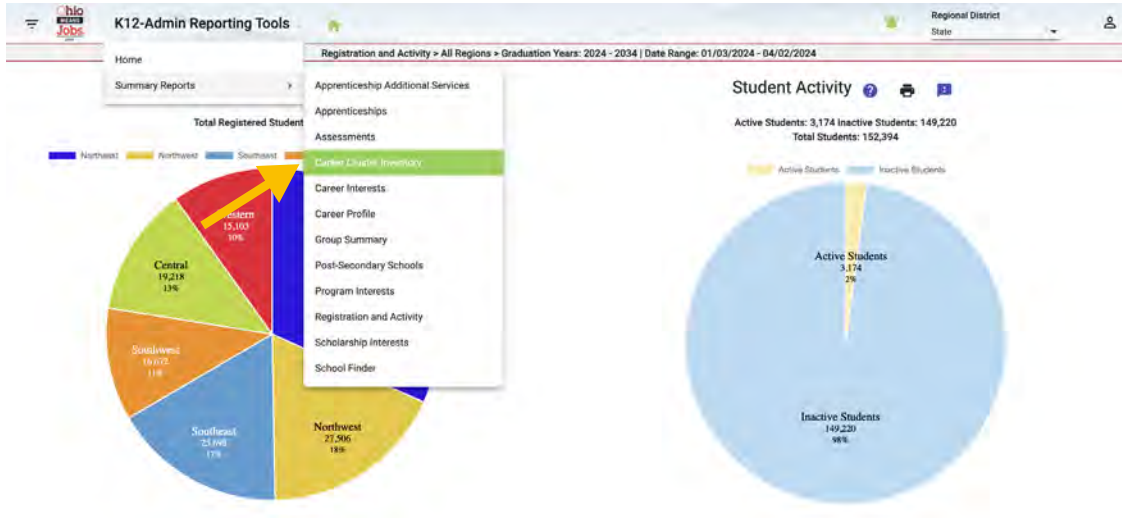
There are sixteen Career Clusters. This report displays each of these Career Clusters, as well as aggregate data associated with the clusters. The Career Clusters are:

- 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

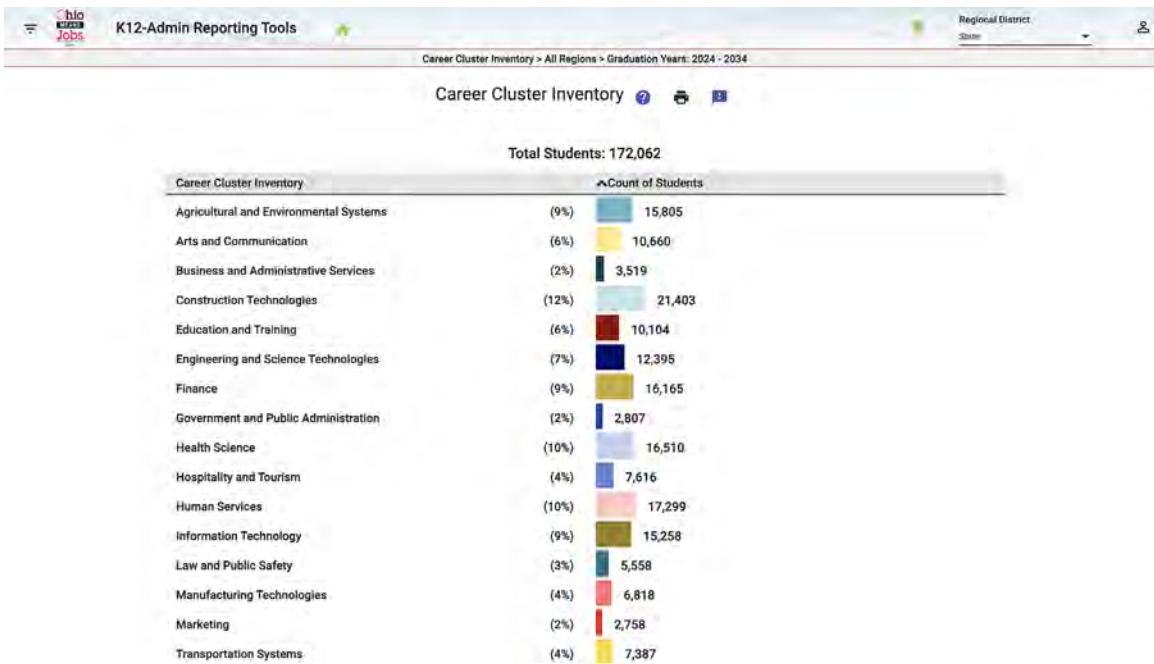
9.2. Viewing the Report

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

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



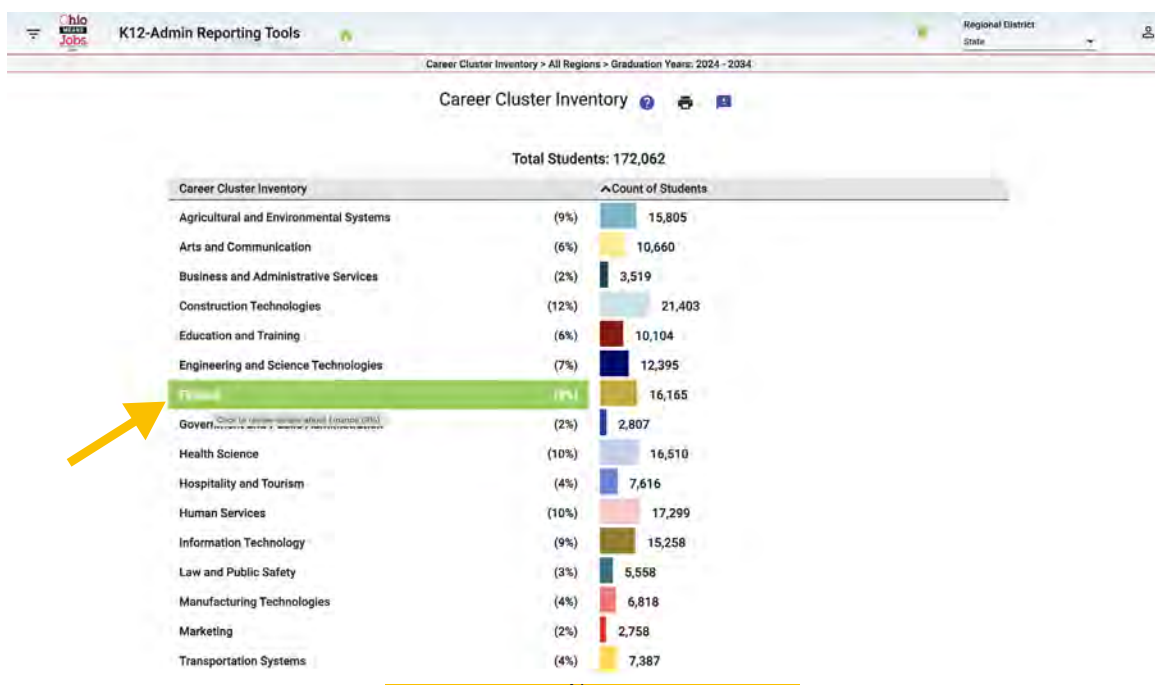
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You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

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 <i>Chapter 3 - System Overview</i> .
	Feedback Icon	The function of the Feedback Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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 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 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**.



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A pop-up is generated beneath the main report.

Results: 649
of Students: 16,165

Districts	County	# of Students	IRN
A+ Arts Academy	Franklin	1	006556
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	Ross	24	049494
Elmore City	Summit	6	012060
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	1	049759
Ansonia Local	Darke	23	046623
Anthony Wayne Local	Lucas	131	048207

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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-up Data	Header Row	<p>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:</p> <table border="1"> <tr> <td>Local Users</td> <td>District Users</td> <td>Regional / State Users</td> </tr> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </table>	Local Users	District Users	Regional / State Users	School Name # of Students	School Name # of Students	District County # of Students IRN
	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 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.

The screenshot shows the 'K12-Admin Reporting Tools' interface. At the top, there's a navigation bar with 'OhioMeansJobs' logo and 'K12-Admin Reporting Tools' title. Below that, a breadcrumb trail reads 'Career Cluster Inventory > All Regions > Graduation Years: 2024 - 2034'. The main content area displays a bar chart for 'Law and Public Safety' with a value of 5,558 (3%). Below the chart, there's a search bar and a table of constituent data for 'Law and Public Safety' in Summit County. The table has columns for 'Schools', 'County', '# of Students', and 'IRN'. The data rows are:

Schools	County	# of Students	IRN
Akron Alternative Academy	Summit	1	000363
Akron Early College High School	Summit	27	009145
East Community Learning Center	Summit	6	009498
Enrolled School Not Listed	Summit	1	999996
Kent Middle School	Summit	1	018804

At the bottom of the page, there are 'Quick Links' for various tools like 'K-12 Resources', 'Career Cluster Inventory', and 'District Profile'. The footer includes 'GA 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															
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:															
		<table border="1"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name</td> <td>School Name</td> <td>District</td> </tr> <tr> <td>Email</td> <td>Email</td> <td>County</td> </tr> <tr> <td>Score</td> <td>Score</td> <td># of Students</td> </tr> <tr> <td>Graduation Year</td> <td>Graduation Year</td> <td>IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name	School Name	District	Email	Email	County	Score	Score	# of Students	Graduation Year	Graduation Year	IRN
		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

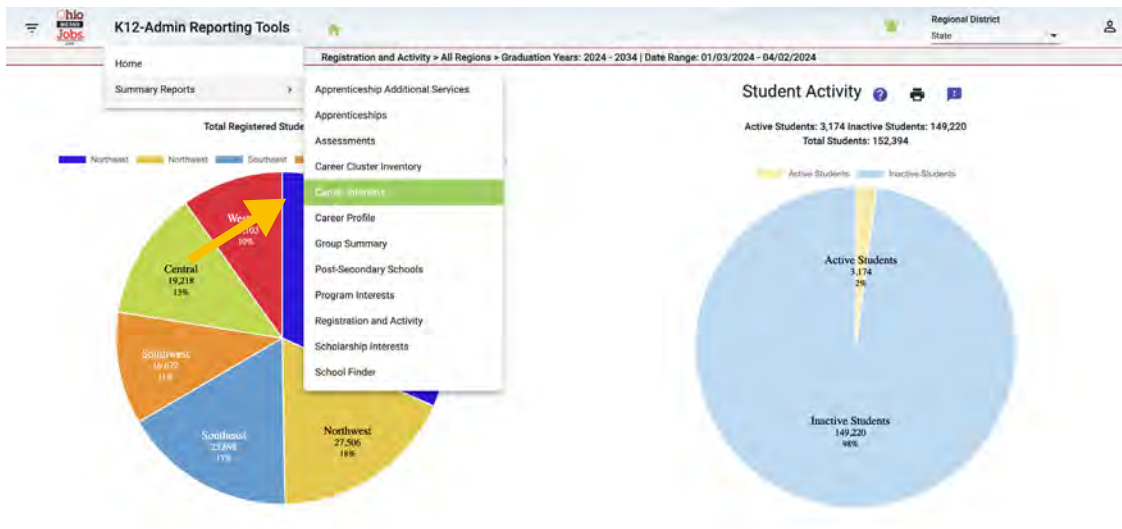
10. Career Interests

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.

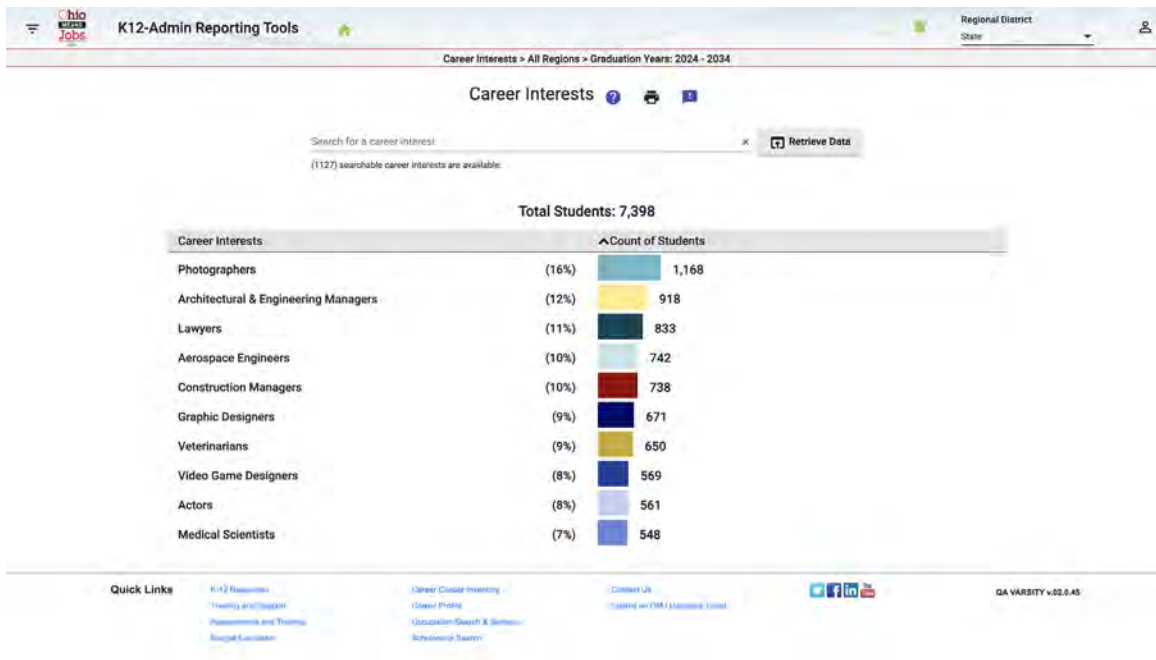
10.2. Viewing the Report

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



OhioMeansJobs K-12 Admin Tools User Guide

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



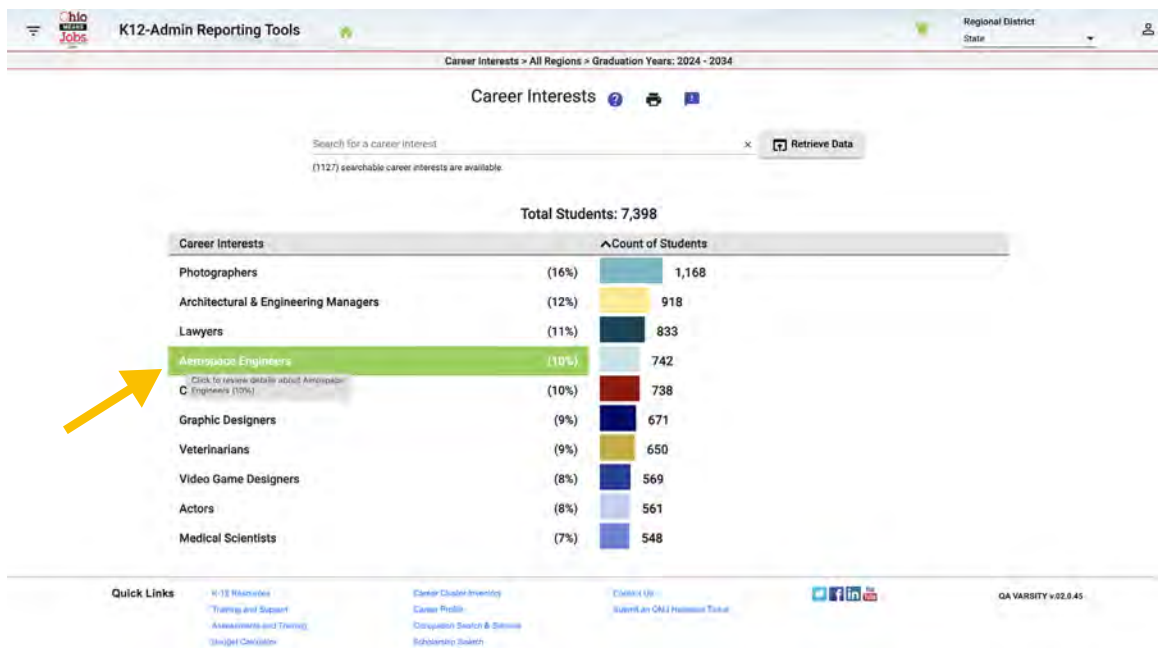
You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

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 <i>Chapter 3 - System Overview</i> .
	Feedback Icon	The function of the Feedback Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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 Summary Count	Labeled Item(s) summarize the contents of the table below.

Report Data	Header Row	<p>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:</p> <p>Career Interest Percentage Count of Students</p>
	Table Rows	<p>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.</p>

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**.



A pop-up is generated beneath the main report.

OhioMeansJobs K-12 Admin Tools User Guide

OhioMeansJobs K12-Admin Reporting Tools

Career Interests > All Regions > Graduation Years: 2024 - 2034

Actors (8%) 561

Medical Scientists (7%) 548

Aerospace Engineers

Search: _____ X

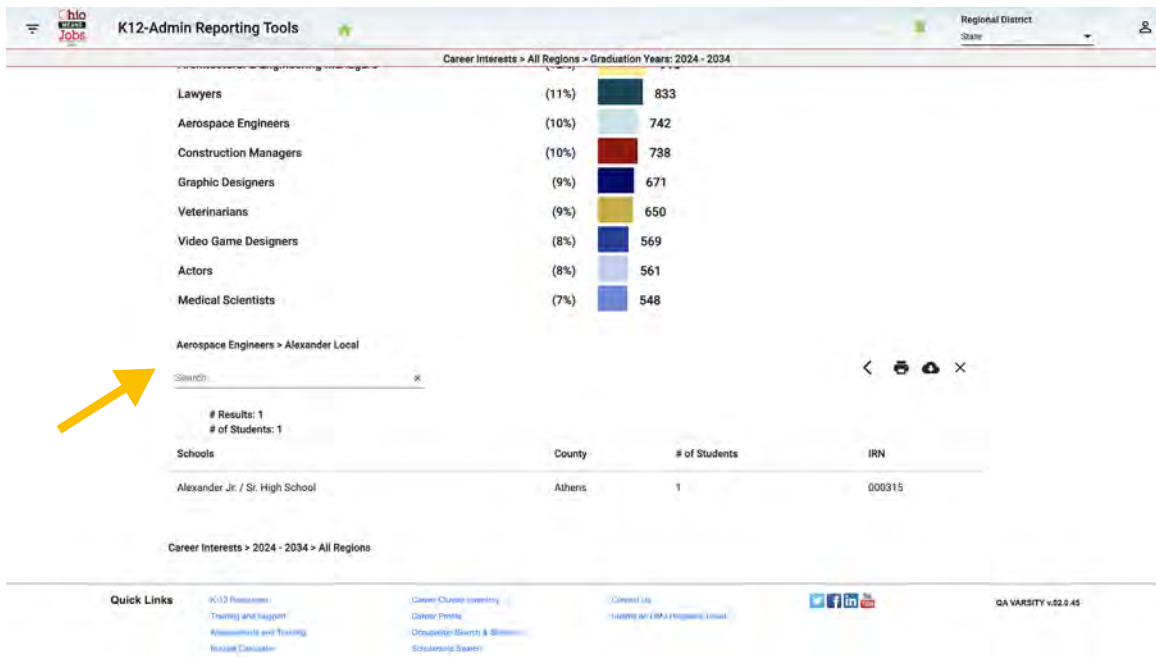
Results: 160
of Students: 742

Districts	County	# of Students	IRN
Adams County/Ohio Valley Local	Adams	8	061903
Akron City	Suttmill	1	043489
Albert Einstein Academy for Letters, Arts and Sciences-Ohio	Cuyahoga	1	013994
Adams County Local	Adams	8	061903
Anthony Wayne Local	Lucas	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 District	Greene	3	047274
Bellevue City	Huron	24	043596

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-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: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name # of Students	School Name # of Students	District County # of Students IRN
	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 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.



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: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name</td> <td>School Name</td> <td>District</td> </tr> <tr> <td>Email</td> <td>Email</td> <td>County</td> </tr> <tr> <td>Graduation Year</td> <td>Graduation Year</td> <td># of Students</td> </tr> <tr> <td></td> <td></td> <td>IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name	School Name	District	Email	Email	County	Graduation Year	Graduation Year	# of Students			IRN
	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.															

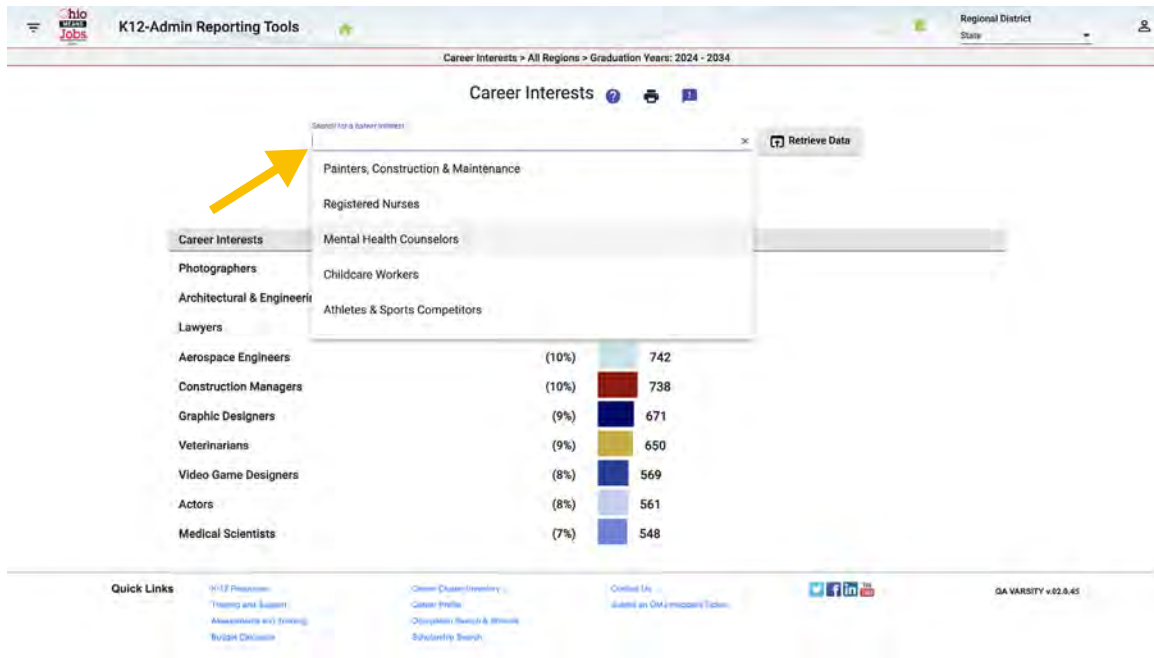
Student line items that display a green bar when moused over can be clicked to view the Student's Student Activity Report.

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.

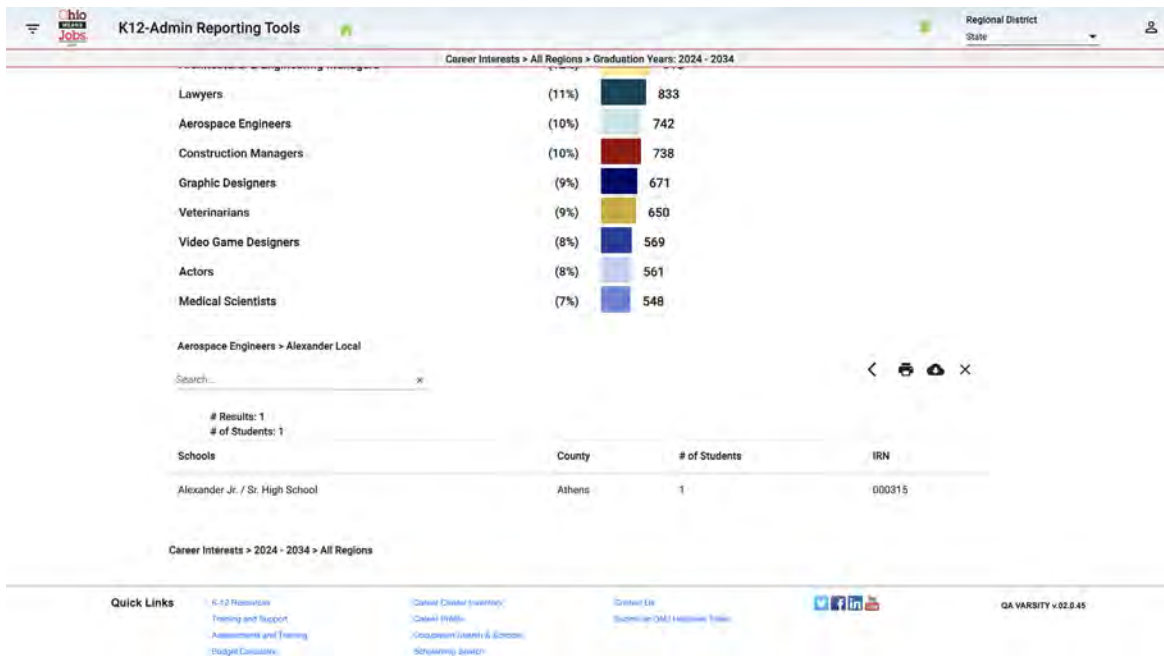
OhioMeansJobs K-12 Admin Tools User Guide

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.



11. Career Profile

11.1. About This Report

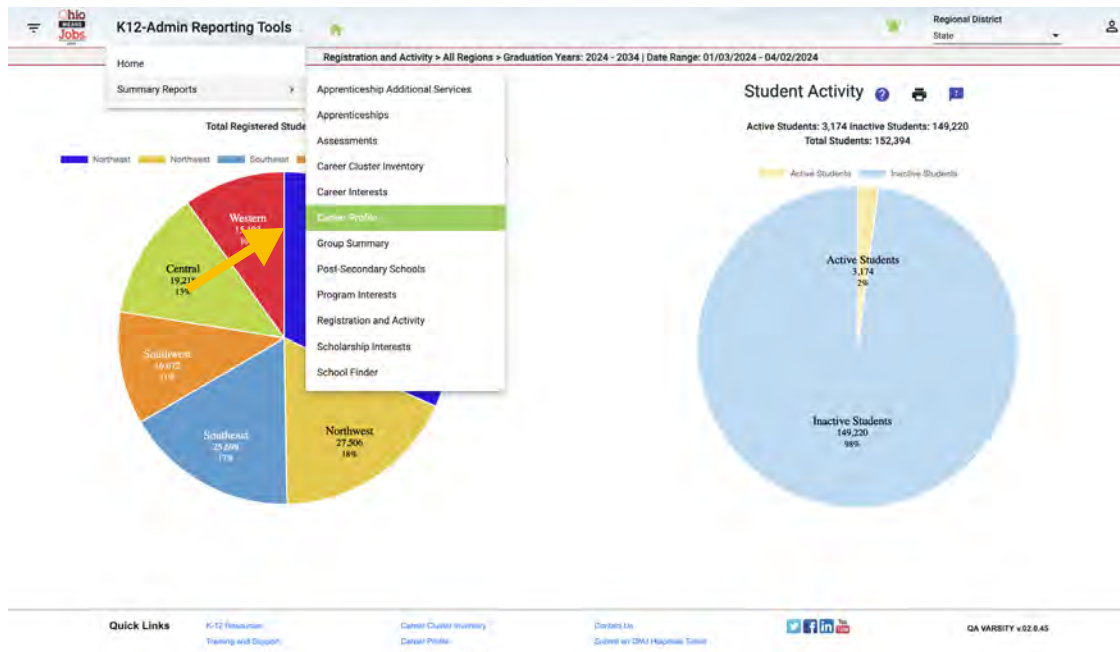
The *Career Profile Report* displays aggregate data from the Career Profile search results on K-12 OhioMeansJobs. The data represents student Career Profile school searches.

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

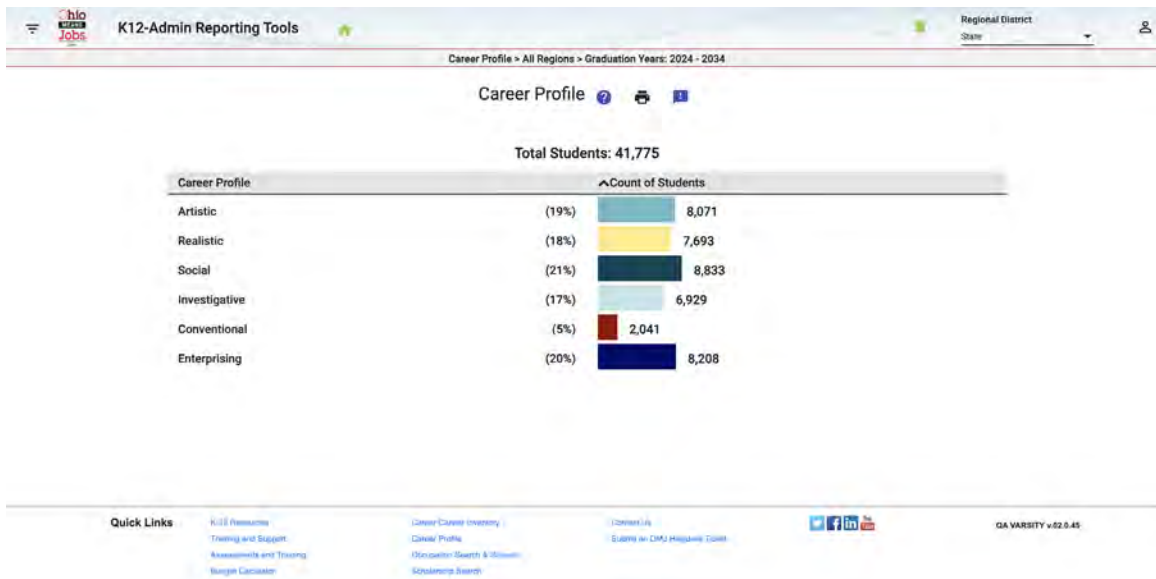
11.2. Viewing the Report

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



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



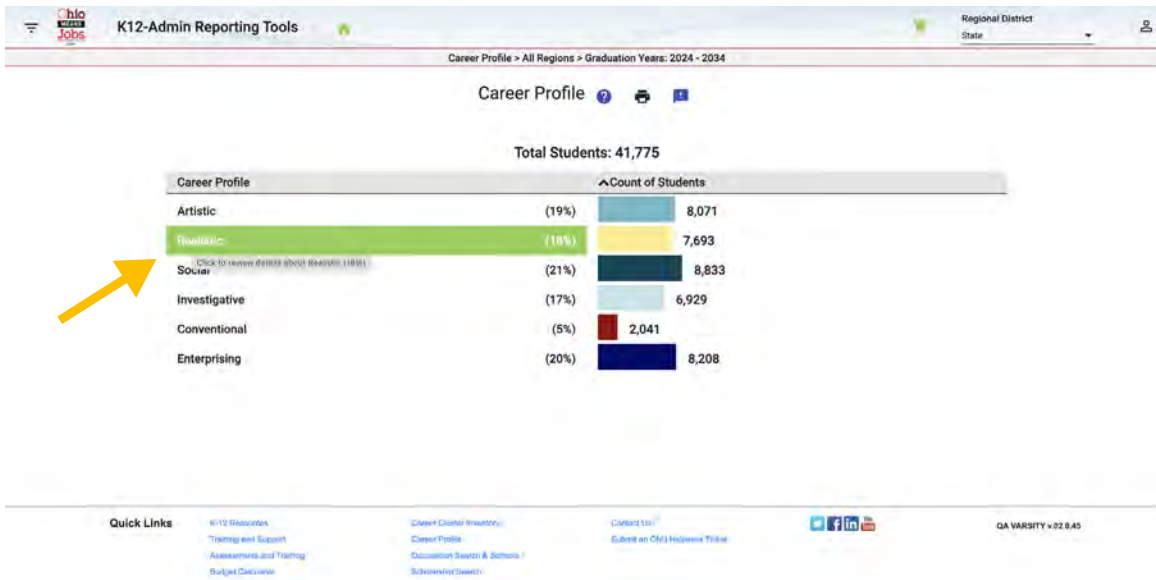
You can click on either of the column headers to sort the list. The report contains the following elements (from top to bottom):

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 <i>Chapter 3 - System Overview</i> .
	Print Icon	The function of the Print Icon is discussed in <i>Chapter 3 - System Overview</i> .
	Feedback Icon	The function of the Feedback Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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 contains 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

OhioMeansJobs K-12 Admin Tools User Guide

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**.



A pop-up is generated beneath the main report.

The pop-up table shows results for 464 students out of a total of 7,693. The table lists districts, counties, student counts, and IRN numbers. A yellow arrow points to the 'Alexander Local' row.

Districts	County	# of Students	IRN
Achieve Career Preparatory Academy	Lucas	1	011507
Adams County/Ohio Valley Local	Adams	51	061903
Adena Local	Ross	9	049494
Alexander Local	Steele	7	041904
Allen East Local	Allen	2	045757
Alternative Education Academy	Lucas	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
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					
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-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:					
		<table border="1"> <tr> <td>Local Users</td> <td>District Users</td> <td>State Users</td> </tr> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </table>	Local Users	District Users	State Users	School Name # of Students	School Name # of Students
	Local Users	District Users	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 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.

The screenshot shows the 'K12-Admin Reporting Tools' interface. At the top, there is a navigation bar with 'OhioMeansJobs' logo, 'K12-Admin Reporting Tools', and 'Regional District' dropdown. Below the navigation bar, there is a breadcrumb trail: 'Career Profile > All Regions > Graduation Years: 2024 - 2034'. The main content area displays a table titled 'Realistic' with a search bar and a close button. The table shows search results: '# Results: 464' and '# of Students: 7,693'. The table has four columns: 'Districts', 'County', '# of Students', and 'IRN'. A yellow arrow points to the first row of the table, which is 'Achieve Career Preparatory Academy' in Lucas County with 1 student and IRN 011507.

Districts	County	# of Students	IRN
Achieve Career Preparatory Academy	Lucas	1	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	Lucas	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

OhioMeansJobs K-12 Admin Tools User Guide

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	State Users
		Student Name Email Score Graduation Year	Student Name Email Score 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.

TWELVE

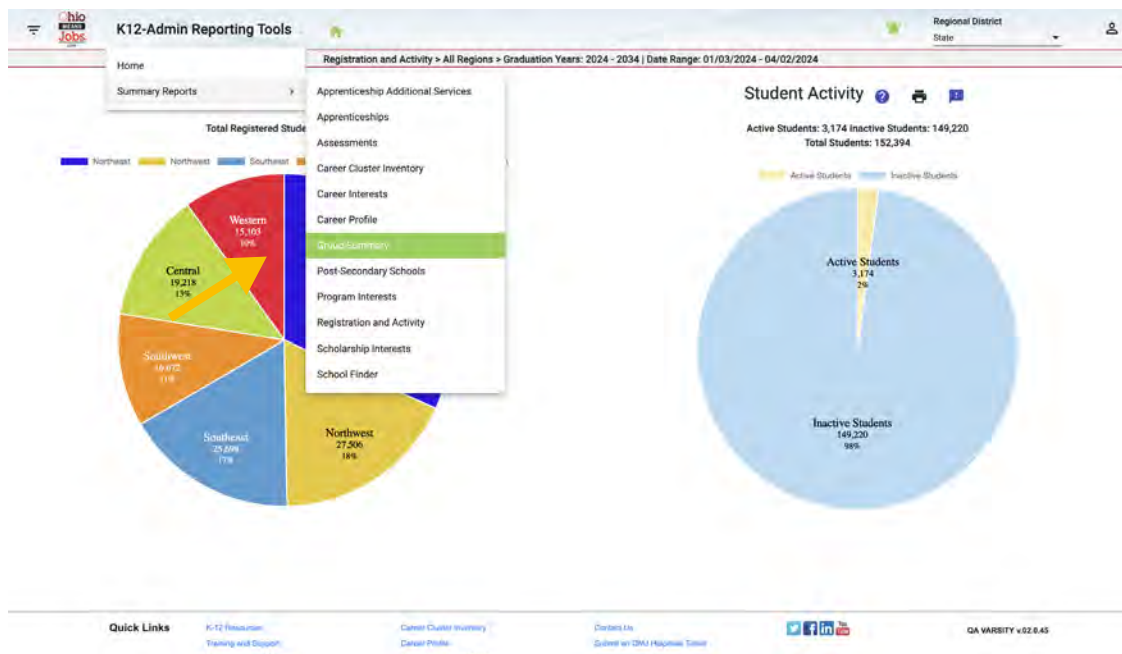
12. Group Summary

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.

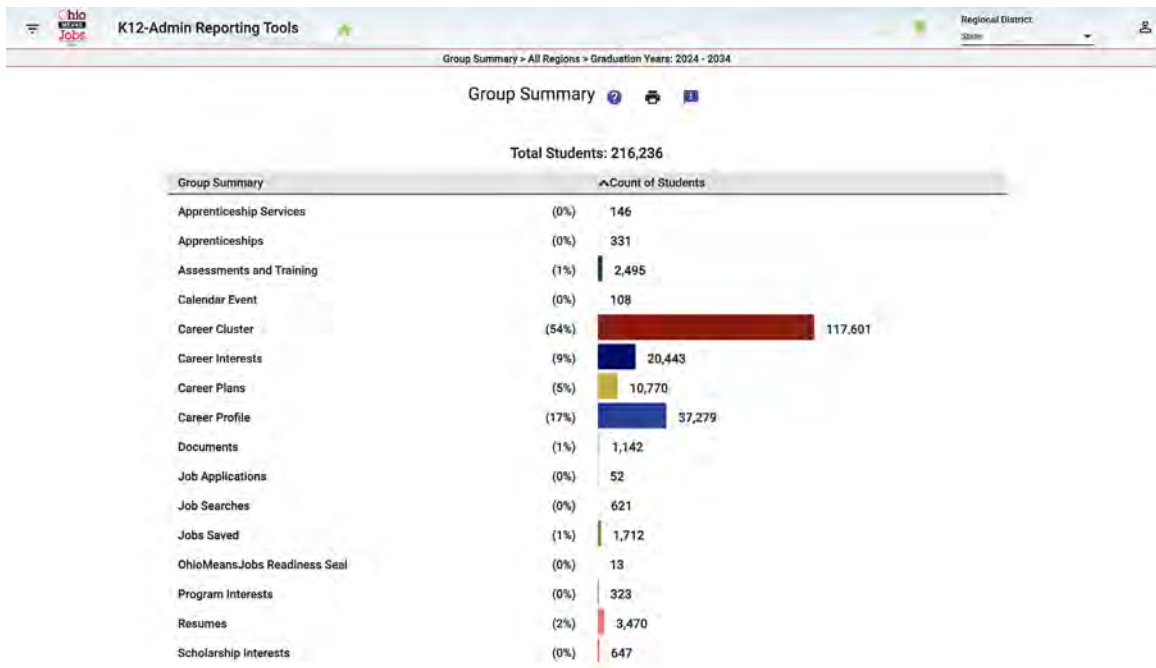
12.2. Viewing the Report

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



OhioMeansJobs K-12 Admin Tools User Guide

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



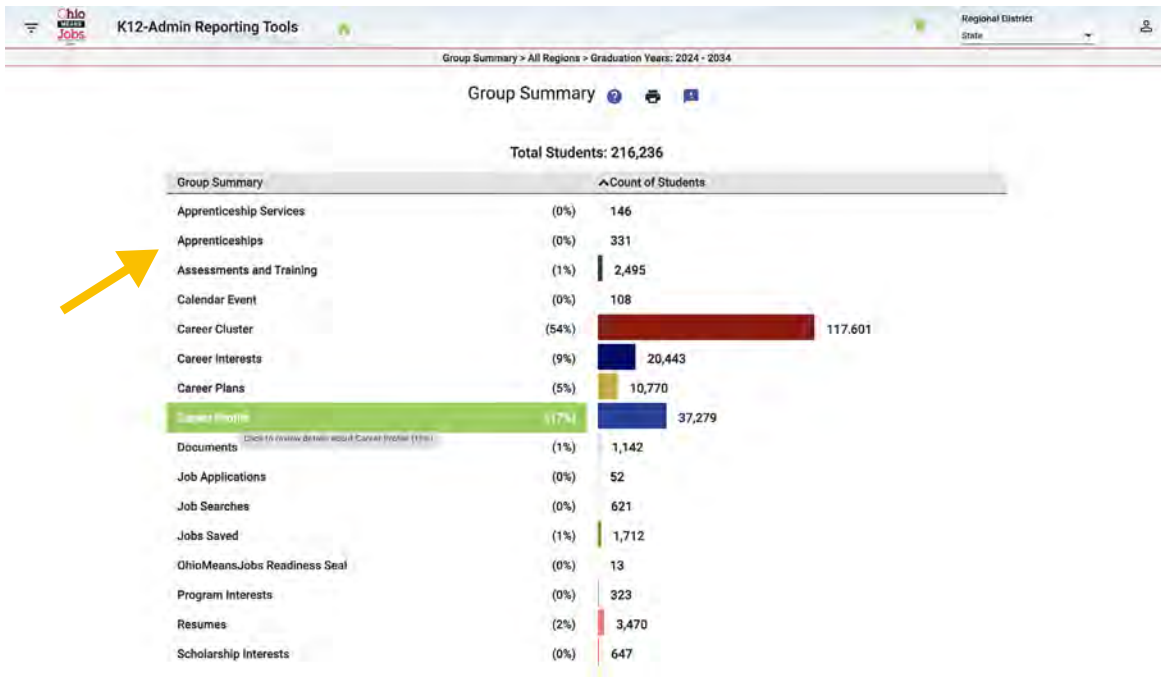
You can click on either of the column headers to sort the list. The report contains the following elements (from top to bottom):

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 <i>Chapter 3 - System Overview</i> .
	Print Icon	The function of the Print Icon is discussed in <i>Chapter 3 - System Overview</i> .
	Feedback Icon	The function of the Feedback Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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 contains 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.

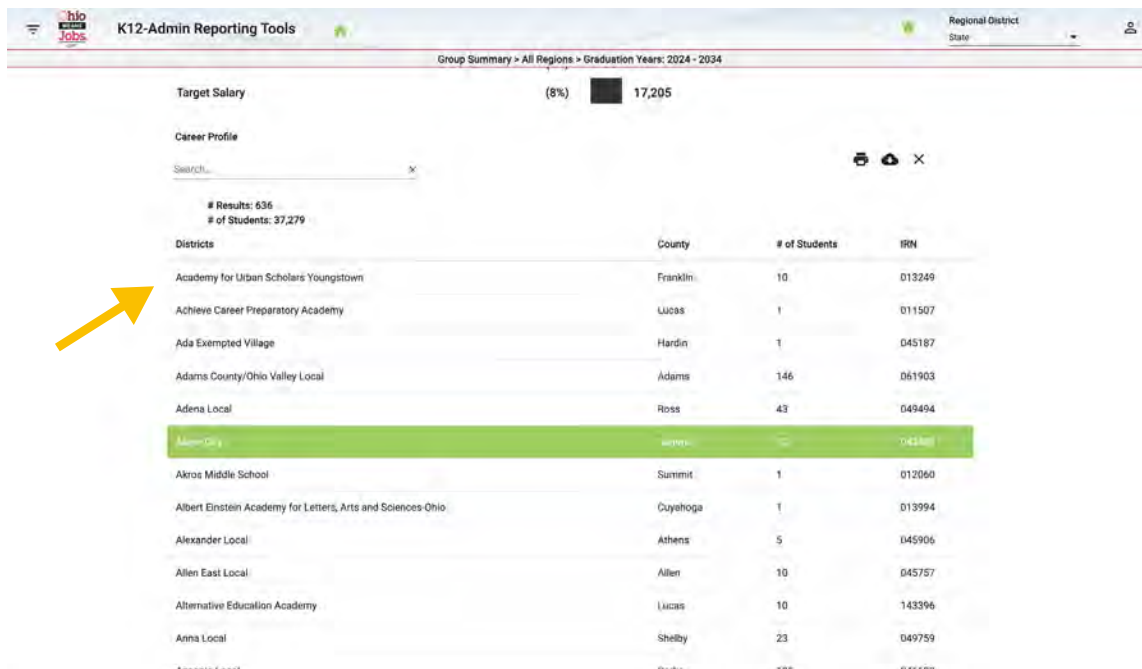
12.3. Viewing a Specific Group Summary School

OhioMeansJobs K-12 Admin Tools User Guide

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**.



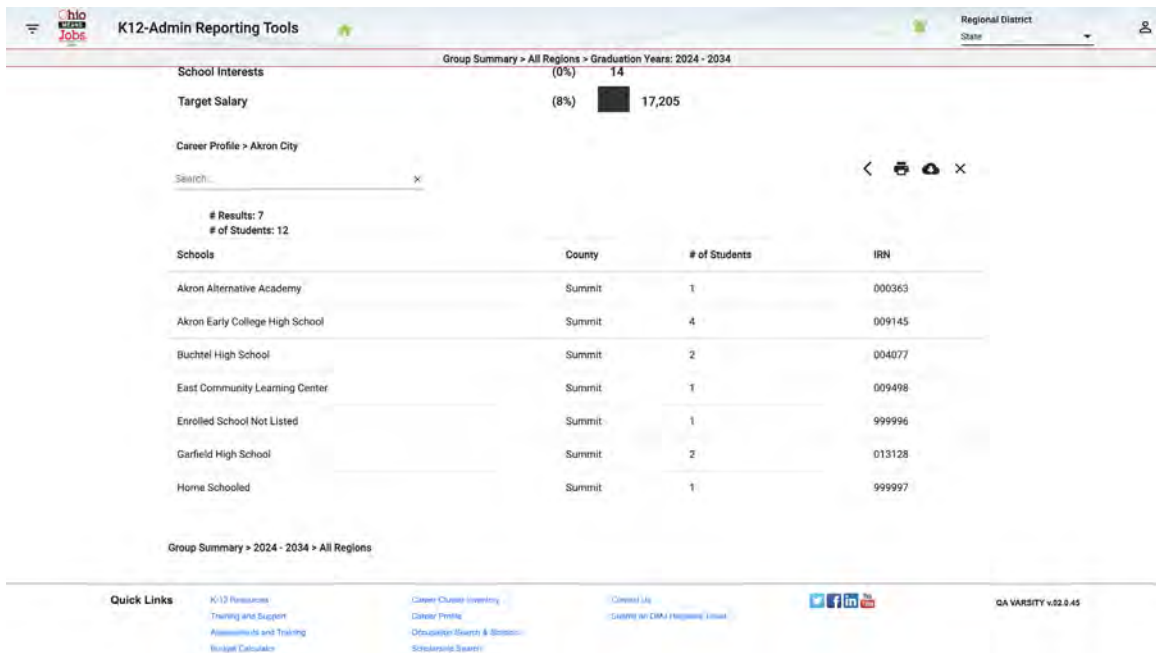
A pop-up is generated beneath the main report.



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-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:					
		<table border="1"> <tr> <td>Local Users</td> <td>District Users</td> <td>Regional / State Users</td> </tr> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </table>	Local Users	District Users	Regional / State Users	School Name # of Students	School Name # of Students
	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 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.



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

OhioMeansJobs K-12 Admin Tools User Guide

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
		Student Name Email Score Graduation Year	Student Name Email Score 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.

THIRTEEN

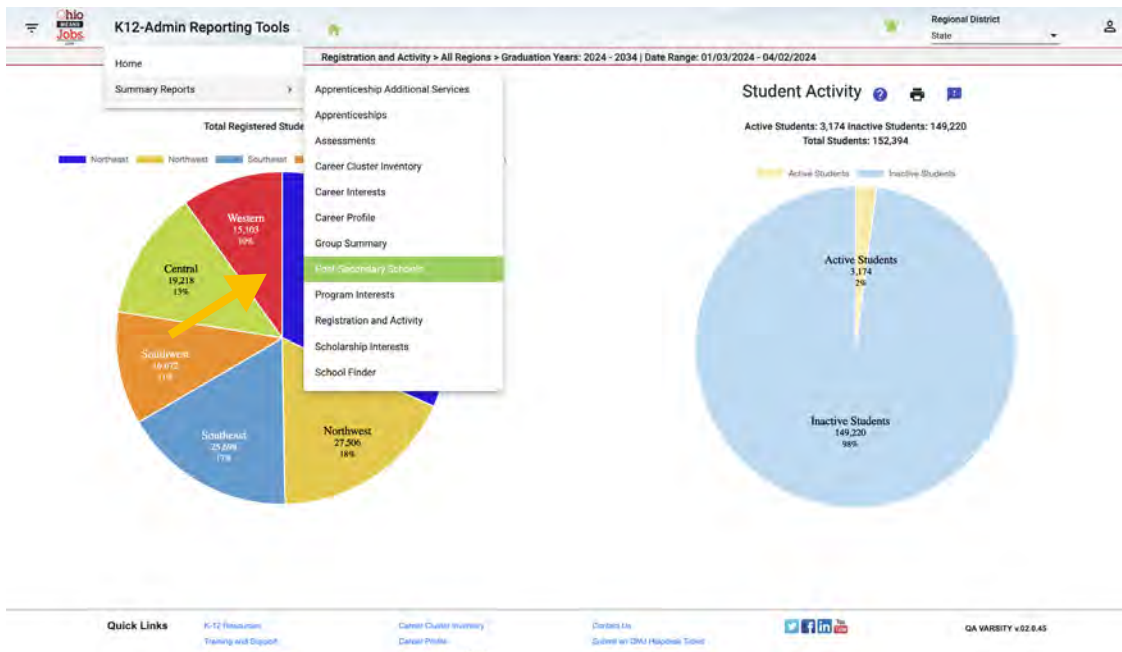
13. Post-Secondary Schools

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.

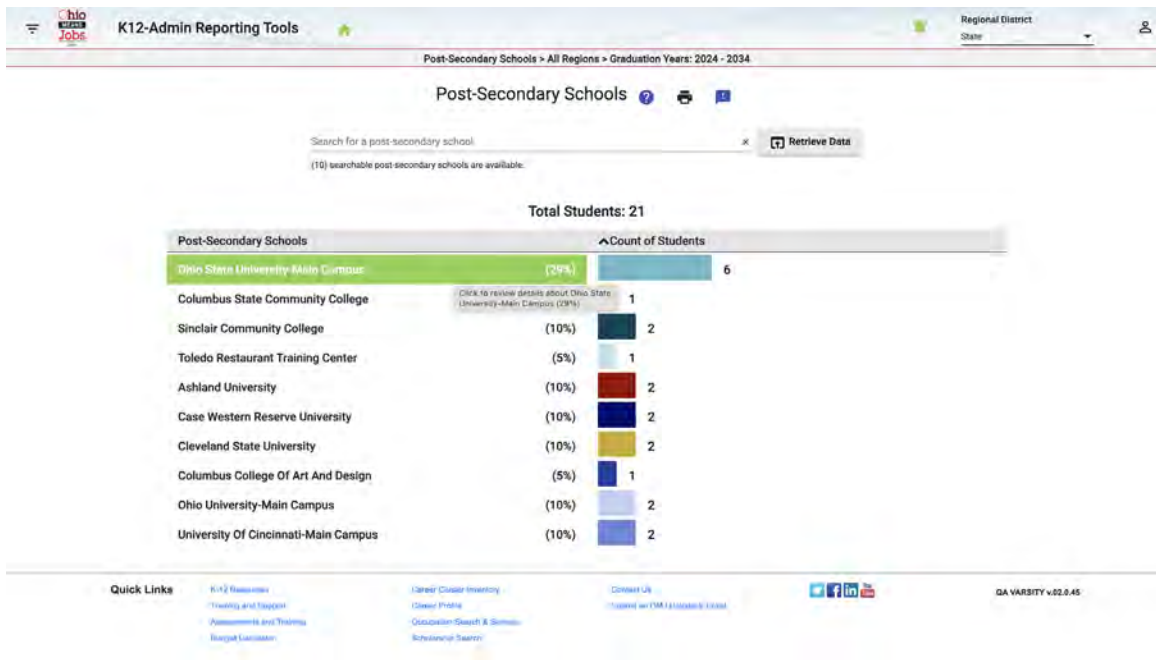
13.2. Viewing the Report

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



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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 <i>Chapter 3 - System Overview</i> .
	Print Icon	The function of the Print Icon is discussed in <i>Chapter 3 - System Overview</i> .
	Feedback Icon	The function of the Feedback Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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 contains 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

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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**.

The screenshot shows the 'Post-Secondary Schools' report in the K12-Admin Reporting Tools. The page title is 'Post-Secondary Schools' and the breadcrumb trail is 'Post-Secondary Schools > All Regions > Graduation Years: 2024 - 2034'. A search bar contains the text '(10) searchable post-secondary schools are available.' and a 'Retrieve Data' button. Below the search bar, a table lists the schools with their respective student counts and percentages. A yellow arrow points to the 'Toledo Restaurant Training Center' row, which is highlighted in green. A tooltip for this row reads: 'Click to review details about Toledo Restaurant Training Center (5%)'. The table data is as follows:

Post-Secondary Schools	Count of Students
Ohio State University-Main Campus	(29%) 6
Columbus State Community College	(5%) 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

At the bottom of the page, there are 'Quick Links' for various administrative functions, social media icons, and the version number 'QA VARSITY v.02.0.45'.

A pop-up is generated beneath the main report.

The screenshot shows the same 'Post-Secondary Schools' report, but with a pop-up window open for the 'Toledo Restaurant Training Center'. A yellow arrow points to the pop-up. The pop-up contains a search bar, a summary of results, and a table with the following data:

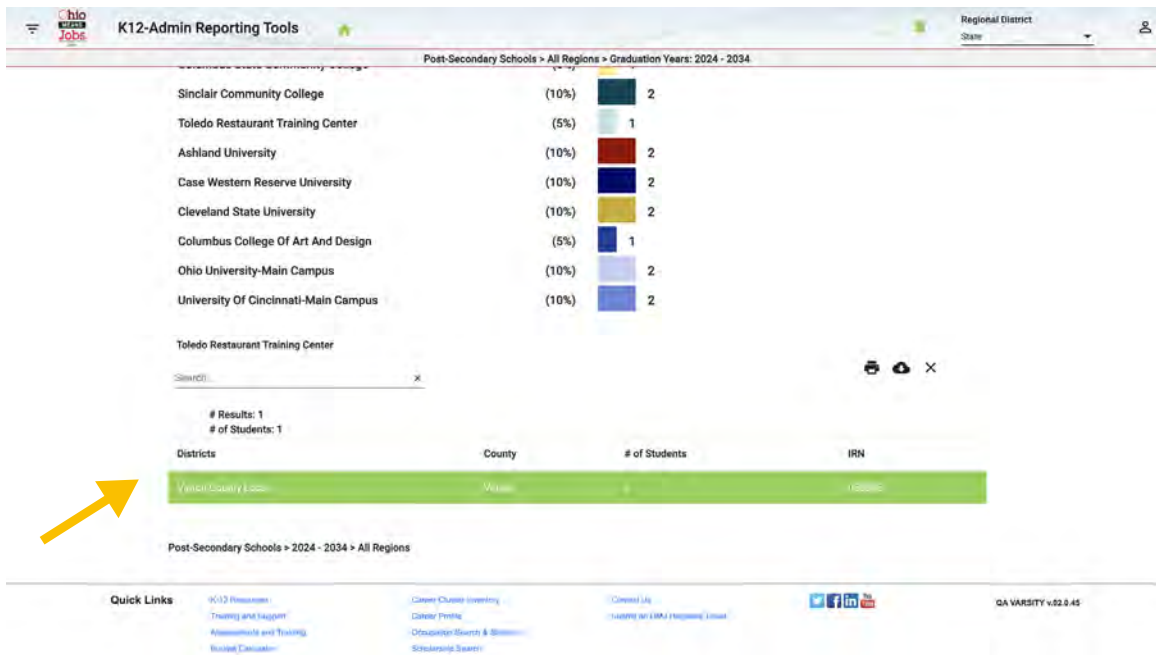
Districts	County	# of Students	IRN
Vinton County Local	Vinton	1	050393

The pop-up also includes a search bar at the top, a summary of results ('# Results: 1', '# of Students: 1'), and a table with columns for Districts, County, # of Students, and IRN. The page footer is identical to the previous screenshot.

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-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:					
		<table border="1"> <tr> <td>Local Users</td> <td>District Users</td> <td>Regional / State Users</td> </tr> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </table>	Local Users	District Users	Regional / State Users	School Name # of Students	School Name # of Students
	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 display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.					

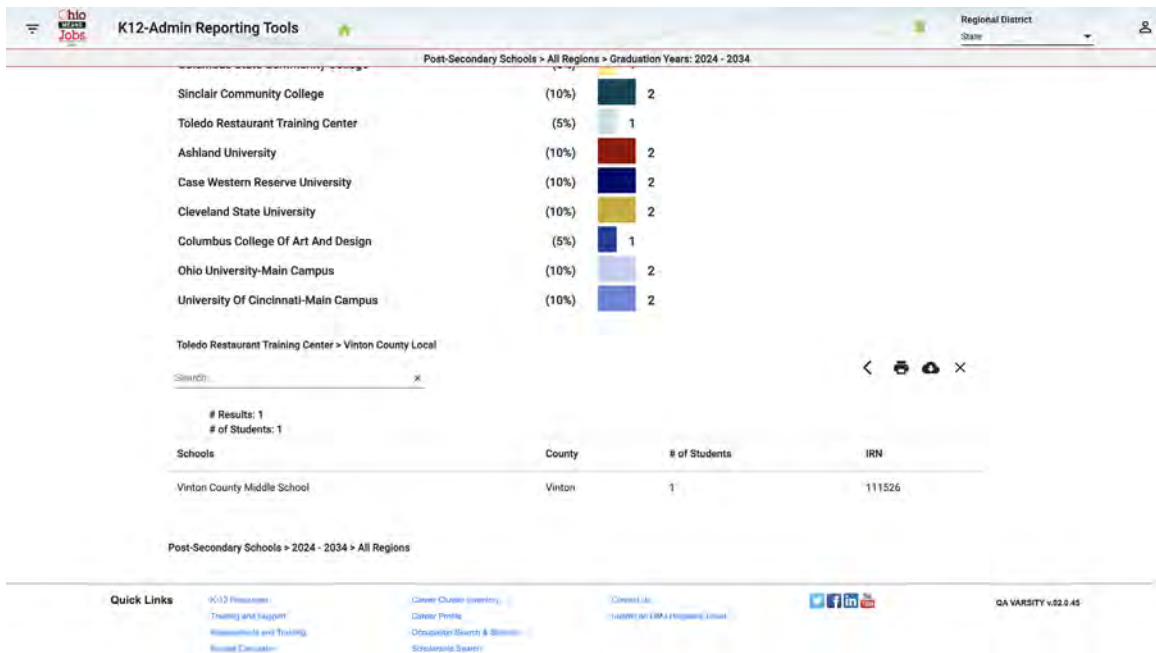
From here, the user can drill down again to view an individual line item. For example, clicking on an item in the list as shown above for the first item in the list will refresh the pop-up with constituent data for the selection.



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:					
		<table border="1"> <tr> <td>Local Users</td> <td>District Users</td> <td>Regional / State Users</td> </tr> <tr> <td>Student Name Email Graduation Year</td> <td>Student Name Email Graduation Year</td> <td>District County # of Students IRN</td> </tr> </table>	Local Users	District Users	Regional / State Users	Student Name Email Graduation Year	Student Name Email Graduation Year
	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.



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.

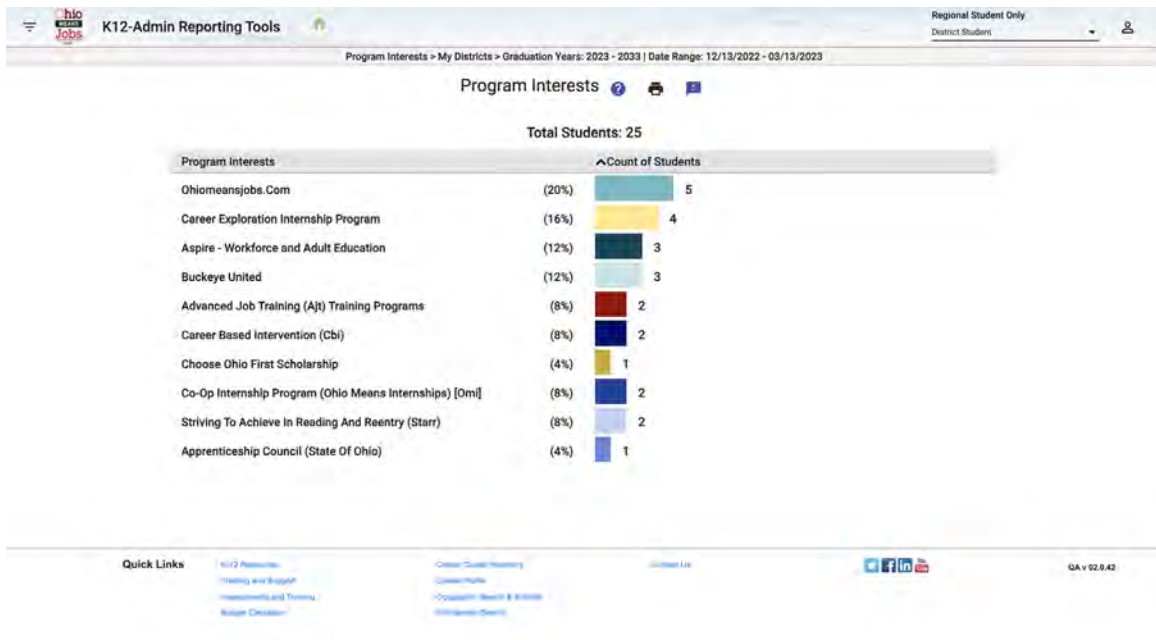
14.2. Viewing the Report

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



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



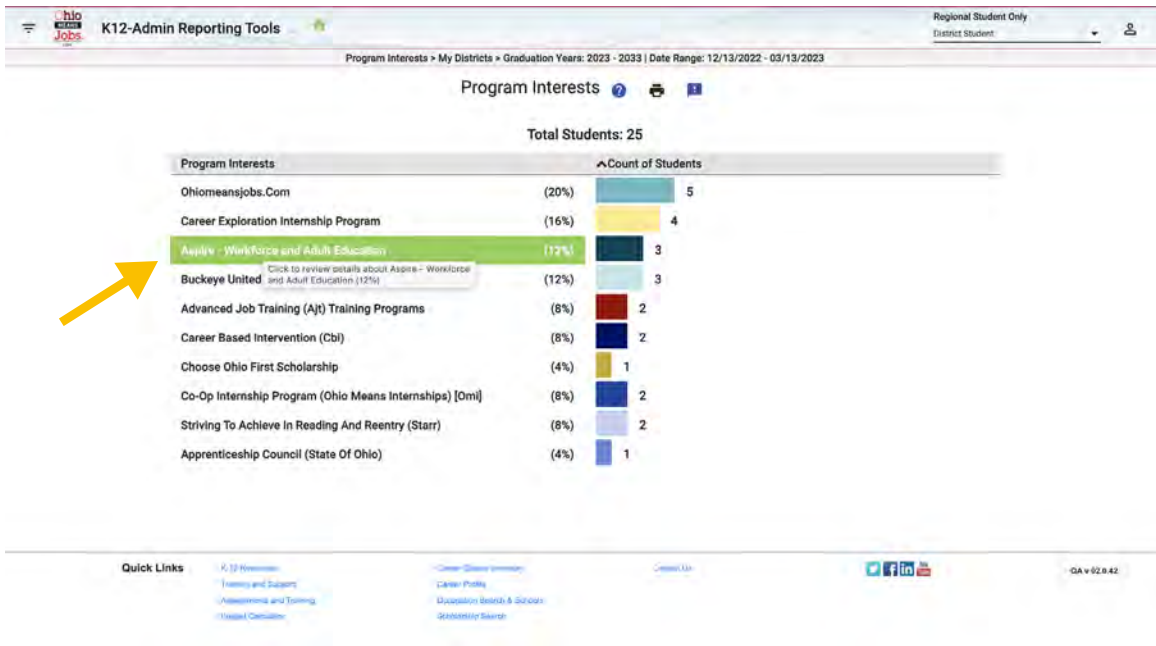
You can click on either of the column headers to sort the list. The report contains the following elements (from top to bottom):

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 <i>Chapter 3 - System Overview</i> .
	Print Icon	The function of the Print Icon is discussed in <i>Chapter 3 - System Overview</i> .
	Feedback Icon	The function of the Feedback Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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 contains 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.

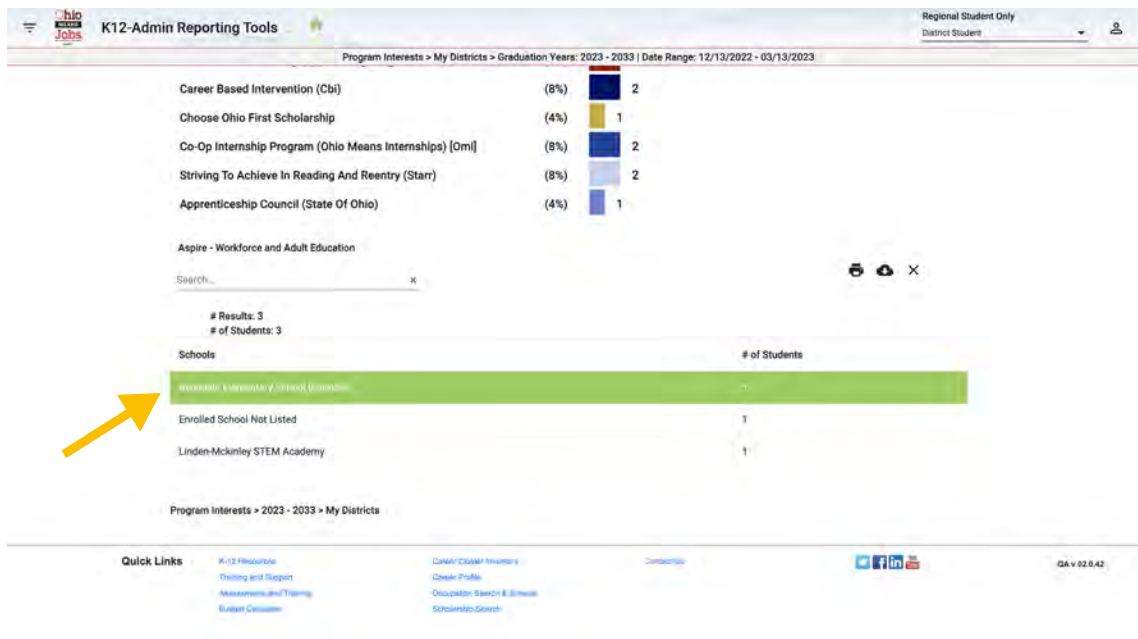
14.3. Viewing a Specific Program Interest

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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**.



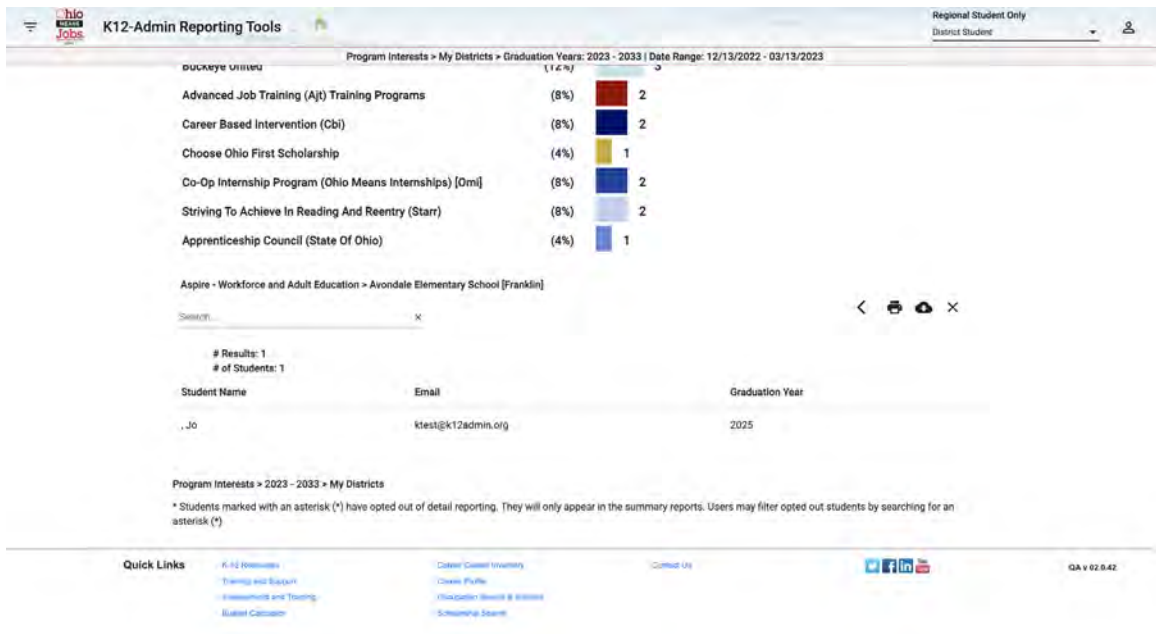
A pop-up is generated beneath the main report.



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-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:					
		<table border="1"> <tr> <td>Local Users</td> <td>District Users</td> <td>Regional / State Users</td> </tr> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </table>	Local Users	District Users	Regional / State Users	School Name # of Students	School Name # of Students
	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 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.



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

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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
		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. 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

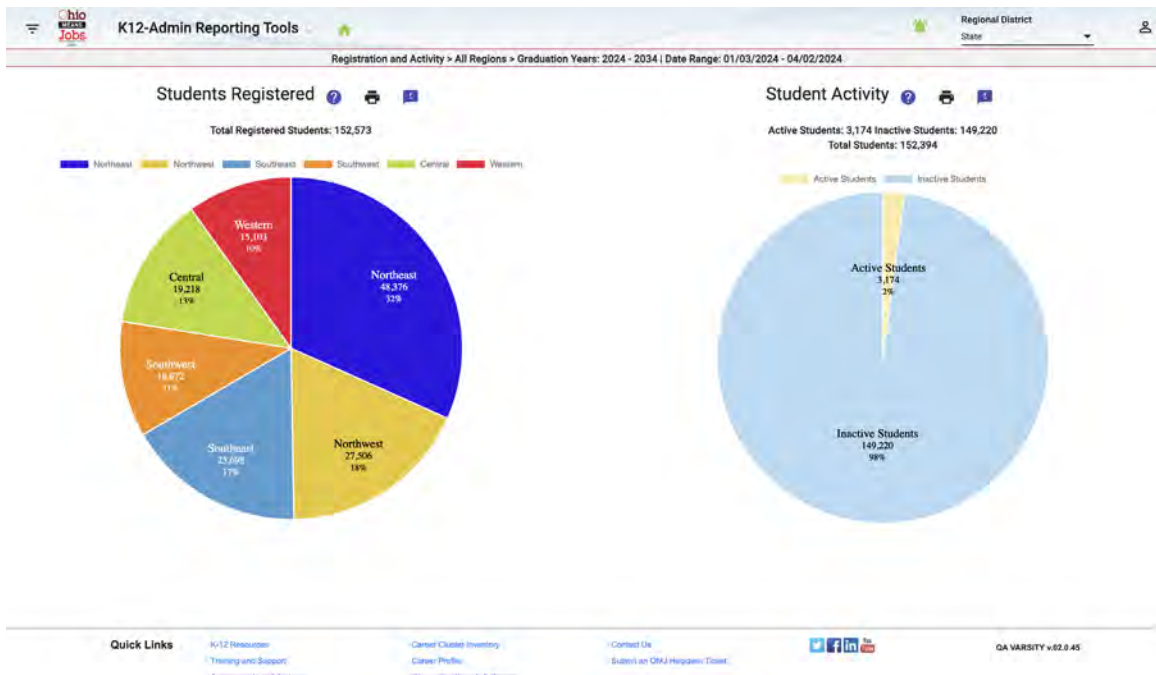
To access the *Registration and Activity Reports*, click on the Home button, or click on the **K-12 Admin Reporting Tools** menu. Scroll down and select **Registration and Activity**. **NOTE:** This page is the default, or “Home” page of the system when users first login.

The screenshot displays the 'K12-Admin Reporting Tools' interface. The navigation menu on the left includes 'Home', 'Summary Reports', and 'Scholarship Interests'. The 'Scholarship Interests' menu is expanded, showing various report options, with 'Registration and Activity' highlighted. The main content area shows a bar chart titled 'Scholarship Interests' with a 'Total Students: 1,174' and a 'Count of Students' axis. The chart displays the following data:

Scholarship Interest	Percentage	Count of Students
(21%)	242	
(13%)	154	
(6%)	69	
(10%)	112	
(5%)	64	
(12%)	140	
(10%)	121	
(5%)	57	
(11%)	124	
(8%)	91	

At the bottom of the page, there are 'Quick Links' for various resources like 'In-ET Resources', 'Career Profile', and 'Contact Us'. The footer includes 'GA VARSITY V02.043'.

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

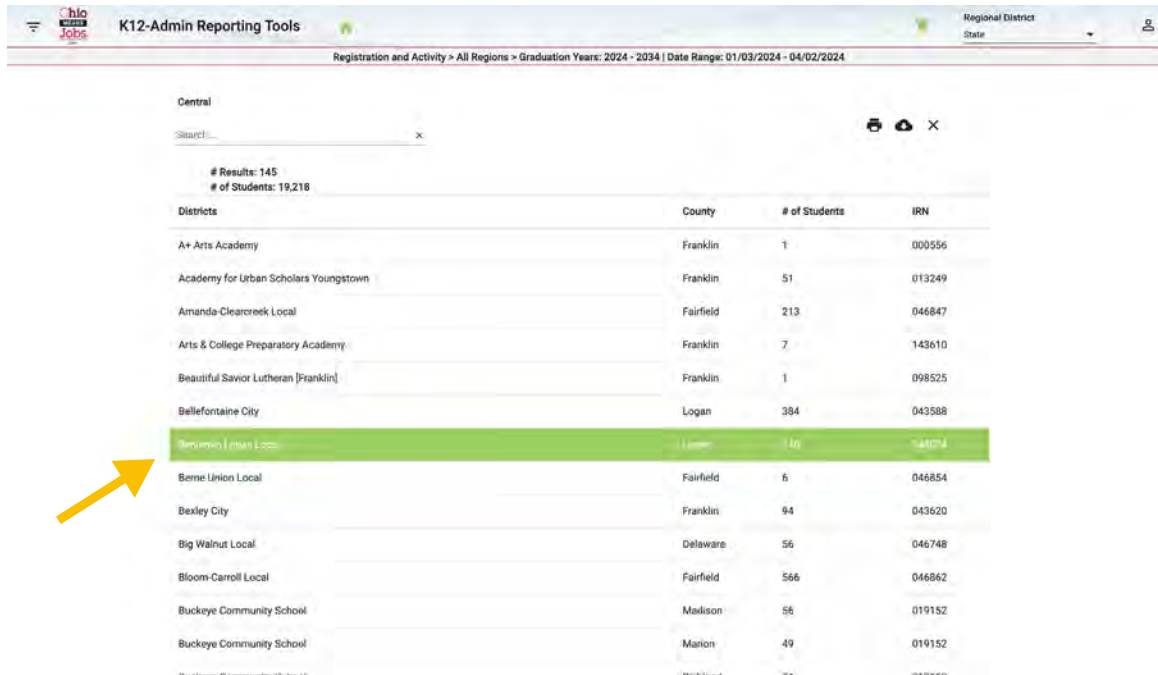
On the left (or centered, if it is the only report displayed), the *Students Registered Report* contains the following elements (from top to bottom):

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 <i>Chapter 3 - System Overview</i> .
	Print Icon	The function of the Print Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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

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

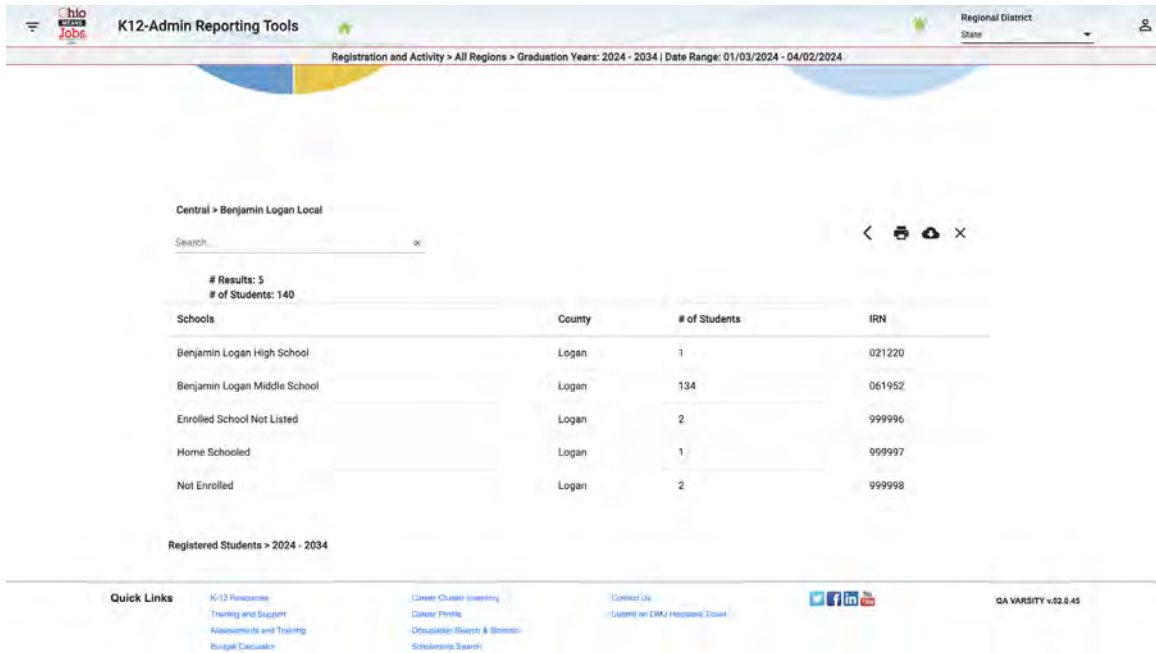


The pop-up contains the following, from top to bottom:

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-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: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name # of Students	School Name # of Students	District County # of Students IRN
	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 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.

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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	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: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>Student Name Email Graduation Year</td> <td>Student Name Email Graduation Year</td> <td>District County # of Students IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	Student Name Email Graduation Year	Student Name Email Graduation Year	District County # of Students IRN
	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.

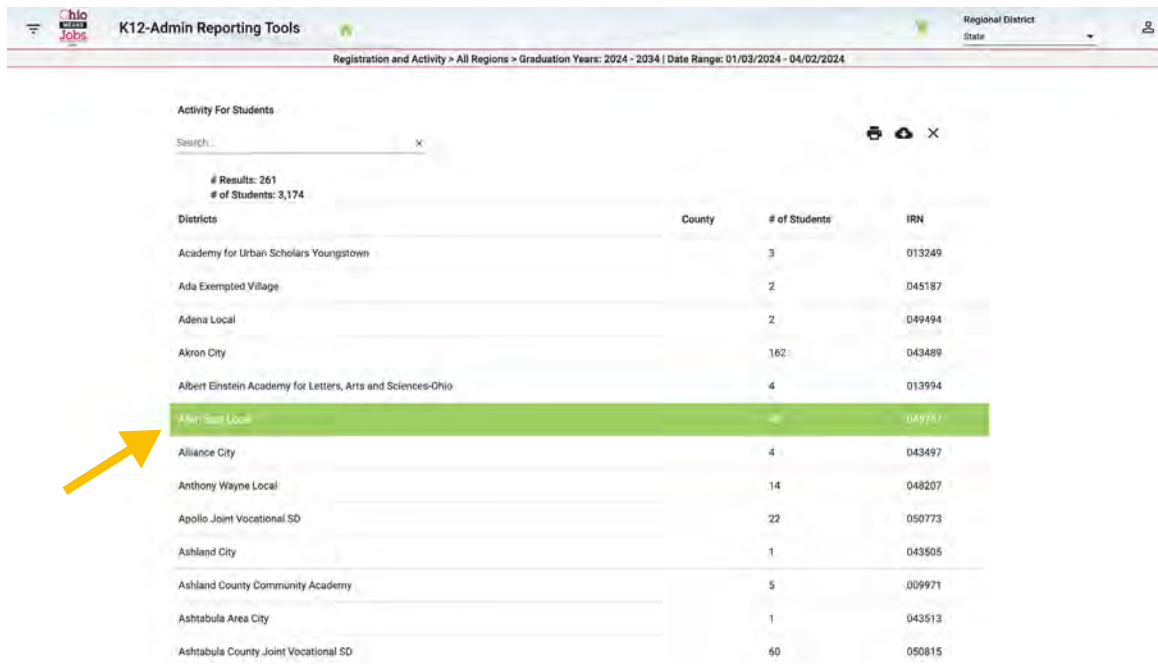
15.4. The Student Activity Report

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

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 <i>Chapter 3 - System Overview</i> .
	Print Icon	The function of the Print Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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.

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.



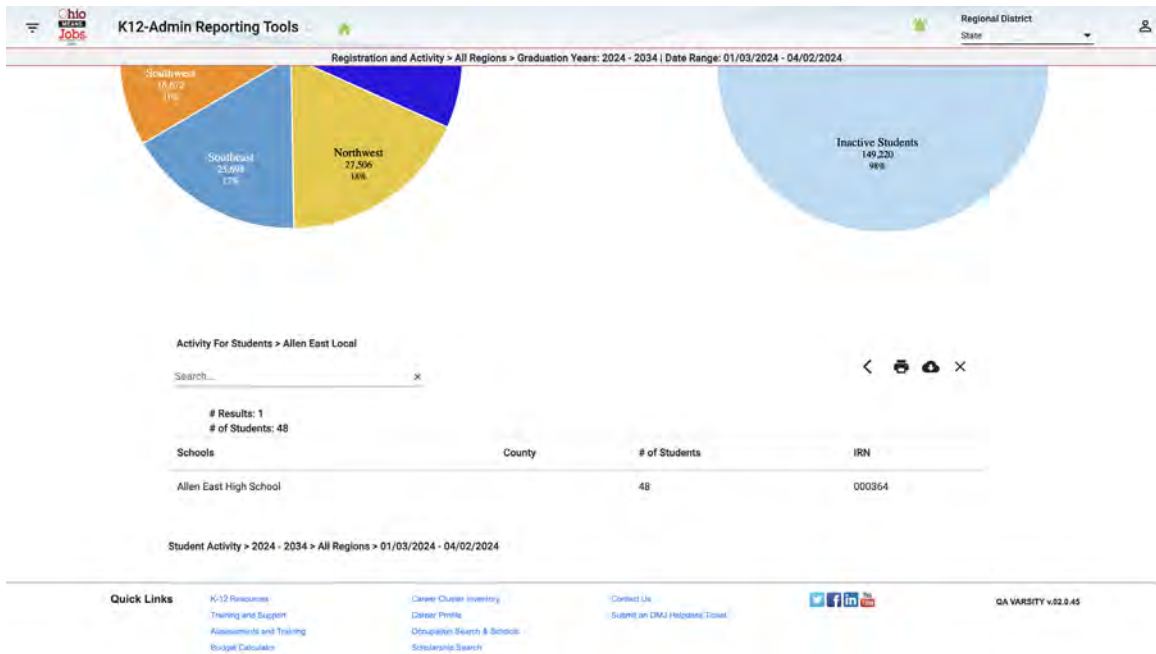
The pop-up contains the following, from top to bottom:

District / School Report		
Area	Report Item	Description

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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-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:		
	Table Rows	Local Users	District Users	Regional / State Users
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.



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

OhioMeansJobs K-12 Admin Tools User Guide

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
		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.

SIXTEEN

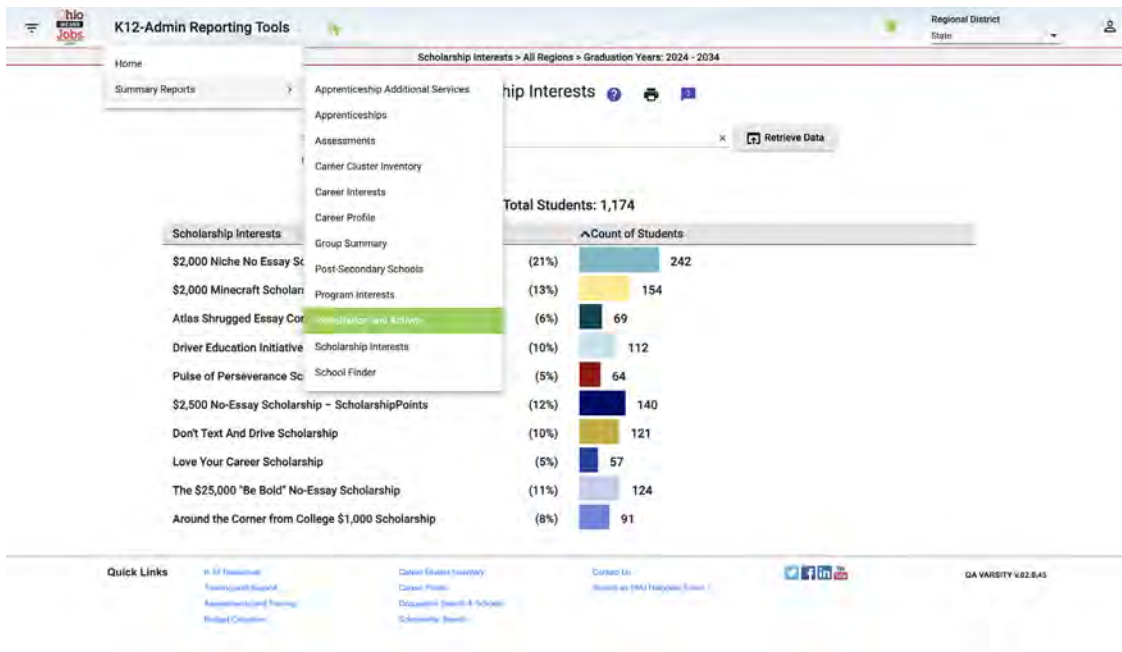
16. Scholarship Interests

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**.



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



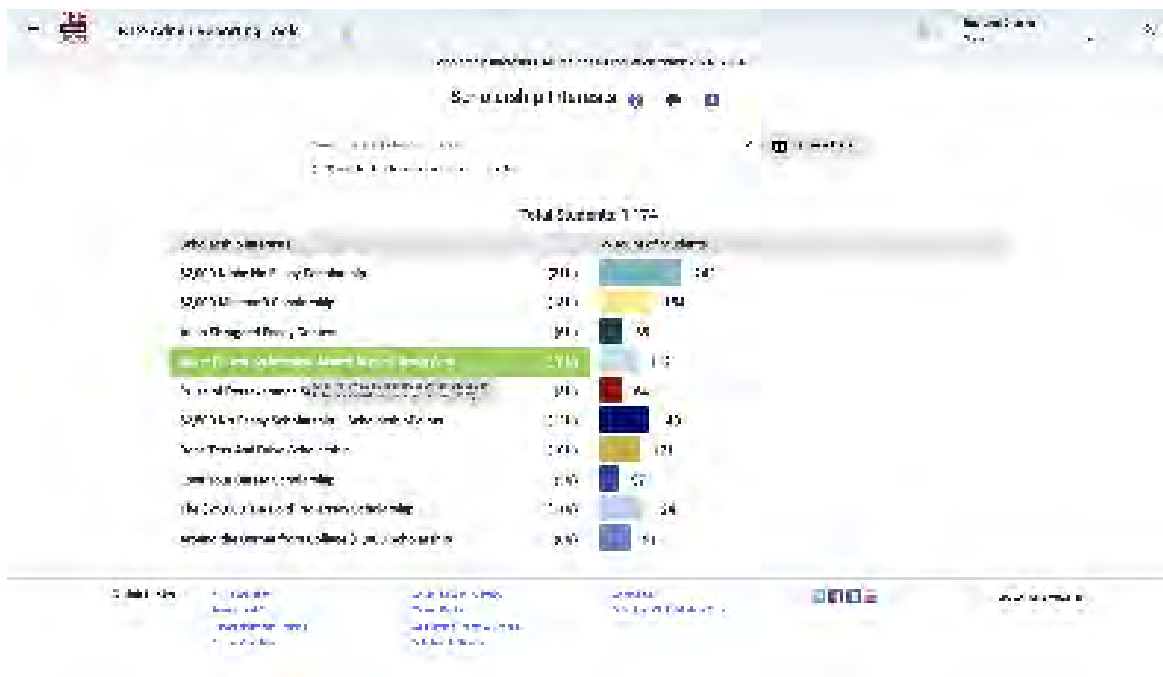
You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

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 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 Summary Count	Labeled Item(s) summarize the contents of the table below.

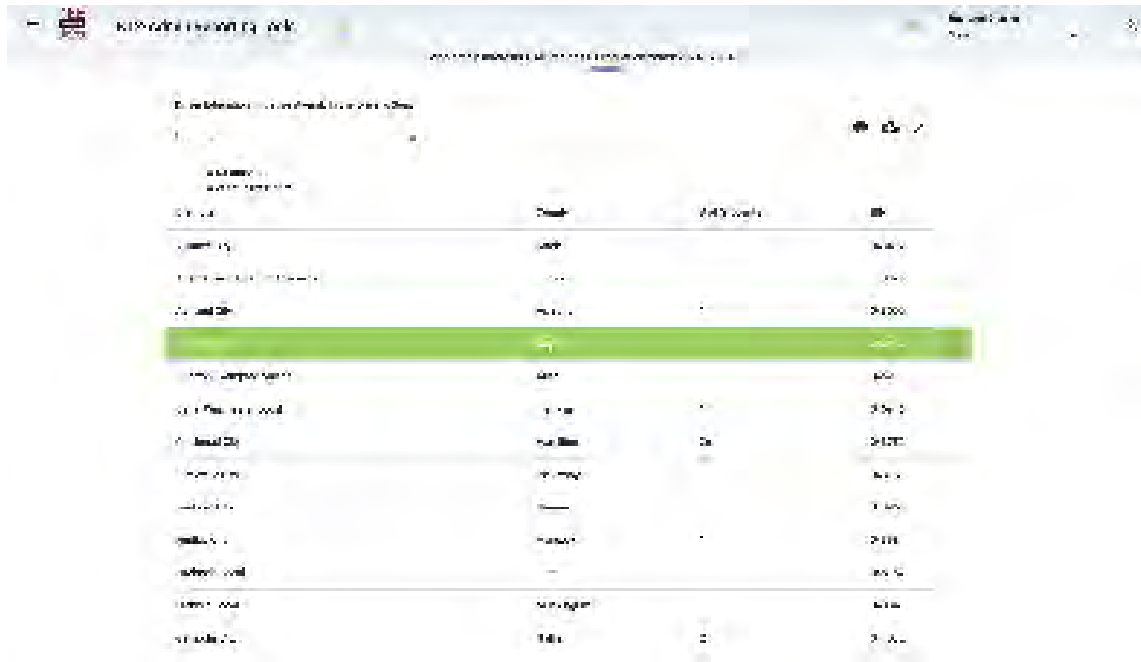
Report Data	Header Row	<p>The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:</p> <p>Scholarship Percentage Count of Students</p>
	Table Rows	<p>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.</p>

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**.



A pop-up is generated beneath the main report.



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	<p>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:</p> <table border="1"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name # of Students	School Name # of Students	District County # of Students IRN
	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 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.



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 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: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>Student Name</td> <td>Student Name</td> <td>District</td> </tr> <tr> <td>Email</td> <td>Email</td> <td>County</td> </tr> <tr> <td>Graduation Year</td> <td>Graduation Year</td> <td># of Students</td> </tr> <tr> <td></td> <td></td> <td>IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	Student Name	Student Name	District	Email	Email	County	Graduation Year	Graduation Year	# of Students			IRN
	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.

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

SEVENTEEN

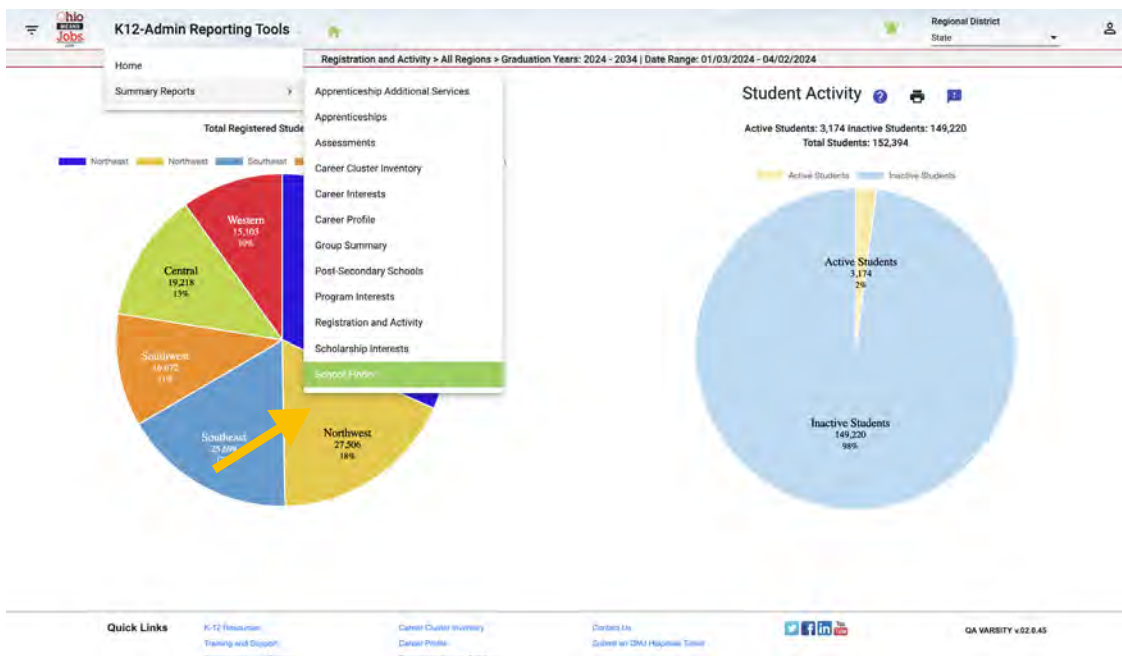
17. School Finder

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.

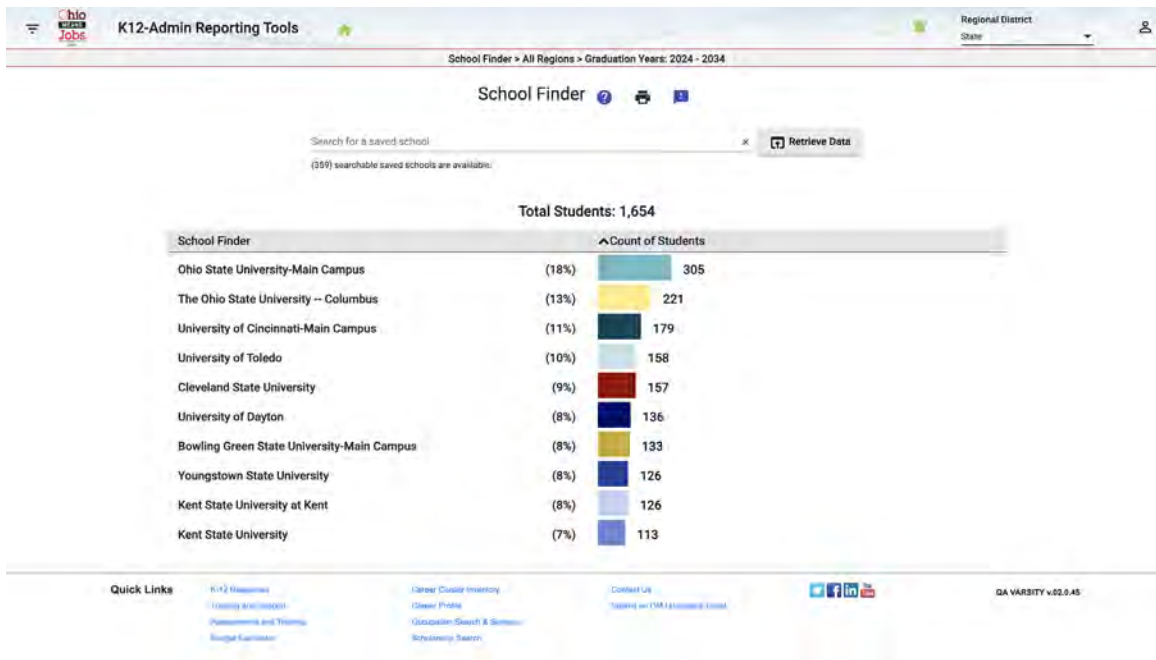
17.2. Viewing the Report

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



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



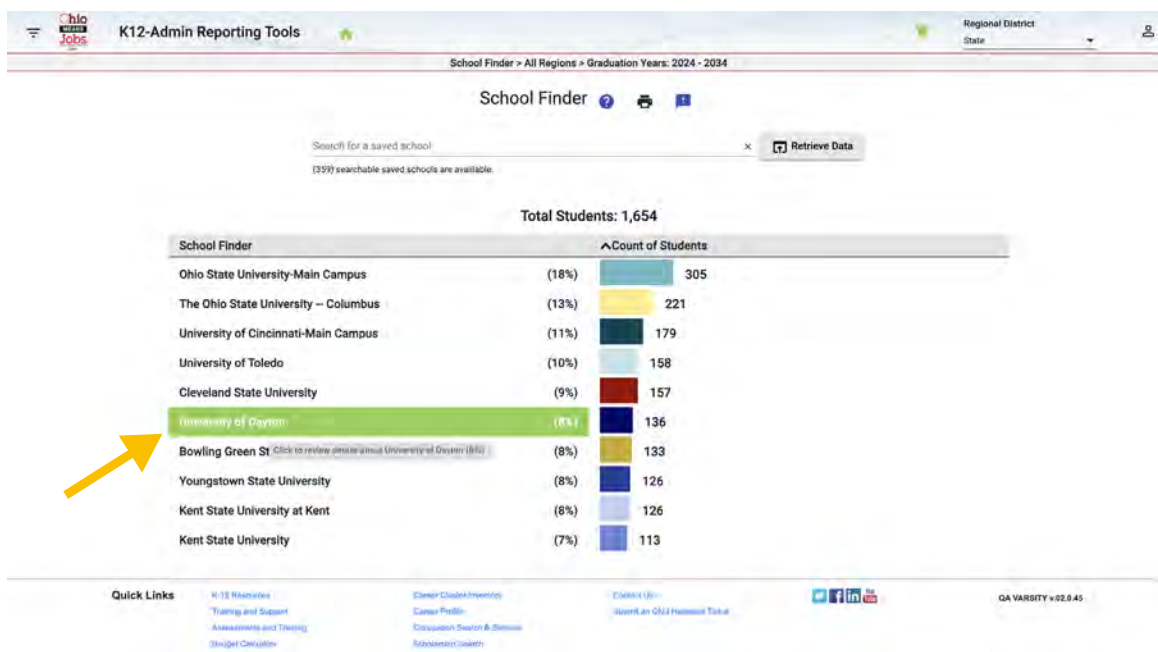
You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order. The report contains the following elements (from top to bottom):

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 <i>Chapter 3 - System Overview</i> .
	Feedback Icon	The function of the Feedback Icon is discussed in <i>Chapter 3 - System Overview</i> .
	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 Summary Count	Labeled Item(s) summarize the contents of the table below.

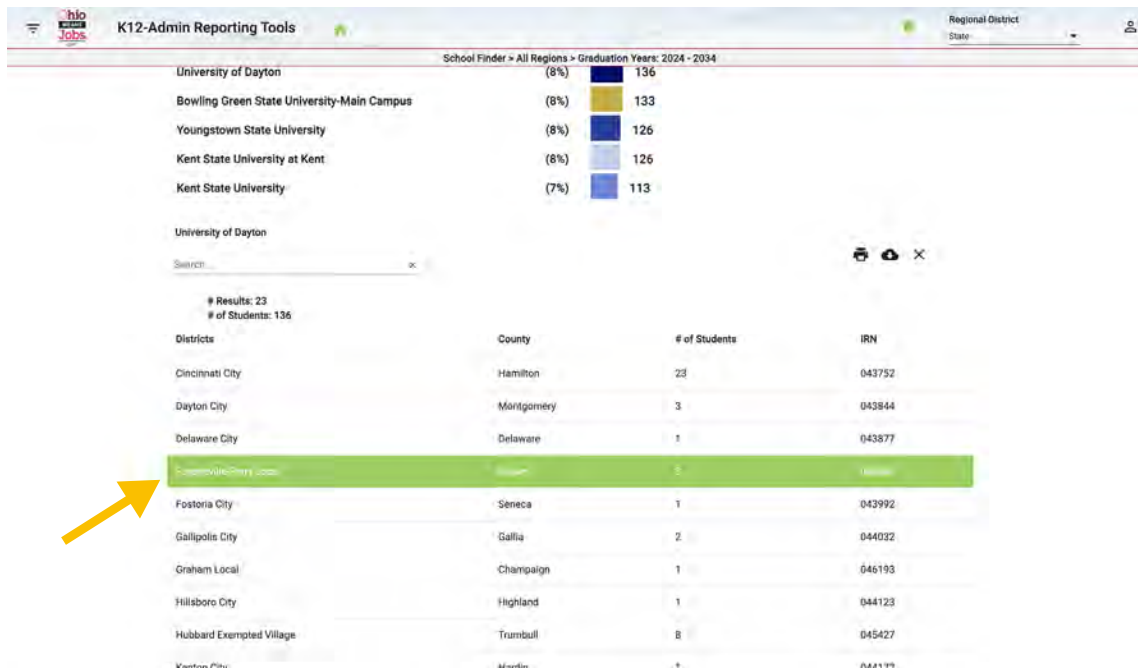
Report Data	Header Row	<p>The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:</p> <p>School Finder Percentage Count of Students</p>
	Table Rows	<p>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.</p>

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**.



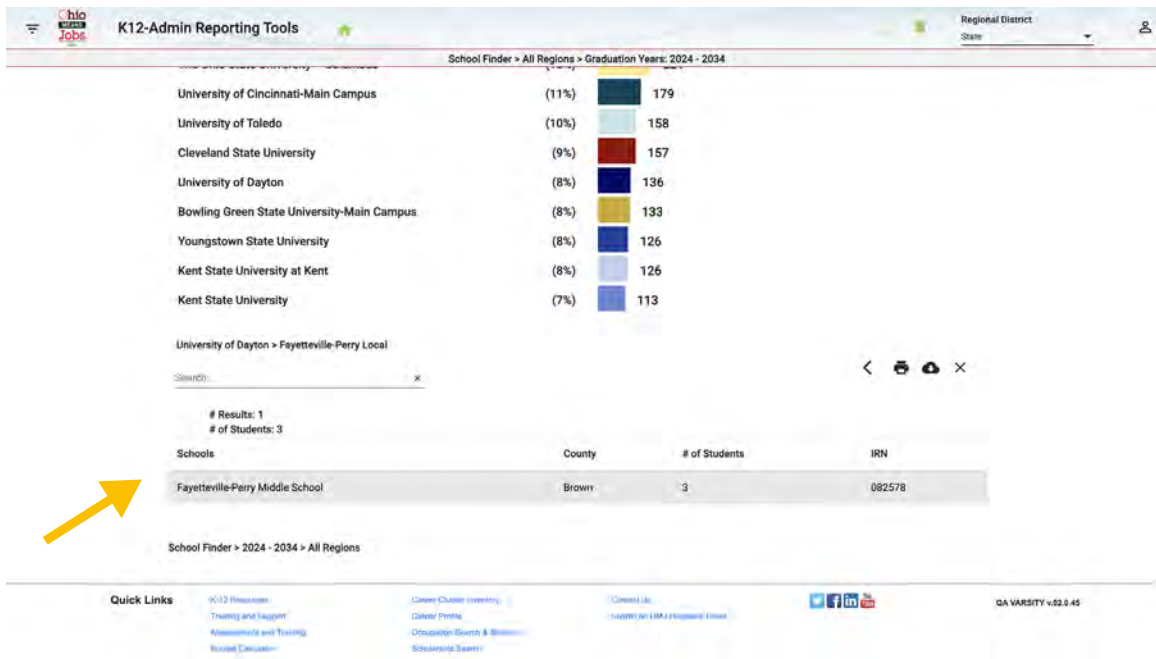
A pop-up is generated beneath the main report.



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-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: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name # of Students</td> <td>School Name # of Students</td> <td>District County # of Students IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name # of Students	School Name # of Students	District County # of Students IRN
	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 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.



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: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>Regional / State Users</th> </tr> </thead> <tbody> <tr> <td>School Name</td> <td>School Name</td> <td>District</td> </tr> <tr> <td>Email</td> <td>Email</td> <td>County</td> </tr> <tr> <td>Graduation Year</td> <td>Graduation Year</td> <td># of Students</td> </tr> <tr> <td></td> <td></td> <td>IRN</td> </tr> </tbody> </table>	Local Users	District Users	Regional / State Users	School Name	School Name	District	Email	Email	County	Graduation Year	Graduation Year	# of Students			IRN
	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.															

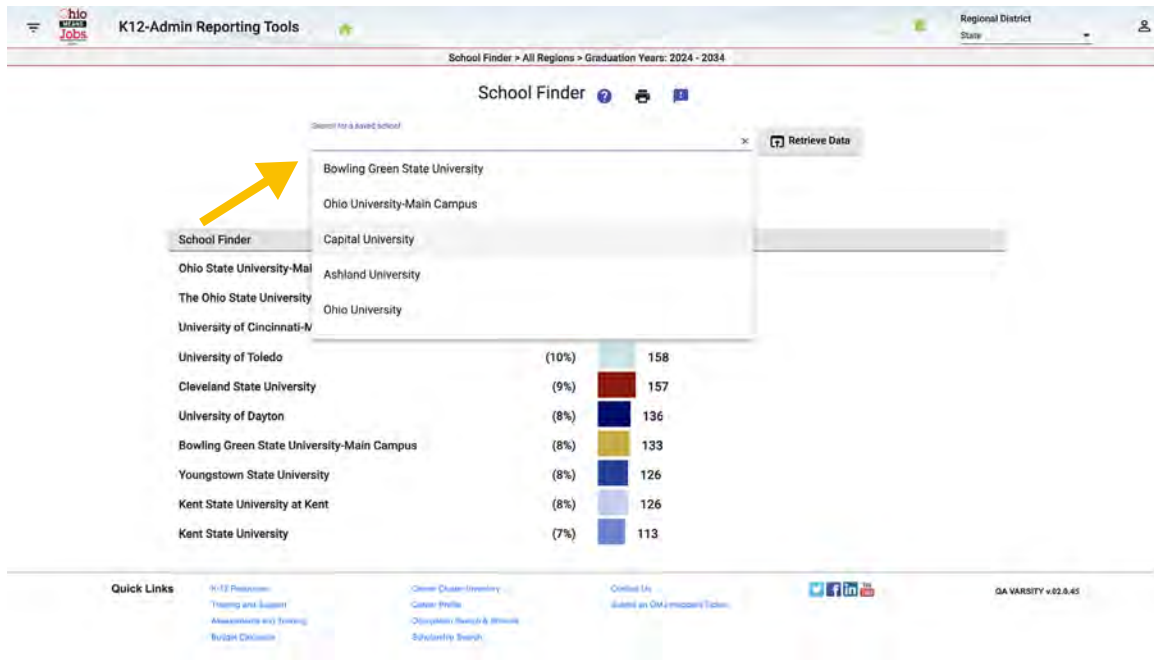
Student line items that display a green bar when moused over can be clicked to view the Student’s Student Activity Report.

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

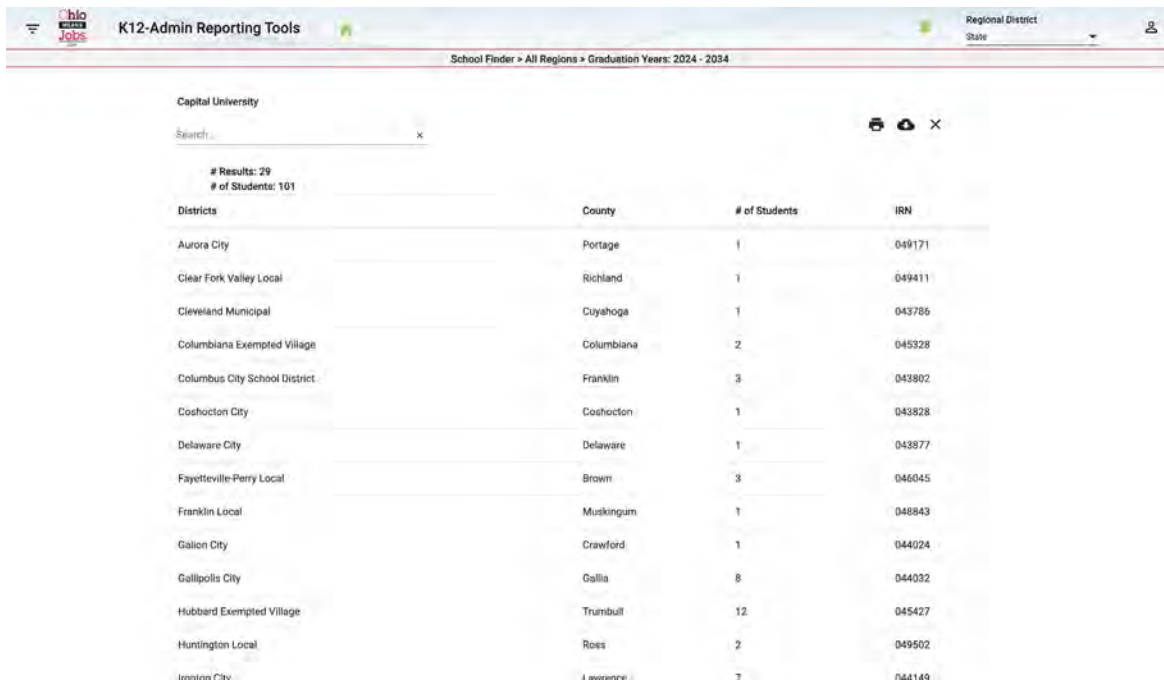
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school. To do so, click on the Search Text Box and type or scroll to locate the desired post-secondary school.



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.



Detail Reports

K-12 Admin Reporting Tools

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

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

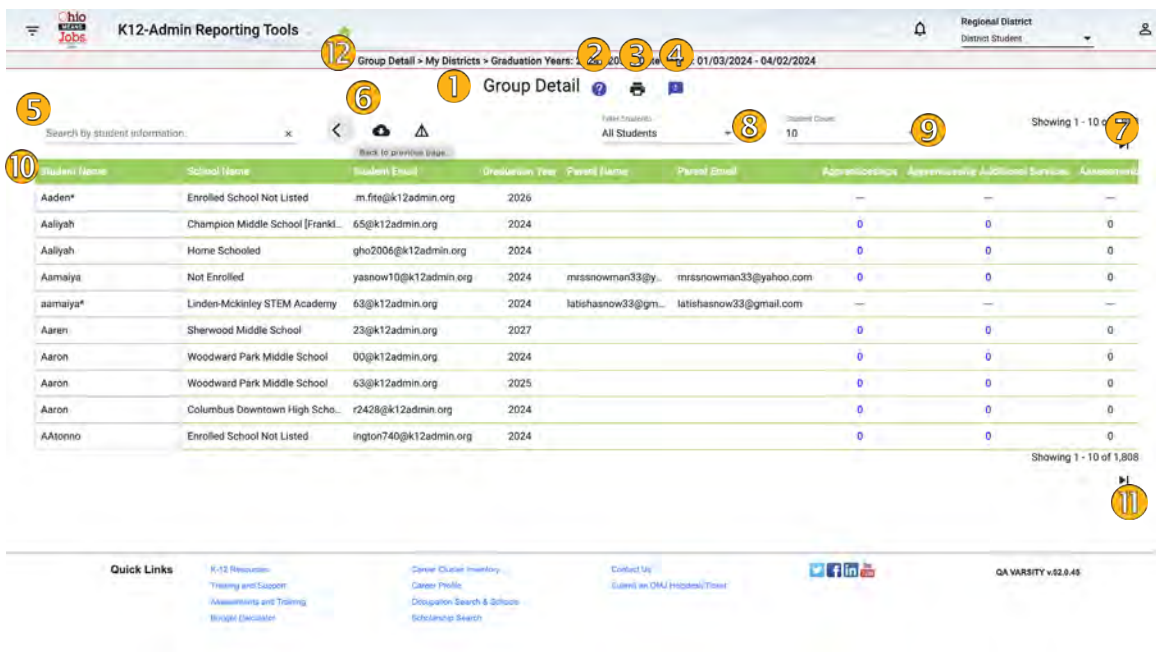
To access the School Finder Report, click on the **K-12 Admin Reporting Tools** menu. Scroll down and select **Group Detail**.



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.

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The Report is displayed.



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):

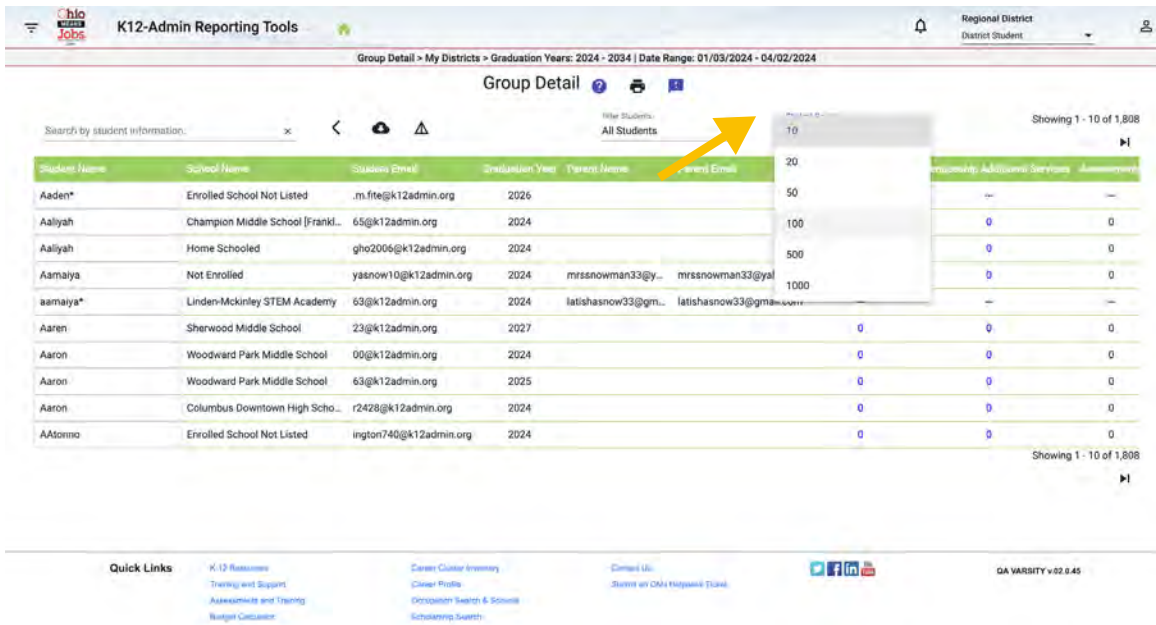
Post-Secondary Schools Report			
Area		Report Item	Description
Report Header	1	Name	The name of the selected report.
	2	Help Icon	Click to gain access to the Help system. This function is discussed in Chapter 3 - System Overview.
	3	Print Icon	The function of the Print Icon is discussed in Chapter 3 - 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 configured 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	10	Header Row	<p>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:</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Type</th> <th>Link to Detail</th> </tr> </thead> <tbody> <tr> <td>Student Name School Name Student Email Graduation Year Parent Name Parent Email</td> <td> <ul style="list-style-type: none"> Demographic Can be hidden (except for Student Name) </td> <td>None</td> </tr> <tr> <td>Apprenticeships Apprenticeship Additional Services Assess- ments Calendar Events Documents OhioMeansJobs Readiness Seal Scholarship Interests School Finder School Interests Career Cluster Inventory Career Interests Career Plans Career Profile Program Interests Job Applications Jobs Saved Jobs Searches Resumes Target Salary</td> <td> <ul style="list-style-type: none"> Calculated Can be hidden Figures listed in blue are linked to detailed information about the student. </td> <td>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</td> </tr> </tbody> </table>	Field	Type	Link to Detail	Student Name School Name Student Email Graduation Year Parent Name Parent Email	<ul style="list-style-type: none"> Demographic Can be hidden (except for Student Name) 	None	Apprenticeships Apprenticeship Additional Services Assess- ments Calendar Events Documents OhioMeansJobs Readiness Seal Scholarship Interests School Finder School Interests Career Cluster Inventory Career Interests Career Plans Career Profile Program Interests Job Applications Jobs Saved Jobs Searches Resumes Target Salary	<ul style="list-style-type: none"> 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
			Field	Type	Link to Detail							
Student Name School Name Student Email Graduation Year Parent Name Parent Email	<ul style="list-style-type: none"> Demographic Can be hidden (except for Student Name) 	None										
Apprenticeships Apprenticeship Additional Services Assess- ments Calendar Events Documents OhioMeansJobs Readiness Seal Scholarship Interests School Finder School Interests Career Cluster Inventory Career Interests Career Plans Career Profile Program Interests Job Applications Jobs Saved Jobs Searches Resumes Target Salary	<ul style="list-style-type: none"> 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										
<p>NOTE: If all columns are on display, it will be necessary to scroll right to see all of the data. The first column will remain visible on screen regardless of horizontal scrolling.</p>												
Report Footer	11	Paging Icons	The right-hand side of the Footer area contains labeled line item counts for the Line Number Range currently on display. Beneath this are two icons for paging Back (the arrow pointing left) and Forward (the arrow pointing right). NOTE: The system is configured to display a maximum of 50 records at a time.									
Filter Header	12	Breadcrumb	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.									

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 Menu.



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.

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The screenshot shows the 'K12-Admin Reporting Tools' interface. At the top, it says 'Group Detail > My Districts > Graduation Years: 2024 - 2034 | Date Range: 01/03/2024 - 04/02/2024'. Below this is a search bar with 'aaron' entered. A yellow arrow points to the search bar. To the right of the search bar, there is a filter dropdown set to 'All Students' and a 'Student Count' of 100. The main area contains a table with the following columns: Student Name, School Name, Student Email, Graduation Year, Parent Name, Parent Email, Apprenticeships, Apprenticeship, Additional Services, Assessments, Calendar Events, and Documents. The table lists three students named Aaron from Woodward Park Middle School and Columbus Downtown High School.

Student Name	School Name	Student Email	Graduation Year	Parent Name	Parent Email	Apprenticeships	Apprenticeship	Additional Services	Assessments	Calendar Events	Documents
Aaron	Woodward Park Middle School	00@k12admin.org	2024			0		0	0	0	0
Aaron	Woodward Park Middle School	63@k12admin.org	2025			0		0	0	0	0
Aaron	Columbus Downtown High Scho...	r2428@k12admin.org	2024			0		0	0	0	0

- 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.

The screenshot shows the 'K12-Admin Reporting Tools' interface. At the top, it says 'Group Detail > My Districts > Graduation Years: 2024 - 2034 | Date Range: 01/03/2024 - 04/02/2024'. Below this is a search bar with 'Al' entered. A yellow arrow points to the search bar. To the right of the search bar, there is a filter dropdown menu open, showing options for 'All Students', 'Active Students', and 'Inactive Students'. The 'Student Count' is 100. The main area contains a table with the same columns as the first screenshot. The table lists many students, including Aaden, Aaliyah, Aamaiya, Aaren, Aaron, AAtonno, abbigail, Abdellah, Abdi, Abdifatah, Abdoulaye, abdul, AbdulAdi, and Abdullahi.

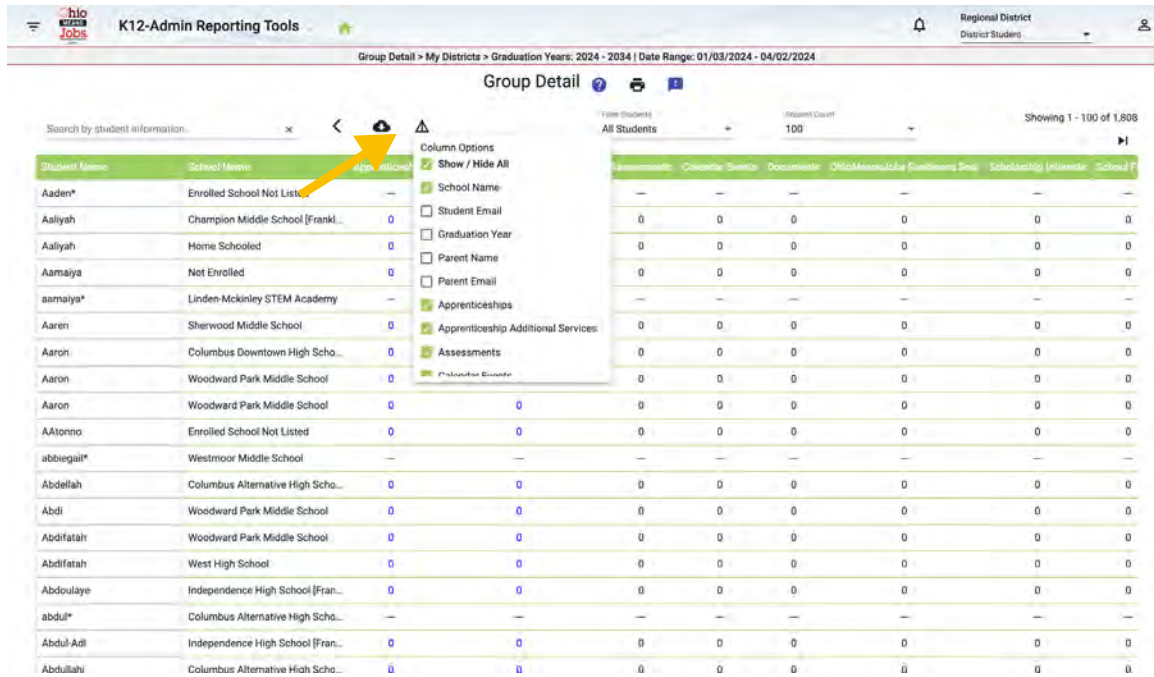
Student Name	School Name	Student Email	Graduation Year	Parent Name	Parent Email	Apprenticeships	Apprenticeship	Additional Services	Assessments	Calendar Events	Documents
Aaden*	Enrolled School Not Listed	m.fite@k12admin.org	2026								
Aaliyah	Champion Middle School [Frankl...	65@k12admin.org	2024			0		0	0	0	0
Aaliyah	Home Schooled	gho2006@k12admin.org	2024			0		0	0	0	0
Aamaiya	Not Enrolled	yasnaw10@k12admin.org	2024	mrsnowman33@y...	mrsnowman33@yahoo.com	0		0	0	0	0
aamaiya*	Linden-Mckinley STEM Academy	63@k12admin.org	2024	latishasnaw33@gm...	latishasnaw33@gmail.com						
Aaren	Sherwood Middle School	23@k12admin.org	2027			0		0	0	0	0
Aaron	Columbus Downtown High Scho...	r2428@k12admin.org	2024			0		0	0	0	0
Aaron	Woodward Park Middle School	00@k12admin.org	2024			0		0	0	0	0
Aaron	Woodward Park Middle School	63@k12admin.org	2025			0		0	0	0	0
AAtonno	Enrolled School Not Listed	ington740@k12admin.org	2024			0		0	0	0	0
abbigail*	Westmoor Middle School	gailc12@k12admin.org	2024								
Abdellah	Columbus Alternative High Scho...	91@k12admin.org	2024			0		0	0	0	0
Abdi	Woodward Park Middle School	51@k12admin.org	2024			0		0	0	0	0
Abdifatah	Woodward Park Middle School	62@k12admin.org	2027	Hphozia@yahoo.com	Hphozia@yahoo.com	0		0	0	0	0
Abdifatah	West High School	81@k12admin.org	2024			0		0	0	0	0
Abdoulaye	Independence High School [Fran...	84@k12admin.org	2024			0		0	0	0	0
abdul*	Columbus Alternative High Scho...	02142007a@k12admin.org	2025								
AbdulAdi	Independence High School [Fran...	07@k12admin.org	2024			0		0	0	0	0
Abdullahi	Columbus Alternative High Scho...	81@k12admin.org	2024	hassank114@hotm...	hassank114@hotmail.com	0		0	0	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

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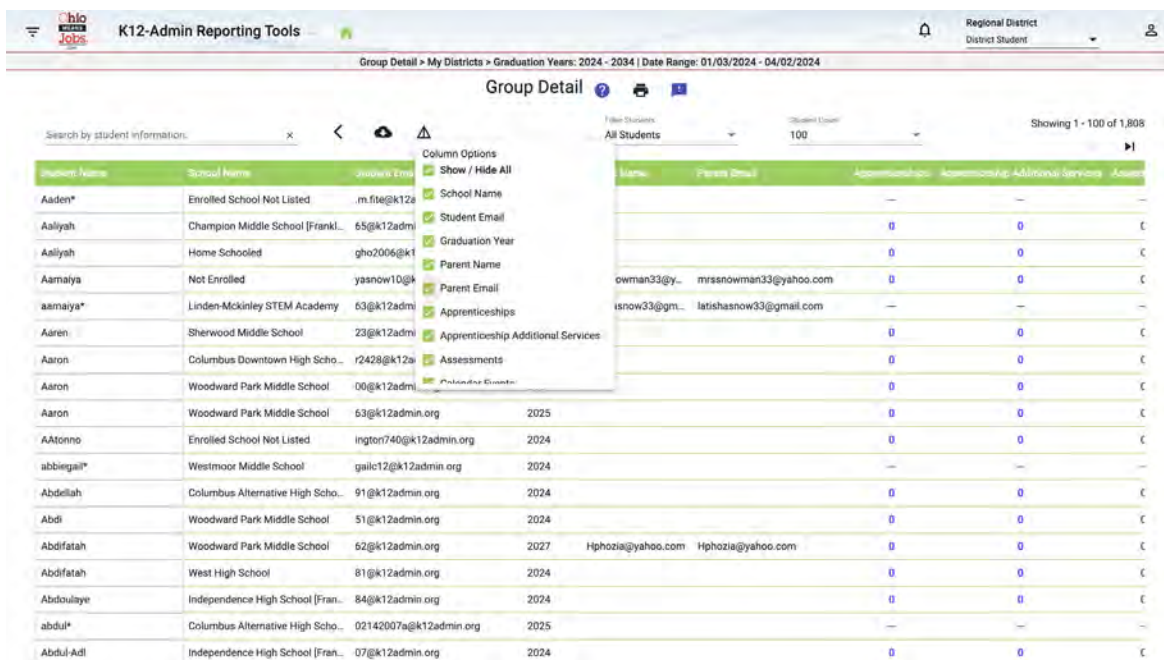
columns with a check box to view or hide the column. Every column currently displayed will have a check mark in the indicator box next to the column name. All items on the list are checked/enabled by default.



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.



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

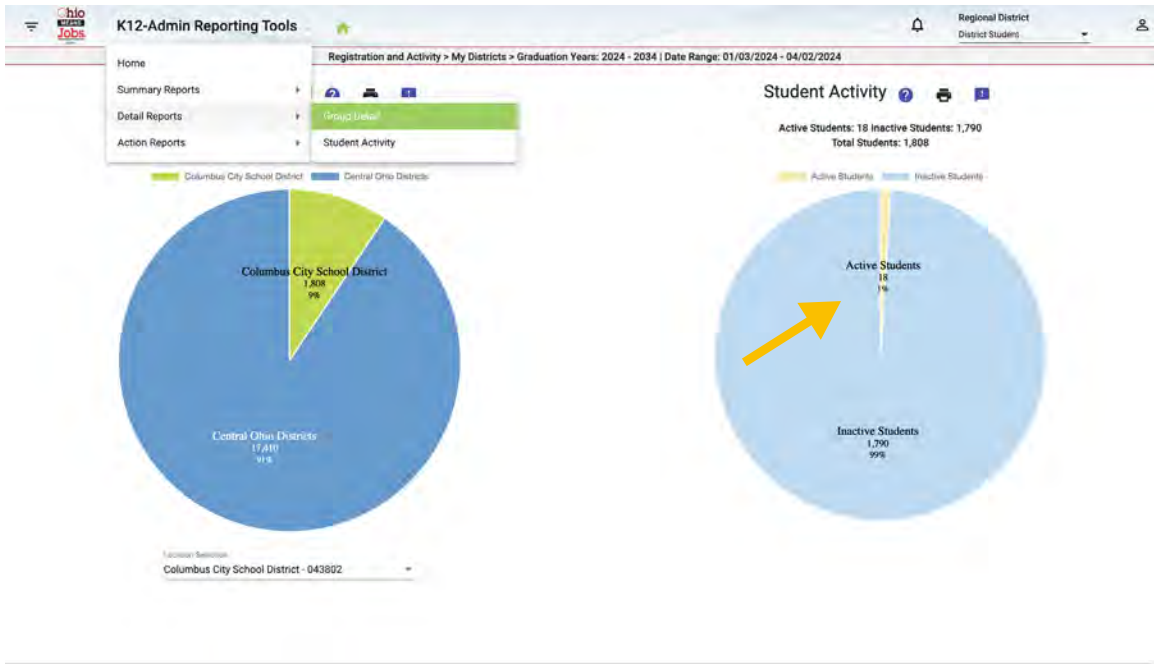
Please note that the specific metadata available for each of the Group Detail data items will vary based on the specific data item characteristics.

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
I	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.

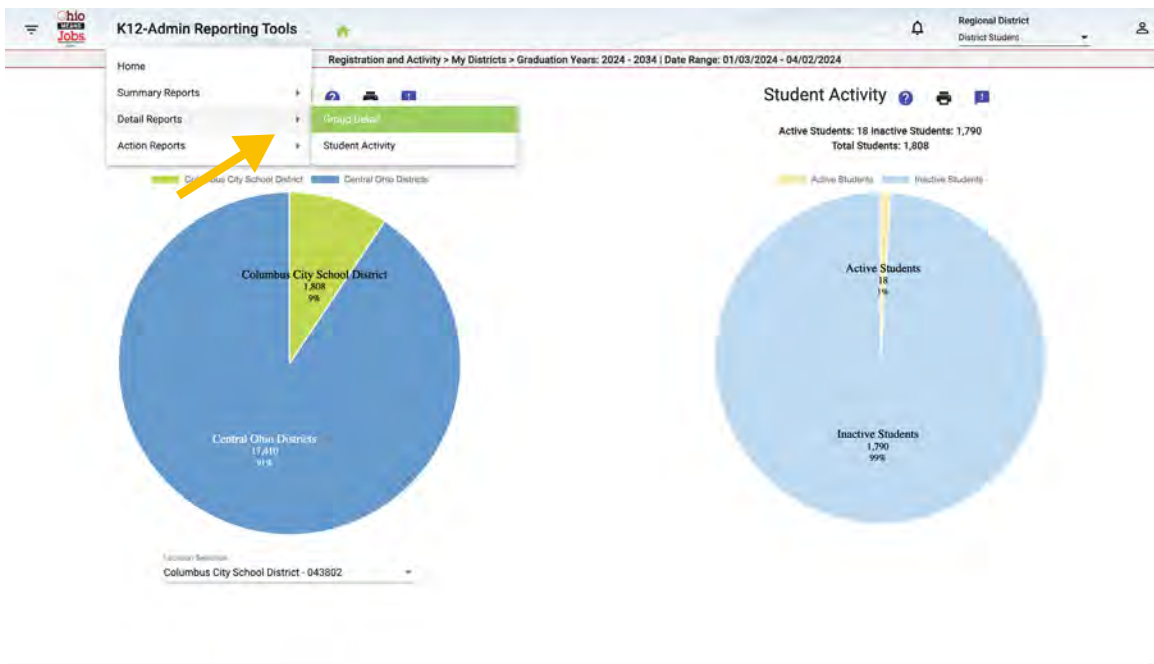
2.4.3. Hidden Data

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.



19. Student Activity

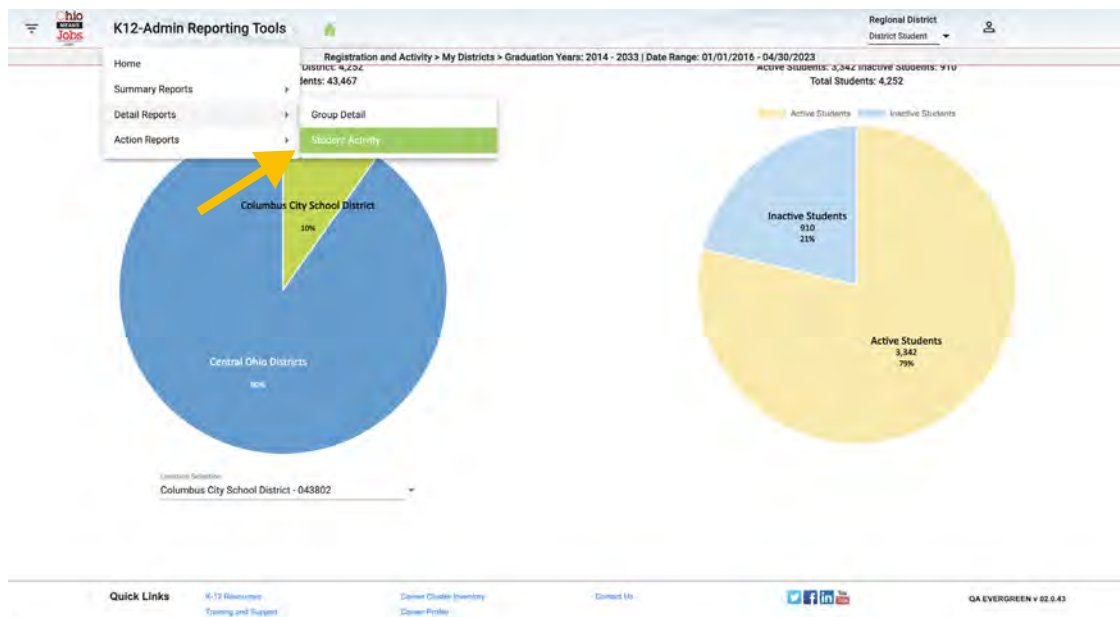
19.1. About This Report

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

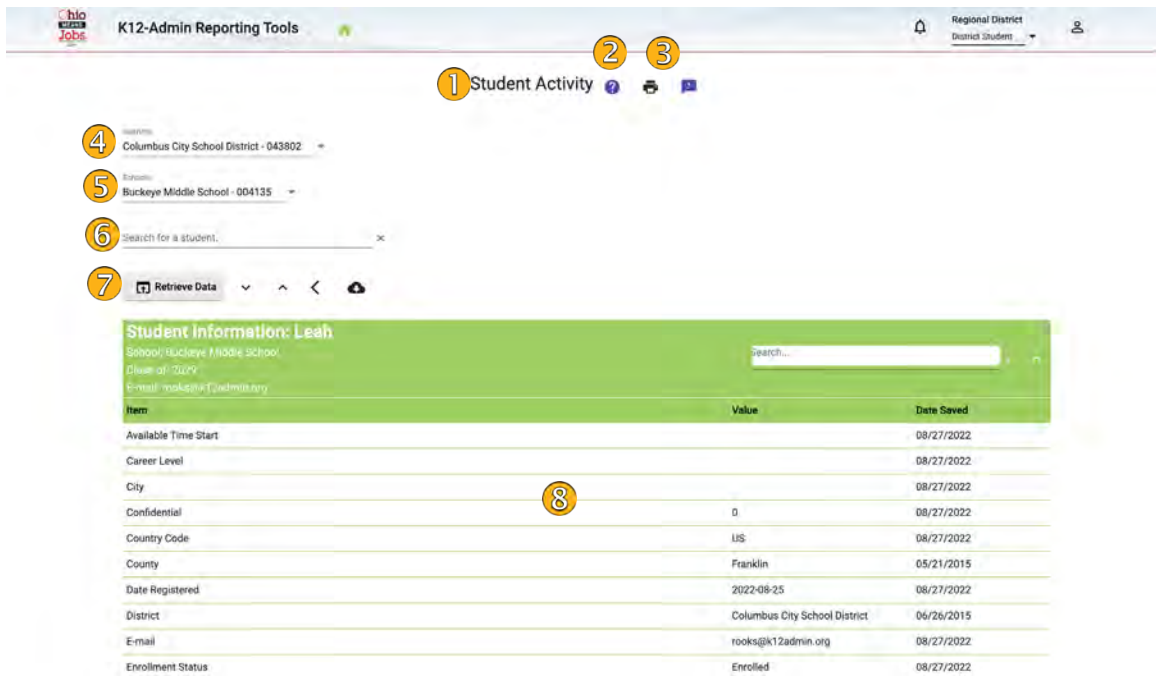
To access the School Finder Report, click on the K-12 Admin Reporting Tools menu. Scroll down and select Student Activity.



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.

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The Report is displayed.



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 Feedback 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):

Area	Report Item	Description
------	-------------	-------------

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Report Header	Student Name	The name of the selected student.	
	School Name	The screen contains the following elements (from top to bottom):	
	Graduation Year	The Graduation Year of the student presented as “Class Of [Year]”	
	Email Address	The Email Address of the selected student	
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 / Expand 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		
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

This section displays the following information:

Additional Services Table
Service
Service Selection Date

Apprenticeship Additional Services	
Interested: 11/19/2021	
Allowed Viewing: 11/19/2021	
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		
Test Name	Score	Test Date
Act® 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

This section displays the following information:

Calendar Events Table
Event Name
Event Date
Event Source

Calendar Events		
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

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

Status	Changed
Awarded	05/21/2020

19.3.7. Scholarship Interests

This section displays the following information:

Scholarship Interests Table
Scholarship Name
Deadline
Status
Date Saved

Scholarship Interests				
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	\$	Applied	06/25/2018
\$1,000 April Scholarship	04/20/2018	\$	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					
School Name	City	State	School Type	Occupation	Date Saved
Bluffton University	Bluffton	OH	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

School Interests		
Post Secondary Name	Occupation	Program
Bluffton University	Public Relations Specialists	Speech Communication And Rhetoric
Capital University	Public Relations Specialists	Public Relations/Image Management
Capital University	Public Relations Specialists	Speech Communication And Rhetoric
Baldwin Wallace University	Public Relations Specialists	Public Relations/Image Management

19.3.10. Career Cluster Inventory

This section displays the following information:

Career Clusters Table
Cluster Name
Ranking
Completed Date

Career Clusters		
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
Marketing	11	07/22/2019

19.3.11. Career Interests

This section displays the following information:

Career Interests Table
Career Name
Date Saved

Career Interests	
Career Name	Date Saved
Sales Managers	12/08/2021

19.3.12. Career Plans

This section displays the following information:

Career Plans Table
Cluster Plan Name
Percent Completed
Status
Updated Date

Career Plans			
Career Plan Name	Percent Completed	Status	Updated
Welders, Cutters, & Welder Fitters		Not Complete	06/25/2018
Photographers		Not Complete	06/27/2018
Gaming Managers		Not Complete	06/25/2018
Public Address System & Other Announcers		Not Complete	04/24/2018

19.3.13. Career Profiles

This section displays the following information:

Career Profiles Table
Interest Name
Score
Completed Date

Career Profiles		
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	
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

This section displays the following information:

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

Job Applications			
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			
Saved Job Title	Company Name	Status	Date Status Updated
AutoCAD Detailer Drafter	Aerotek	Saved	04/10/2018
Crane Technician 1	Konecranes	Saved	04/10/2018
Warehouse 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		
Job Search Title	Email Sent	Date Modified
Youth		06/25/2018
pat test		06/25/2018
Youth		05/29/2018
Youth		05/29/2018

19.3.18. Resumes

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This section displays the following information:

Resumes Table
Resume Name
Source
Date Saved

The screenshot shows a table titled "Resumes" with a search bar and a table with three columns: Resume Name, Source, and Date Saved. The table contains five rows of data.

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 leslie leslie	Upload	06/15/2020
LeslieTestLeslieTestLeslieTestLeslieTestLeslieTestLeslieTestLeslieTest	Upload	06/15/2020
leslie leslie leslie leslie leslie leslie leslie leslie leslie leslie	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

The screenshot shows a table titled "Target Salaries" with a search bar and a table with four columns: Gross Annual Target Salary, Net Annual Target Salary, Target Hourly Rate, and Date. The table contains one row of data.

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.

The screenshot shows the 'Student Activity' page in the OhioMeansJobs K-12 Admin Reporting Tools. The page header includes the OhioMeansJobs logo, 'K12-Admin Reporting Tools', and a user profile for 'Regional District District Student'. The main content area shows filters for 'District: Columbus City School District - 043802' and 'School: Johnson Park Middle School - 018465'. A search bar is present with the text 'Search for a student.' Below this is a 'Retrieve Data' button. The main section is titled 'Student Information: Silla' and includes a search box. Below the title is a table with the following data:

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
County	Franklin	05/21/2015
Date Registered	2021-05-03	05/05/2021
District	Columbus City School District	06/26/2015
E-mail	hsilla1@k12admin.org	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

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K-12 Admin Reporting Tools			
Summary Reports	Detail Reports	Action Reports	K-12 Admin Reporting Tools Menu
Apprenticeships Additional Services (Chapter 6) Apprenticeships (Chapter 7) Assessments (Chapter 8) Career Cluster Inventory (Chapter 9) Career Interests (Chapter 10) Career Profile (Chapter 11) Group Summary (Chapter 12) Post-Secondary Schools (Chapter 13) Program Interests (Chapter 14) Registration and Activity (Chapter 15) Scholarship Interests (Chapter 16) School Finder (Chapter 17)	Group Detail (Chapter 18) Student Activity (Chapter 19)	OhioMeansJobs Readiness Seal (Chapter 10)	<p>Summary Reports</p> Apprenticeship Additional Services Apprenticeships Assessments Career Cluster Inventory Career Interests Career Profile Group Summary Post-Secondary Schools Program Interests Registration and Activity Scholarship Interests Registration and Activity Scholarship Interests School Finder
			<p>Detail Reports</p> Group Detail Student Activity
			<p>Action Reports</p> 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 OhioMeansJobs from an assigned set of students in preparation for their graduation.

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

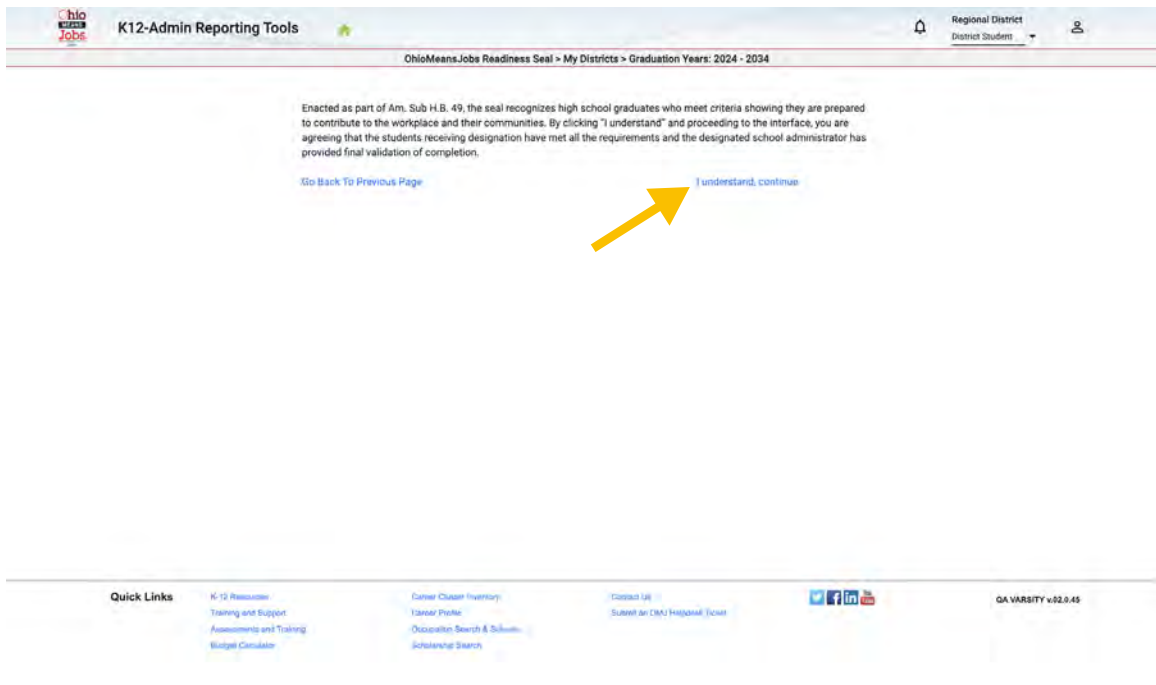
Viewing the Report

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



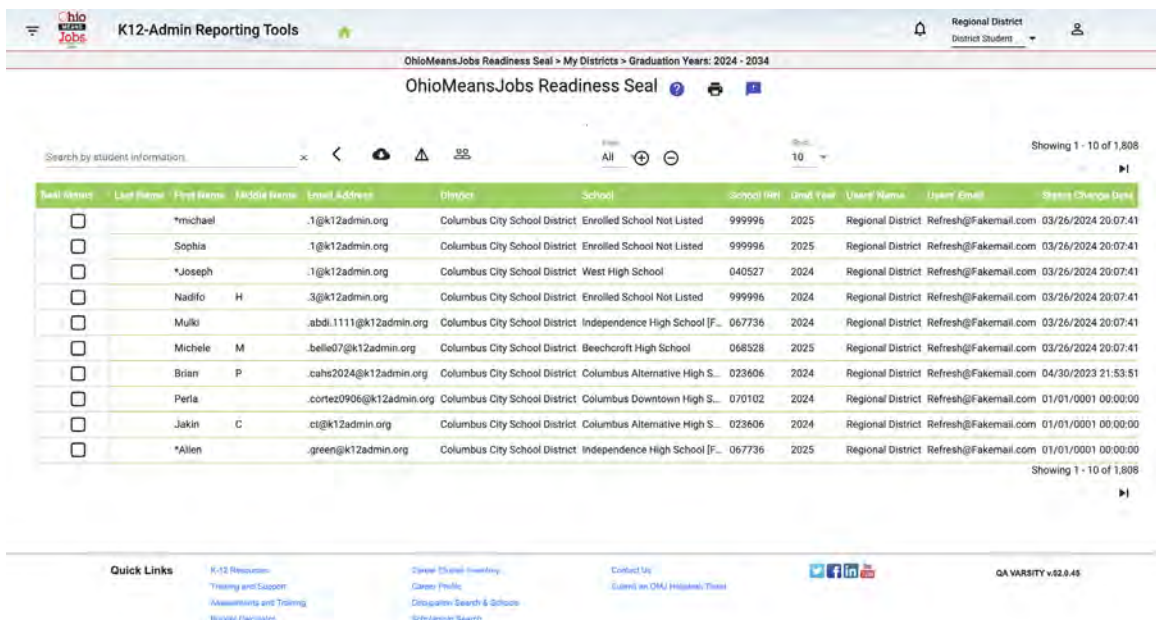
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The following transitional page is displayed, asking for agreement about terms and conditions for use of the seal(s).



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.



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-

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

Post-Secondary Schools Report											
Area	Report Item	Description									
Report Header	Breadcrumb	The Report footer 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.	The name of the selected report.									
	Name	The name of the selected report.									
	Help and Feedback Icons	Click to gain access to the Help or Feedback systems, respectively. These functions are 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 displaying recent searches 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.									
	Control Icons	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	These icons allow you to add or remove seals for every student on display in the list. NOTE: This only applies to students which are visible on the page. It DOES NOT apply to the entire found set of students.									
Report Data	Header Row	<p>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:</p> <table border="1"> <thead> <tr> <th>Name</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Seal Status</td> <td>Assignable/ Removable Can be hidden</td> <td>None</td> </tr> <tr> <td>First Name Middle Name Last Name Email Address District School School IRN Grad Year User's Name User's Email Status Change Date</td> <td>Demographic Can be hidden</td> <td>None</td> </tr> </tbody> </table> <p>NOTE: Depending on the size of your screen, if all columns are on display, it may be necessary to scroll right to see all the data. The first column will remain visible on screen regardless of horizontal scrolling.</p>	Name			Seal Status	Assignable/ Removable Can be hidden	None	First Name Middle Name Last Name Email Address District School School IRN Grad Year User's Name User's Email Status Change Date	Demographic Can be hidden	None
		Name									
Seal Status	Assignable/ Removable Can be hidden	None									
First Name Middle Name Last Name Email Address District School School IRN Grad Year User's Name User's Email Status Change Date	Demographic Can be hidden	None									
Table Rows	Individual line item data.										

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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.

The screenshot shows the 'OhioMeansJobs Readiness Seal' report interface. At the top, there is a navigation bar with 'OhioMeansJobs K12-Admin Reporting Tools' and 'Regional District District Student'. Below this, the report title 'OhioMeansJobs Readiness Seal' is displayed. A search bar contains 'Search by student information'. The table below lists student records with columns: Select, Surname, Last Name, First Name, Middle Name, Email Address, District, School, School ID#, Grad Year, Users Name, Users Email, and Date. The table shows records for students like *michael, Sophia, *Joseph, Nadifo, Mulki, Michele, Brian, Perla, Jakin, and *Allen. On the right side of the table, there are navigation icons: a left arrow, a right arrow, and a double right arrow. An orange arrow points to the double right arrow icon. The text 'Showing 1 - 10 of 1,808' is visible at the top right and bottom right of the table area. At the bottom of the page, there is a 'Quick Links' section with various administrative links and social media icons.

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.

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The screenshot shows the 'OhioMeansJobs Readiness Seal' interface. At the top, there's a navigation bar with 'K12-Admin Reporting Tools' and 'Regional District District Students'. Below that, a search bar contains 'Brian'. The main area is a table with columns: 'Ready Status', 'Last Name', 'First Name', 'Middle Name', 'Email Address', 'District', 'School', 'School IRN', 'Grad Year', 'Users Name', 'Users Email', and 'Status Change Date'. A yellow arrow points to the 'Ready Status' column header. The table contains five rows of student data.

Ready Status	Last Name	First Name	Middle Name	Email Address	District	School	School IRN	Grad Year	Users Name	Users Email	Status Change Date
<input type="checkbox"/>	Brian	P		.cahs2024@k12admin.org	Columbus City School District	Columbus Alternative High S...	023606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53:51
<input type="checkbox"/>	Brian	P		.PEvans@k12admin.org	Columbus City School District	Columbus Alternative High S...	023606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53:51
<input type="checkbox"/>	Brian			S2@k12admin.org	Columbus City School District	Independence High School [F...	067736	2025	Regional District	Refresh@Fakemail.com	04/30/2023 21:53:51
<input type="checkbox"/>	Brianna			einebanar@k12admin.org	Columbus City School District	Columbus Alternative High S...	023606	2025	Regional District	Refresh@Fakemail.com	04/30/2023 21:53:51
<input type="checkbox"/>	Briany	N		y.m10@k12admin.org	Columbus City School District	Columbus Alternative High S...	023606	2024	Regional District	Refresh@Fakemail.com	04/30/2023 21:53:51

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

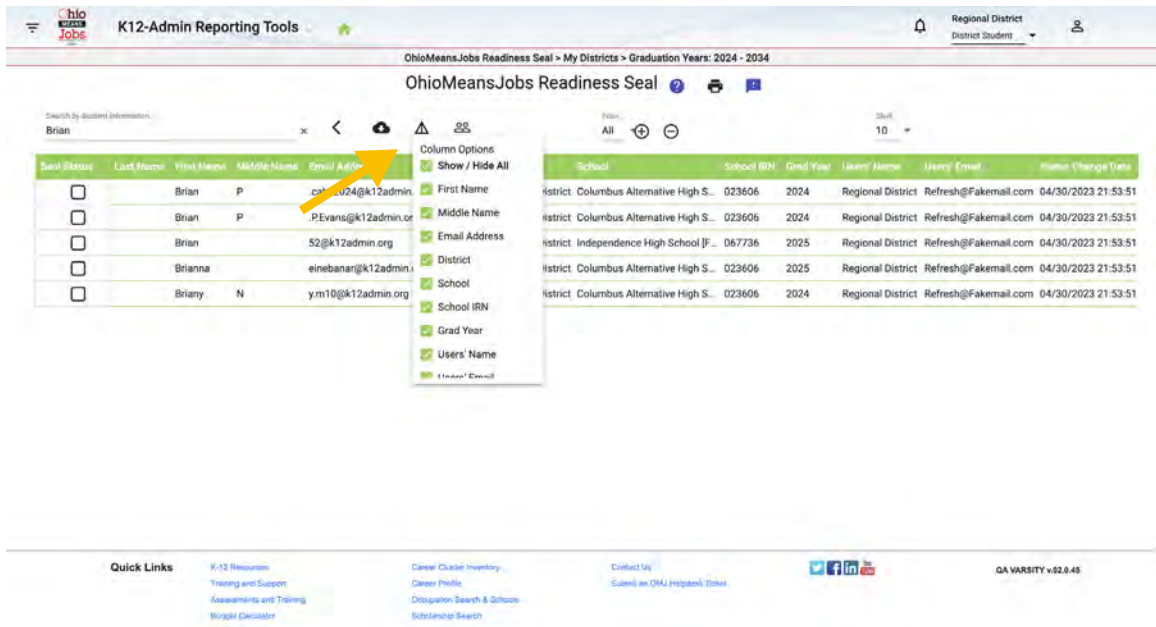
20.4. Hiding and Unhiding Columns

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.

The screenshot shows the same table as above, but with the 'Column Options' menu open. The menu is a list of columns with checkboxes: 'Show / Hide All', 'First Name', 'Middle Name', 'Email Address', 'District', 'School', 'School IRN', 'Grad Year', 'Users Name', and 'Users Email'. The 'Show / Hide All' option is selected. A yellow arrow points to the 'Column Options' icon (an inverted triangle) in the table header.

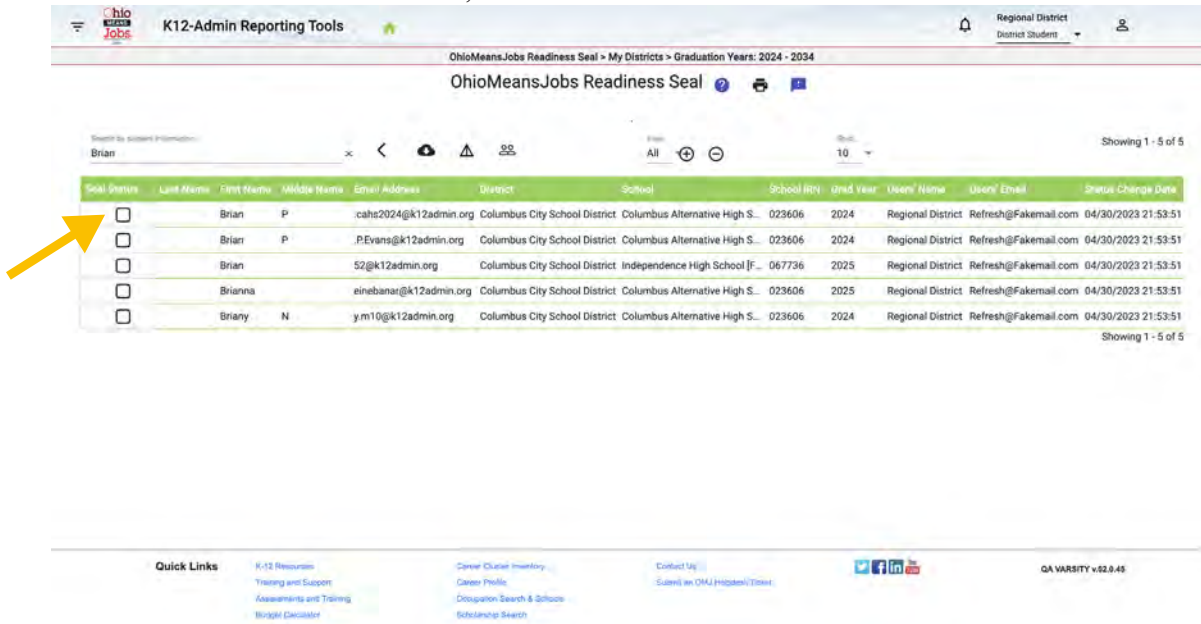
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In this example, the user has deselected/hidden several columns with the goal of simplifying the display. This can be useful if your intent is to print the report. When you are finished, click the Column Options Icon again to show all the columns.



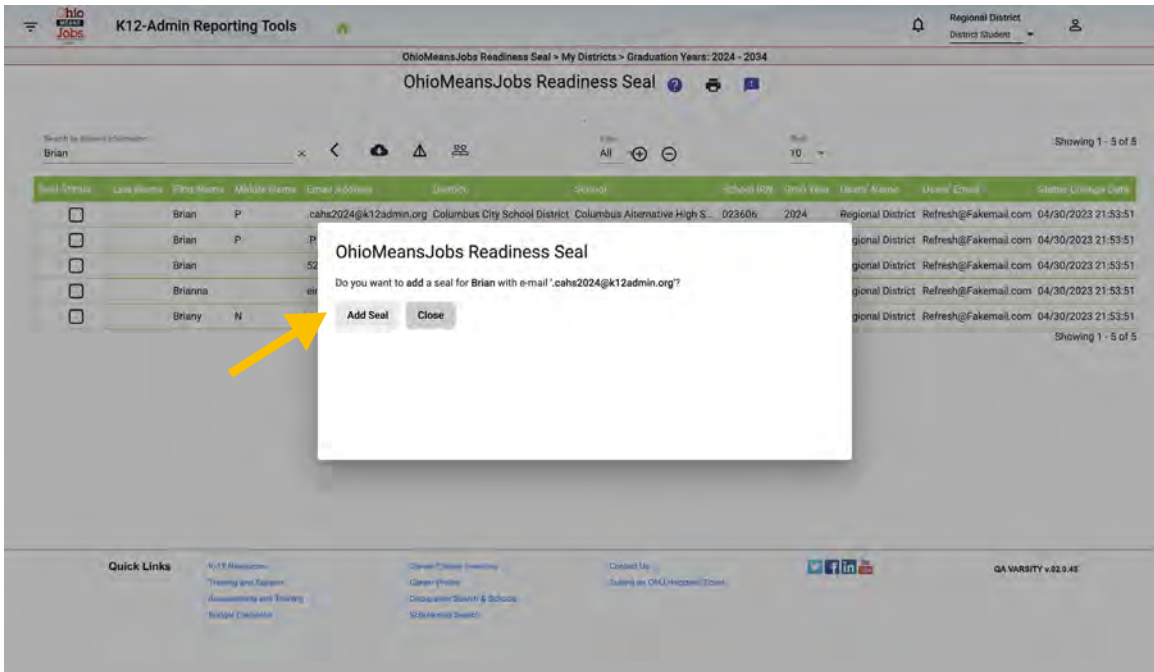
20.5. Assigning an Individual Readiness Seal

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



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

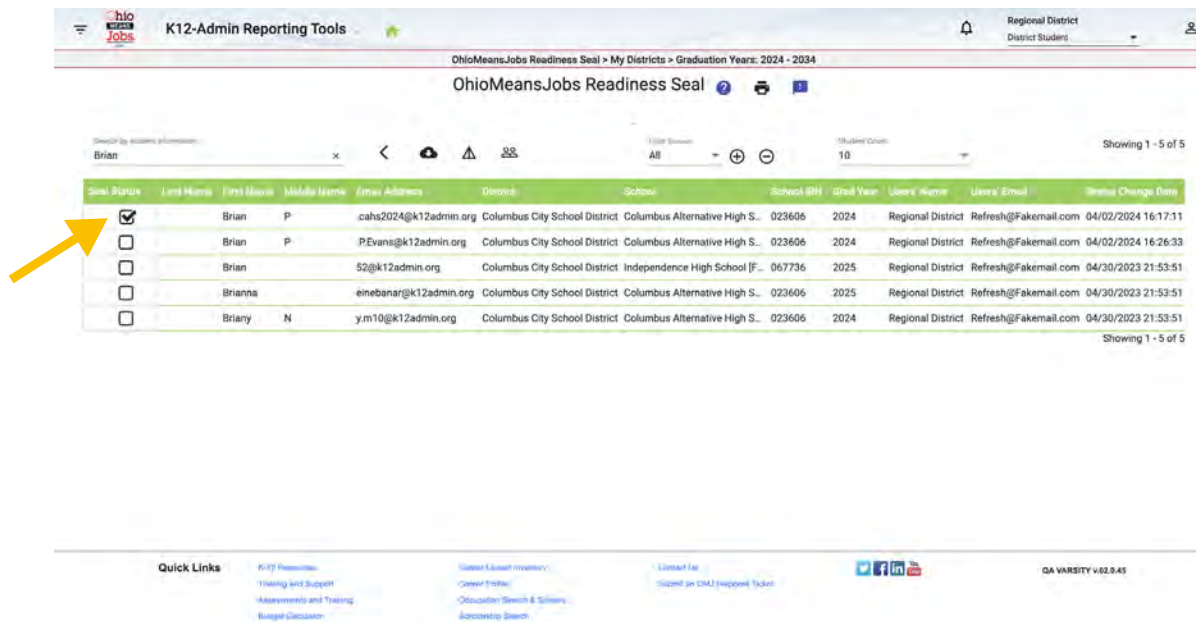
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Click Add Seal to assign the seal to the student, or Close to cancel and not update Brian S with a Readiness Seal.

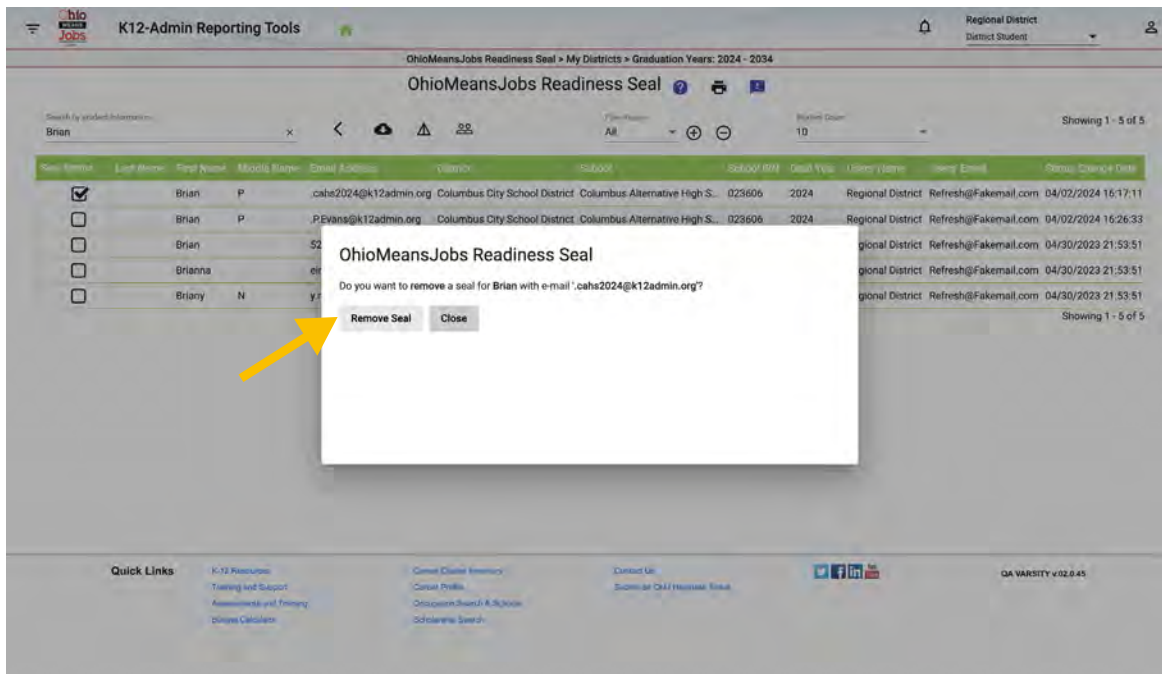
20.6. Removing an Individual Readiness Seal

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



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

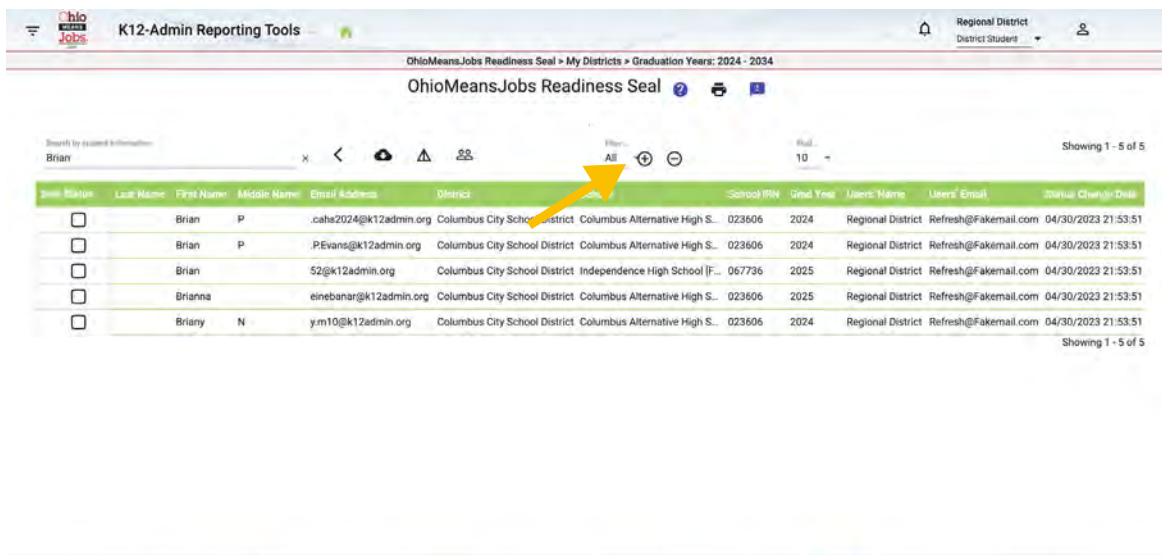
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Click Remove Seal to remove the seal for the student, or Close to cancel and not remove the Readiness Seal from Justin.

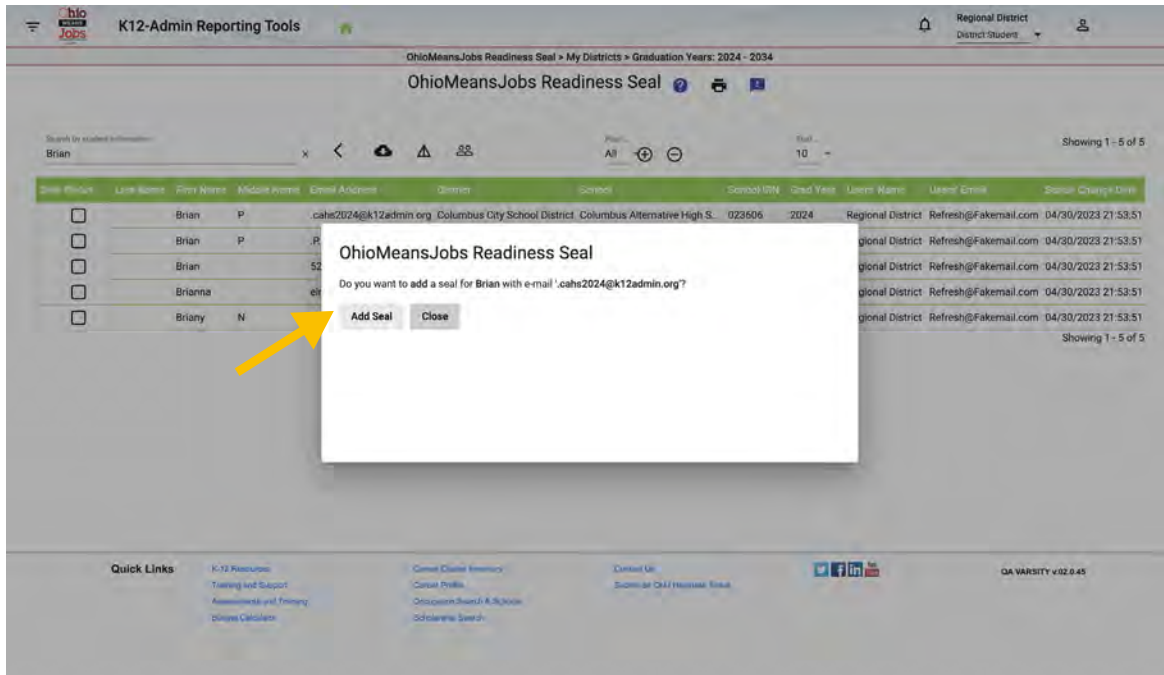
19.8 Adding Readiness Seals to a Batch of Students

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.



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.

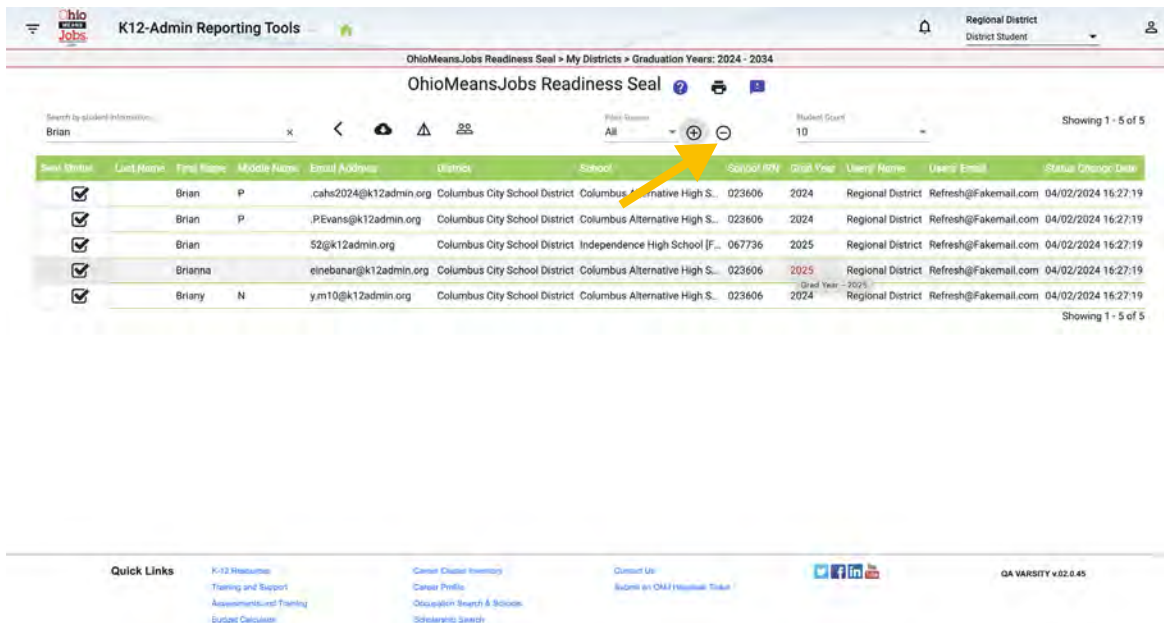
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Click the Add Seals button to assign the seals to the students listed, or Close to cancel the process and not update the students with a seal.

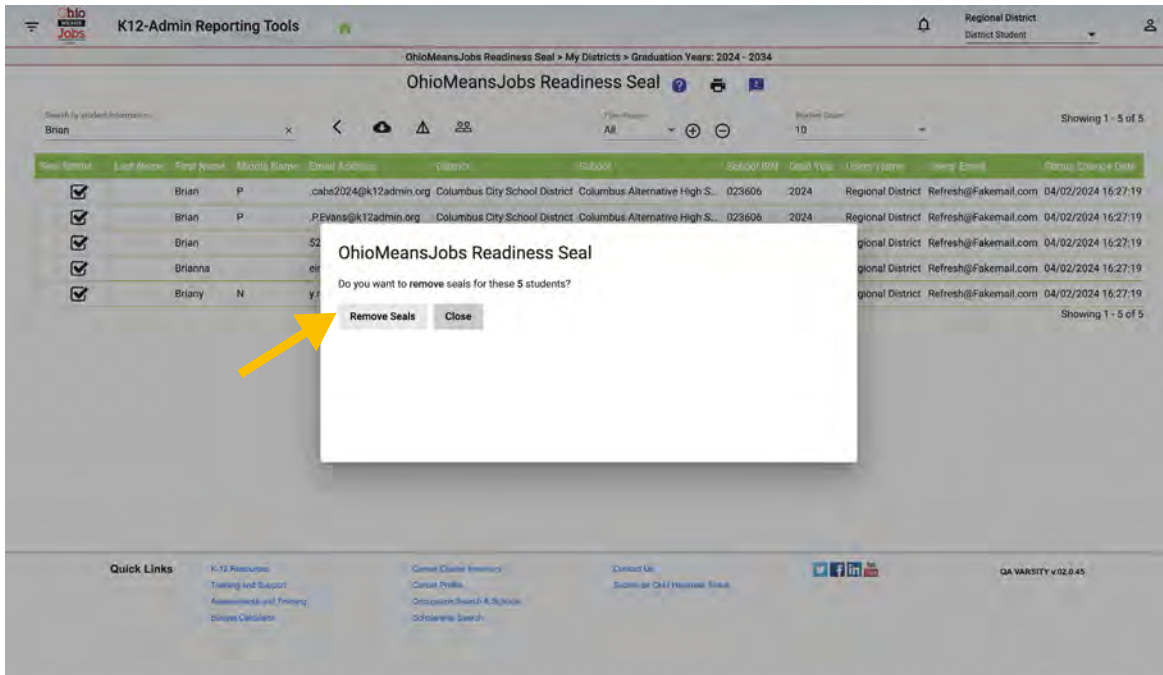
19.9. Removing Readiness Seals for a Batch of students

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



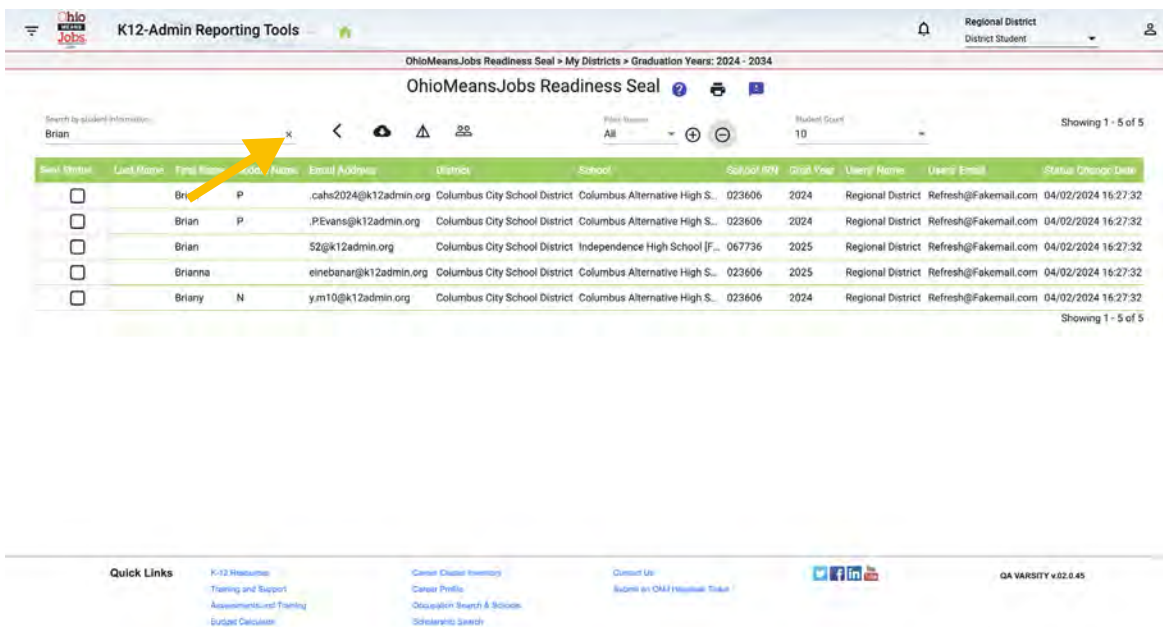
Next, you will be presented with a dialog box to confirm the removal of the Seals. NOTE: The number of Seals you are about to remove is detailed in the dialog box.

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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.



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.

OhioMeansJobs K-12 Admin Tools User Guide

The screenshot displays the 'OhioMeansJobs Readiness Seal' report in the 'K12-Admin Reporting Tools' interface. The page title is 'OhioMeansJobs Readiness Seal' and the breadcrumb trail is 'OhioMeansJobs Readiness Seal > My Districts > Graduation Years: 2024 - 2034'. The interface includes a search bar for student information, a filter dropdown menu currently set to 'All', and a table of student data. A yellow arrow points to the 'Awarded' filter dropdown menu. The table has columns for 'Awarded', 'School ID', 'Start Year', 'User/Parent', 'User/Email', and 'Status/Usage Date'. The footer contains 'Quick Links' for various administrative tasks and social media icons.

Awarded	School ID	Start Year	User/Parent	User/Email	Status/Usage Date
Not Awarded	999996	2025	Regional District	Refresh@Fakemail.com	04/02/2024 16:20:46
Enrolled School Not Listed	999996	2025	Regional District	Refresh@Fakemail.com	04/02/2024 16:20:42
West High School	040527	2024	Regional District	Refresh@Fakemail.com	04/02/2024 16:20:49
Enrolled School Not Listed	999996	2024	Regional District	Refresh@Fakemail.com	03/26/2024 20:07:41
Independence High School [F...	067736	2024	Regional District	Refresh@Fakemail.com	03/26/2024 20:07:41
Beechcroft High School	068528	2025	Regional District	Refresh@Fakemail.com	03/26/2024 20:07:41
Columbus Alternative High S...	023606	2024	Regional District	Refresh@Fakemail.com	04/02/2024 16:27:32
Columbus Downtown High S...	070102	2024	Regional District	Refresh@Fakemail.com	01/01/0001 00:00:00
Columbus Alternative High S...	023606	2024	Regional District	Refresh@Fakemail.com	01/01/0001 00:00:00
Independence High School [F...	067736	2025	Regional District	Refresh@Fakemail.com	01/01/0001 00:00:00

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.