

## Accessing Enrollment Reports

Students who register for courses in PRISM will have, at any point in time, one of the following statuses for each course for which they have registered:

- A = Accepted
- AC = Accepted Completed (used in Con Ed courses to indicate that a course has been completed and the completion date)
- W = Waitlisted
- WC = Waitlisted Cancelled (waitlisted for a course for which there are no current offerings in the particular semester)
- RR = Removal Requested
- R = Removed

You can run reports of all of your registered students or you can filter by:

- Status (see above)
- Student Type (Home Board, Out-of-Board, or All... Out-of-Board students are those students taking courses hosted by your school / Board).
- School
- Semester
- Course Type
- Course

You can also search for individual students by Name or OEN.

As well, you have the option of simply viewing the report on the screen (with a limited amount of information as there is a fixed amount of 'real-estate') or you can export the report as a CSV file (which contains far more data and can be opened in Excel).

To run reports, please:

Go to **Reporting – View Reports**. Here you can choose to filter by:

- Status
- Student Type
- School
- Semester
- Course Type
- Course

Once you have filtered down to the data you want, you can examine the information available on the screen:

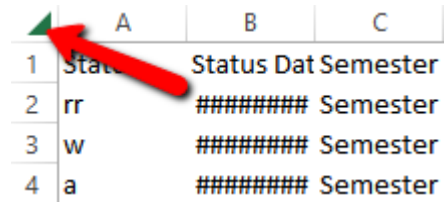
- Status – (see above)
- Status Date – the date on which the student originally registered
- Preferred Name
- Legal First Name
- Last Name
- Course
- Class
- Semester
- Home School Board
- Home School Phone – where the student resides
- Home Guidance Email
- Host School Board

- Host School Phone – where the teacher resides
- Host eTeacher Email

To access more detailed information, you can click the **Export to CSV** **EXPORT TO CSV** button, then click **Open File** when prompted following the download. The file will open in Excel, making available all of the data listed to the right.

#### EXCEL TIP

To see the data better, select the entire sheet by clicking here... Then, click the **Home** tab (top left), followed by **Format – AutoFit Column Width**



	A	B	C
1	Stat	Status Dat	Semester
2	rr	#####	Semester
3	w	#####	Semester
4	a	#####	Semester