



Tip Sheet: Running Reports in Seamless WBL

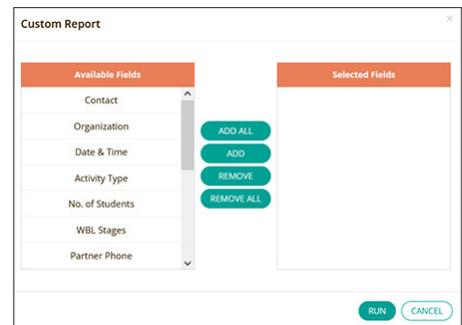
Currently you can run eight different reports on the information you've put into Seamless WBL. In each case, you can search to narrow down your criteria (such as limiting the date range, or only displaying guest speaker activities); remember to hit the Reset button if you want to access the full list again or start a new search. You can sort columns by clicking the up and down arrows next to the column heads. And you can Print or Export your report: Print will send a formatted version to your printer, while Export will create a CSV file on your computer (CSV, or Comma Separated Values, is a common format for Excel).

Activity Reports

Educator Activity Report

The Educator Activity Report is simply a list of activities you've added to the system, along with information on the number of students served (if you've entered that information). Note that you can sort by the various columns or conduct a search on the right-hand panel to narrow your selection.

You can also customize this report with the "Custom Report" button; it offers additional fields beyond the default set, including items like Partner Email, Activity Description, and Total Student Hours. This report is built from scratch, so if you want fields seen in the default report you'll need to re-select them.



Reports - Educator Activity Report

Activity Name	Contact	Organization	Date & Time	Activity Type	No. of Students (327)	WBL Stages
Guest Speaking on IT	James Johnson	BizTech Technology	July 17, 2019 9:30 AM	Guest Speaker	9	Career Awareness
Construction site visit	Emily Moore	Plumb Good	August 1, 2019 10:00 AM	Site Visit/Company Tour	5	Career Awareness
guest speaking time	Emily Moore	Plumb Good	September 5, 2019 1:30 PM	Guest Speaker	0	Career Awareness
Guest speaking on auto tech	James Johnson	BizTech Technology	September 20, 2019 2:00 PM	Guest Speaker	4	Career Awareness
Guest speaking on finance	Casey Steagel	AZ Electric	October 10, 2019 11:00 AM	Guest Speaker	8	Career Awareness
Internship for Manufacturing	Bill Johnson	Johnsonville Contractors	October 18, 2019 12:00 AM	Internship	1	Career Preparatic
Guest speaking on electrical trades	Casey Steagel	AZ Electric	November 19, 2019 10:00 AM	Guest Speaker	4	Career Awareness
Guest speaking on electrical work	Casey Steagel	AZ Electric	January 14, 2020 10:00 AM	Guest Speaker	6	Career Awareness
Internship with AZ Electric	Casey Steagel	AZ Electric	January 15, 2020 2:00 PM	Internship	1	Career Preparatic
Company Tour with Plumb Good	Emily Moore	Plumb Good	February 6, 2020 2:00 PM	Site Visit/Company Tour	3	Career Awareness

Partner Activity Report

The Partner Activity Report allows you to see all the activities in which your partners have participated, along with the volunteer hours they've contributed (if you've added that information to the system). As with the Educator Activity Report, you can narrow the scope in the Search box to the right.

You can also customize this report with the "Custom Report" button; it offers additional fields beyond the default set, including items like Partner Phone and Partner Email. This report is built from scratch, so if you want fields seen in the default report you'll need to re-select them.

Student Activity Report

The Student Activity Report provides you with a list of all the work-based learning activities your students have experienced. Like the other reports, you can narrow the criteria to look at an individual student, tag, or type of activity. Now that students can enter their hours for work-based learning activities through the Student Portal, those hours show up in this report as well.

Board Activity Report

The Board Activity Report allows you to see which board members attended each of your past meetings. This assumes that you record their attendance in the meeting record once the meeting is complete.

You can also customize this report with the "Custom Report" button; it offers additional fields beyond the default set, including items like Member Phone and Member Email. This report is built from scratch, so if you want fields seen in the default report you'll need to re-select them.

Tag Reports

Tag Report

The Tag Report provides you with information on Student Tags, such as what tags certain students are listed with, and all the students listed with specific tags.

Contact Reports

Partner Reminder Report

The Reminder Report lists all the reminders that you have set for employers in your My Partner area. Remember that these reminders have also been added to the calendar on the Dashboard page.

Partner Contact Report

The Partner Contact Report lists all the contact notes that you have entered in your My Partner records. You can narrow down your list by Organization, Partner, or Type of Contact in the right-hand panel.

Certification Reports

Student Certifications Report

This report will display each student who has earned one or more certifications and list which ones the student has earned.