



# Reporting Tools

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OhioMeansJobs K-12 Reporting Tools contain Summary and Detail Reports. Summary Reports are available for all users. Detail Reports are available for users who have **student level access** assigned through their SAFE account.

## Summary Reports

- **Career Cluster Inventory:** Displays the top ranked career cluster from the “Career Cluster Inventory” section of student backpacks.
- **Career Profile:** Displays the top ranked interest area from the “Career Profile” section of student backpacks.
- **Group Summary:** Displays the number of times activities have been completed or saved in student backpacks.
- **Registration and Activity:** The landing page for Reporting Tools with the following graphs
  - **Student Registration:** Displays the number of backpacks for students who selected this school in their account information.
  - **Student Activity:** displays students as active when they have completed, saved, or updated activities with the selected date range.
- **Top Ten Assessments:** Displays the most frequently completed assessments from the “Assessments and Training” section of student backpacks.
- **Top Ten Occupations:** Displays the most frequently saved occupations from the “Careers I’m Interested In” section of student backpacks.
- **Top Ten Schools:** Displays the most frequently saved schools from the “Schools I’m Interested In” section of student backpacks.

## Detail Reports

- **Backpack Activity:** Displays all activities completed, saved or updated in a student’s backpack within the selected date range.
- **Group Detail:** Displays the number of times activities have been completed, saved or updated in student backpacks within the selected date range.

For additional information, visit [education.ohio.gov/CareerConnections](http://education.ohio.gov/CareerConnections); then select the OhioMeansJobs K-12 icon.



# Reporting Tools Access

Reporting Tools allow educators, with permission from administrators, to review OhioMeansJobs K-12 backpack activity for individual students and groups of students. This resource will inform instruction and career advising as educators better understand each student's aspirations, interests and strengths.

Access to Reporting Tools can be obtained by being assigned a role in your OH|ID account through the Ohio Department of Education. Your district's OEDS administrator can add a role to your OH|ID account. Choose only one role per person per IRN.

OEDS Role Name	Can view individual student backpack details	Can view aggregate school level, summary reports	Can create and manage custom groups of students	Can create and manage custom groups of schools
Report View: OhioMeansJobs K-12 <b>School Student</b> Level Access	Yes	Yes	Yes	Yes
Report View: OhioMeansJobs K-12 <b>District Student</b> Level Access	Yes	Yes	No	Yes
Report View: OhioMeansJobs K-12 <b>District Standard</b> Level Access	No	Yes	No	Yes

For more information, contact Career Connections at [CareerConnections@education.ohio.gov](mailto:CareerConnections@education.ohio.gov).