



Reporting Tools

OhioMeansJobs K-12 Reporting Tools is the newest resource available to support career advising in Ohio schools. With Reporting Tools, educators can review Backpacks for an individual student as well as create group reports. This new feature will better inform instruction and advising as educators better understand each student's aspirations, interests, and strengths.

1 Get Connected To login to Reporting Tools, you'll need to have access assigned to your Ohio Department of Education SAFE account. Access is assigned by your school district's OEDS Organization Administrator. The levels of access available are:

- School Student Level Access (view **student** level data within a **school**)
- District Student Level Access (view **student** level data within a **district**)
- District Standard Level Access (view **school** level data within a **district**)

2 Navigate the Site Reporting Tools is broken down into three sections.

- The Header
 - K-12 Reporting Tools drop-down menu
 - Name of the current report being viewed
 - Link to OhioMeansJobs K-12
 - User access drop-down menu
- The Footer
 - Links to specific resources and activities in OhioMeansJobs K-12
 - Training and Support
 - Contact Us
- The Reports
 - Data is based on the report being viewed, described on page two
 - Filters allow users to select a default or custom group
 - Graduation Year allows users to view a group of students by graduation year
 - Date Ranges, available in some reports, narrows data to the selected time frame
 - Print reports to view or copy the data

- 3 **Search the Reports** Summary Reports are available for all users. Detail Reports are available for users who have **student level** access.

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.

Group Management

Set up personal groups to use as a filter when searching through reports. The types of groups available to create are based on your assigned access level.

- a. School Student Level Access (create groups of **students** within a school)
- b. District Student Level Access (create groups of **schools** within a district)
- c. District Standard Level Access (create groups of **schools** within a district)

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