



How To

Export Data for SISRA Analytics

Cloud School

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Version History

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1 Introduction

Updating SISRA Analytics with your Cloud School information can be easily achieved by running and exporting reports created specifically to capture the data required.

You will need to be logged in as a user with the “School Administrator” role selected to initially find the reports, however they can be shared to multiple roles.

There are four reports available:

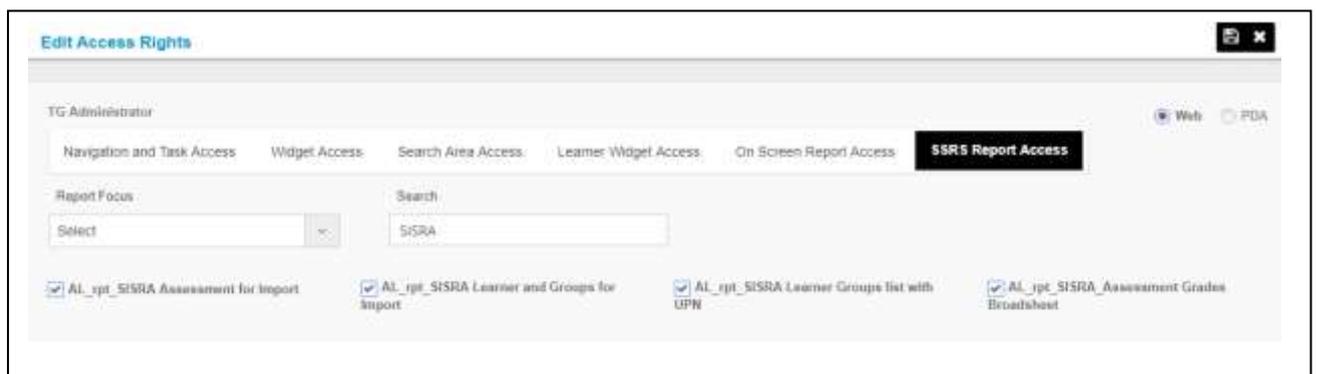
- > AL_rpt_SISRA Learner and Groups for Import
- > AL_rpt_SISRA Assessment for Import
- > AL_rpt_SISRA Learner Groups list with UPN
- > AL_rpt_SISRA Assessment Grades Broadsheet

2 Sharing the Reports

By default, the reports are only available to the “School Administrator” role. If you wish to make them available to other user roles, you can do so as follows in this section. If you only need them to be available to the school admin role you can skip this section.

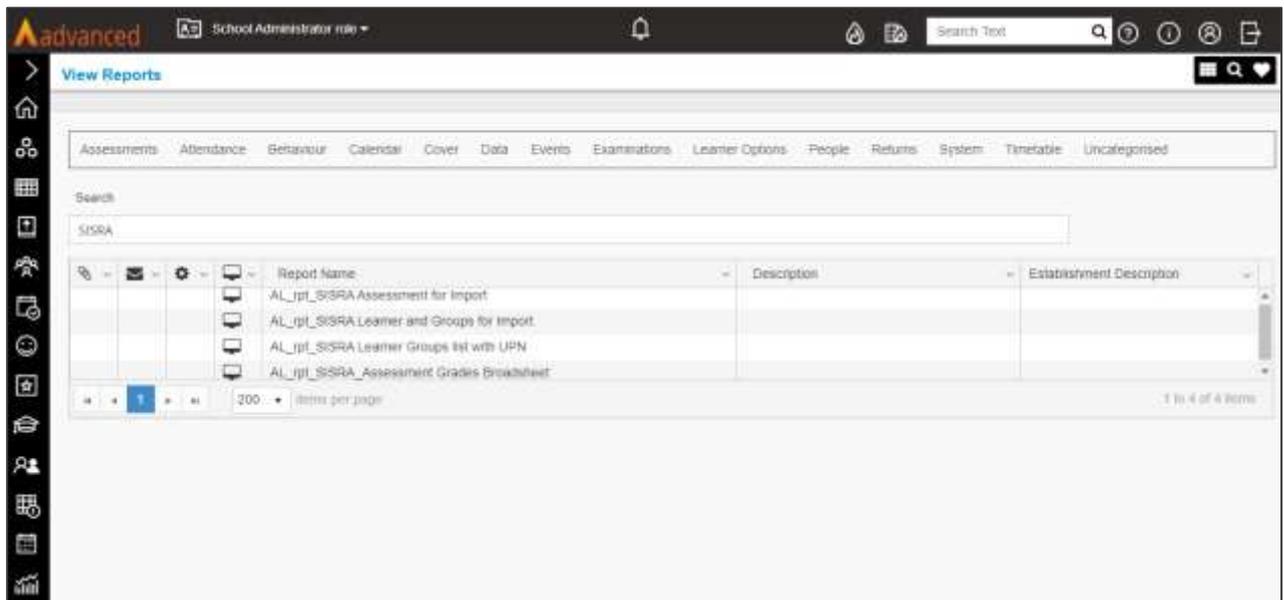
- > Select **System | Setup Users | Roles & Access**
- > Select the role for which you wish to make the reports available (note, this has to be a user defined school role)
- > Click **Edit Access Rights**
- > Select **SSRS Report Access**
- > Type SISRA in the “Search” box and press enter
- > **Tick** all four reports
- > Click **Save**

Repeat this for all roles for which you wish to allow report access.



3 Finding the Reports

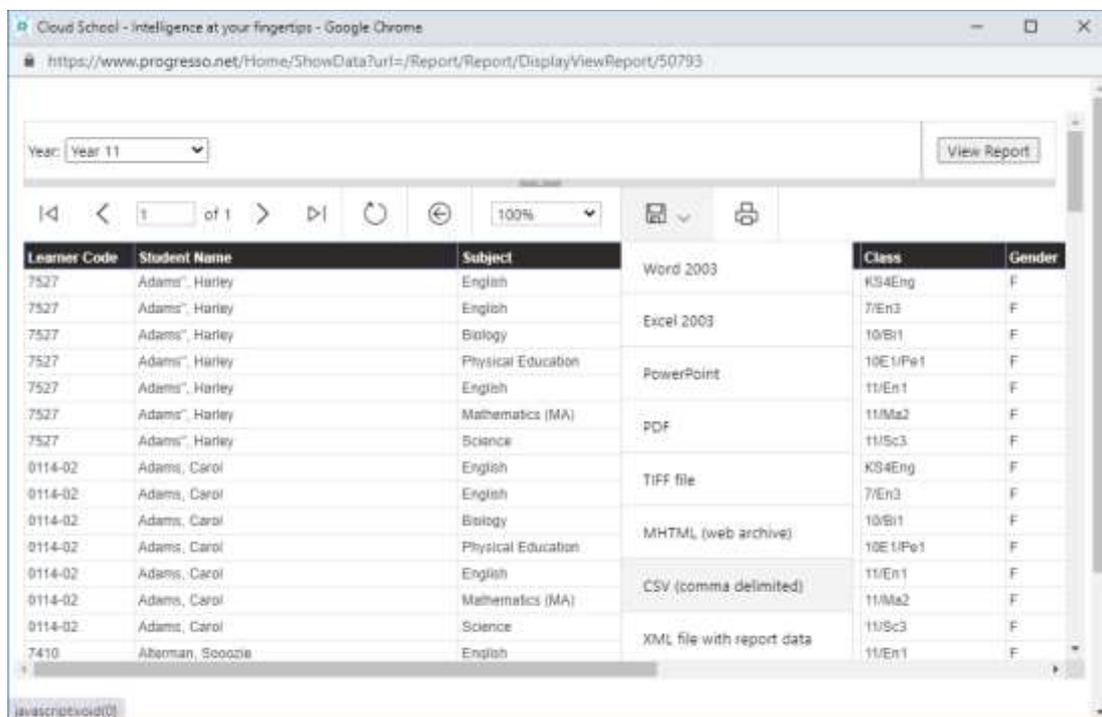
- > Ensure you have “School Administrator role” or a role to which the reports were shared selected
- > Select **Reports | View Reports | View Reports**
- > Click the “Search” icon to display the “Search” text box 
- > Enter **SISRA** in the search box and press the return key
- > Four reports will be displayed



4 Running & Exporting the Reports

4.1 AL_rpt_SISRA Learner and Groups for Import

- > Select “AL_rpt_SISRA Learner and Groups for Import” and click **View**
- > Select the **Year** group you wish to export data for
- > Click **View Report**
- > Check the data is as required and click the **Export drop down menu**
- > Choose **CSV (comma delimited)**
- > The exported file will be created as a download

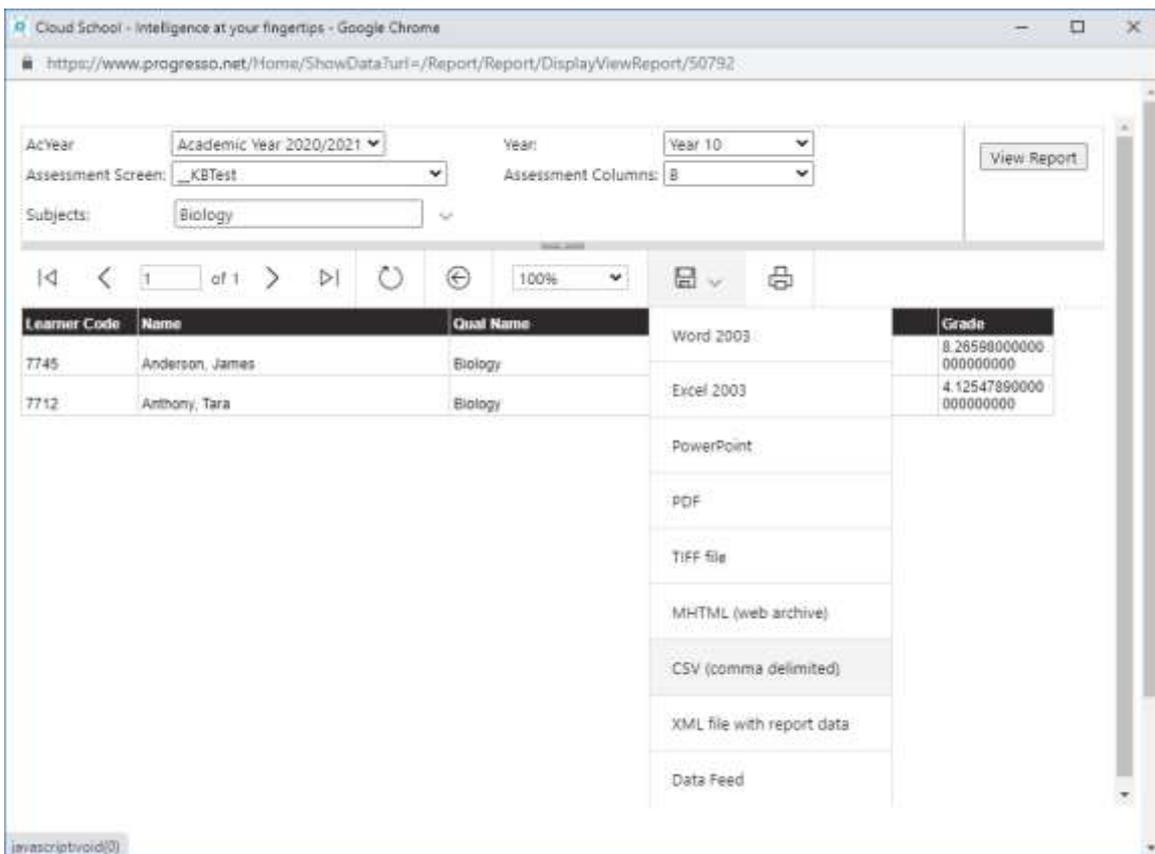



The screenshot shows a web browser window displaying a report from Cloud School. The URL is <https://www.progresso.net/Home/ShowData?url=/Report/Report/DisplayViewReport/50793>. The report is for 'Year 11'. A table lists learner data with columns for Learner Code, Student Name, Subject, Class, and Gender. An export menu is open, showing options like Word 2003, Excel 2003, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), and XML file with report data. The 'CSV (comma delimited)' option is highlighted.

Learner Code	Student Name	Subject	Class	Gender
7527	Adams, Harley	English	K34Eng	F
7527	Adams, Harley	English	7/En3	F
7527	Adams, Harley	Biology	10/B1	F
7527	Adams, Harley	Physical Education	10E1/Pe1	F
7527	Adams, Harley	English	11/En1	F
7527	Adams, Harley	Mathematics (MA)	11/Ma2	F
7527	Adams, Harley	Science	11/Sc3	F
0114-02	Adams, Carol	English	K34Eng	F
0114-02	Adams, Carol	English	7/En3	F
0114-02	Adams, Carol	Biology	10/B1	F
0114-02	Adams, Carol	Physical Education	10E1/Pe1	F
0114-02	Adams, Carol	English	11/En1	F
0114-02	Adams, Carol	Mathematics (MA)	11/Ma2	F
0114-02	Adams, Carol	Science	11/Sc3	F
7410	Aberman, Soozie	English	11/En1	F

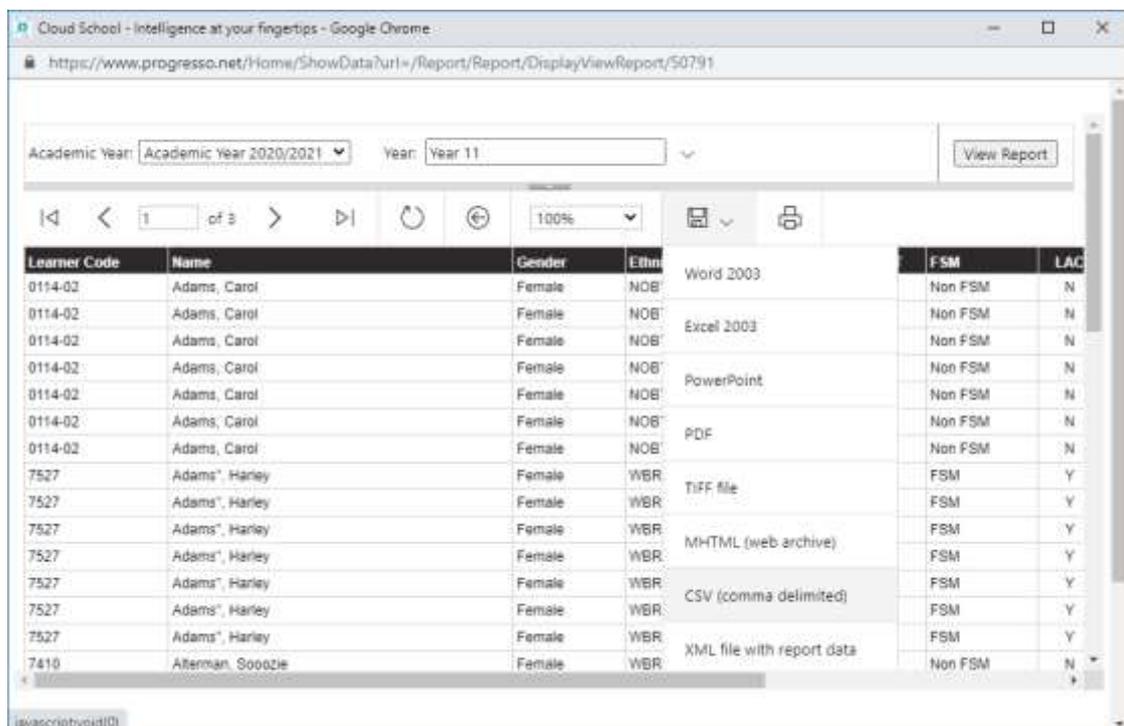
4.2 AL_rpt_SISRA Assessment for Import

- > Select "AL_rpt_SISRA Assessment for Import" and click **View**
- > Select the current **Academic Year** from "AcYear"
- > Select the first **Year** group you wish to export data for
- > Select the **Assessment Screen** you wish to export data from
- > Select the **Assessment Column** you wish to export data from
- > Select the **Subject** you wish to export data for
- > Click **View Report**
- > Check the data is as required and click the **Export drop down menu**
- > Choose **CSV (comma delimited)**
- > The exported file will be created as a download



4.3 AL_rpt_SISRA Learner Groups list with UPN

- > Select "AL_rpt_SISRA Learner Groups list with UPN" and click **View**
- > Ensure the current **Academic Year** is selected in "AcYear"
- > Select the first **Year** group you wish to export data for
- > Click **View Report**
- > Check the data is as required and click the **Export drop down menu**
- > Choose **CSV (comma delimited)**
- > The exported file will be created as a download

The screenshot shows a web browser window displaying a report from 'Cloud School'. The report is titled 'AL_rpt_SISRA Learner Groups list with UPN'. The interface includes filters for 'Academic Year' (set to 'Academic Year 2020/2021') and 'Year' (set to 'Year 11'). A 'View Report' button is visible. Below the filters is a table with columns: Learner Code, Name, Gender, Ethn, and a list of files. The table shows data for two learners: Carol Adams (Learner Code 0114-02) and Harley Adams (Learner Code 7527). The files listed include World 2003, Excel 2003, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), and XML file with report data. The CSV option is highlighted in the export menu. The table also includes columns for FSM (First Step Monitor) and LAC (Learner Assessment Centre) status.

Learner Code	Name	Gender	Ethn	File	FSM	LAC
0114-02	Adams, Carol	Female	NOB	World 2003	Non FSM	N
0114-02	Adams, Carol	Female	NOB	Excel 2003	Non FSM	N
0114-02	Adams, Carol	Female	NOB		Non FSM	N
0114-02	Adams, Carol	Female	NOB	PowerPoint	Non FSM	N
0114-02	Adams, Carol	Female	NOB		Non FSM	N
0114-02	Adams, Carol	Female	NOB	PDF	Non FSM	N
7527	Adams, Harley	Female	WBR	TIFF file	FSM	Y
7527	Adams, Harley	Female	WBR		FSM	Y
7527	Adams, Harley	Female	WBR	MHTML (web archive)	FSM	Y
7527	Adams, Harley	Female	WBR		FSM	Y
7527	Adams, Harley	Female	WBR	CSV (comma delimited)	FSM	Y
7527	Adams, Harley	Female	WBR		FSM	Y
7527	Adams, Harley	Female	WBR	XML file with report data	FSM	Y
7410	Atterman, Soozie	Female	WBR		Non FSM	N

4.4 AL_rpt_SISRA Assessment Grades Broadsheet

- > Select "AL_rpt_SISRA Assessment Grades Broadsheet" and click **View**
- > Ensure the current **Academic Year** is selected in "AcYear"
- > Select the first **Year** group you wish to export data for
- > Select the **Assessment Screen** you wish to export data from
- > Select the **Assessment Column** you wish to export data from
- > Select the **Subject** you wish to export data for
- > Click **View Report**
- > Check the data is as required and click the **Export drop down menu**
- > Choose **CSV (comma delimited)**
- > The exported file will be created as a download



The screenshot shows a web browser window with the URL <https://www.progresso.net/Home/ShowData?url=/Report/Report/DisplayViewReport/50789>. The interface includes several filter fields: "AcYear" set to "Academic Year 2020/2021", "Year" set to "Year 10", "Assessment Screen" set to "KBTest", "Assessment Columns" set to "8", and "Subjects" set to "Biology". A "View Report" button is visible. Below the filters is a browser toolbar with navigation and zoom controls. The main content area displays a table with the following data:

Learner Code	Name	Biology
7745	Anderson, James	8 2659 800000 000000 0000
7712	Anthony, Tara	4 1254 789000 000000 0000