Application in Development ⓘ

Welcome Melissa Banks

9:56 PM Monday, October 16, 2023

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Run a Report

🎓 Students ⌄

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Personnel Data

① Click on the down arrow beside **Reports** in the navigation.

Select **Run a Report**.

Application in Development ⓘ

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

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📊 Reports

Run a Report

🎓 Students ⌄

Run a Report

Select Report **②**
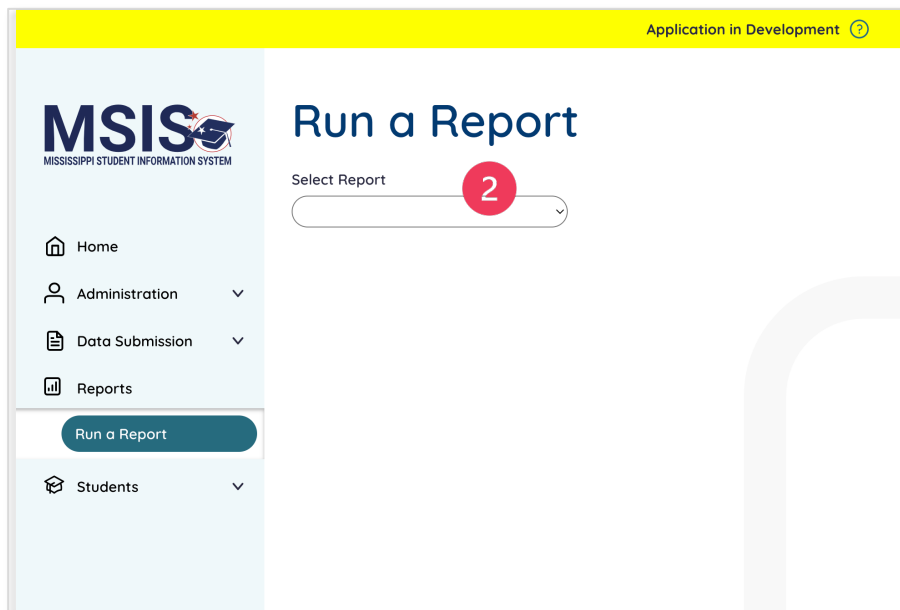
[dropdown]

② Click on the down arrow to open the Reports drop-down menu.

Select a report to view.

MSIS ID	Student Name	504	Special Education	SCD	Economically Disadvantaged	English Learner	Homeless	Migrant	N or D	Foster	Military
476	Abrahart, Orion G.	Y	N	N	N	Y	N	N	Y	Y	
879	Acomb, Josepha D.	N	Y	N	Y	N	Y	Y	N	N	
289	Acuna, Felicle I.	Y	N	Y	Y	Y	N	N	Y	Y	
595	Adelberg, Antony W.	Y	Y	N	N	N	N	N	N	Y	
110	Airey, Darbie F.	Y	N	Y	Y	Y	Y	N	Y	Y	
26	Aishford, Eryn H.	Y	N	Y	Y	Y	Y	N	Y	Y	
360	Alan, Kai L.	Y	N	N	N	Y	N	N	Y	Y	
129	Alcalde, Gian R.	Y	N	Y	Y	Y	Y	N	Y	Y	
121	Aleevy, Margareta E.	Y	N	Y	Y	Y	Y	N	Y	Y	
230	Alesi, Susie D.	Y	N	Y	Y	Y	Y	N	Y	Y	
43	Alleway, Peyton W.	Y	N	Y	Y	Y	Y	N	Y	Y	
427	Allsepp, Noe L.	Y	N	N	N	Y	N	N	Y	Y	
198	Ambrogini, Emilia W.	Y	N	Y	Y	Y	Y	N	Y	Y	
556	Ambrosoli, Phelia R.	Y	Y	N	N	N	N	N	Y	Y	
850	Ambrozewicz, Emilee F.	N	Y	N	Y	N	Y	Y	N	N	
691	Amer, Lowrance W.	Y	Y	N	N	N	N	N	N	Y	

3 — Report filters

Each tabular report has a variety of filters with drop-down menus containing filter options.

Select more than one filter option:
- Click the down arrow to expand the filter options.
- CTRL or CMD + click on each desired option.

Clear selected filter options:
- Hover just above the top right corner of the filter drop down. An eraser should appear.
- Click the eraser to clear the selected options for that filter.

NOTE: Available filters may differ based on the report selected. Filter options may differ based on user permissions.

4 — Report name

5 — Sort columns

Columns can be sorted in ascending or descending order.
- Hover over the column heading.
- A black arrow will appear.
- Click the arrow [▲] to sort the column in ascending order.
- Click the arrow again [▼] to sort the column in descending order.

6 — Table data

Hover over a cell. The cell and row will turn grey to help identify where you are in the table.
- Click on any cell in a row to select that row.
- Selected rows will have a solid vertical line next to the first cell in the row.
- Right click to copy the cell value or the entire selected row.
- CTRL or CMD + click on the desired rows.
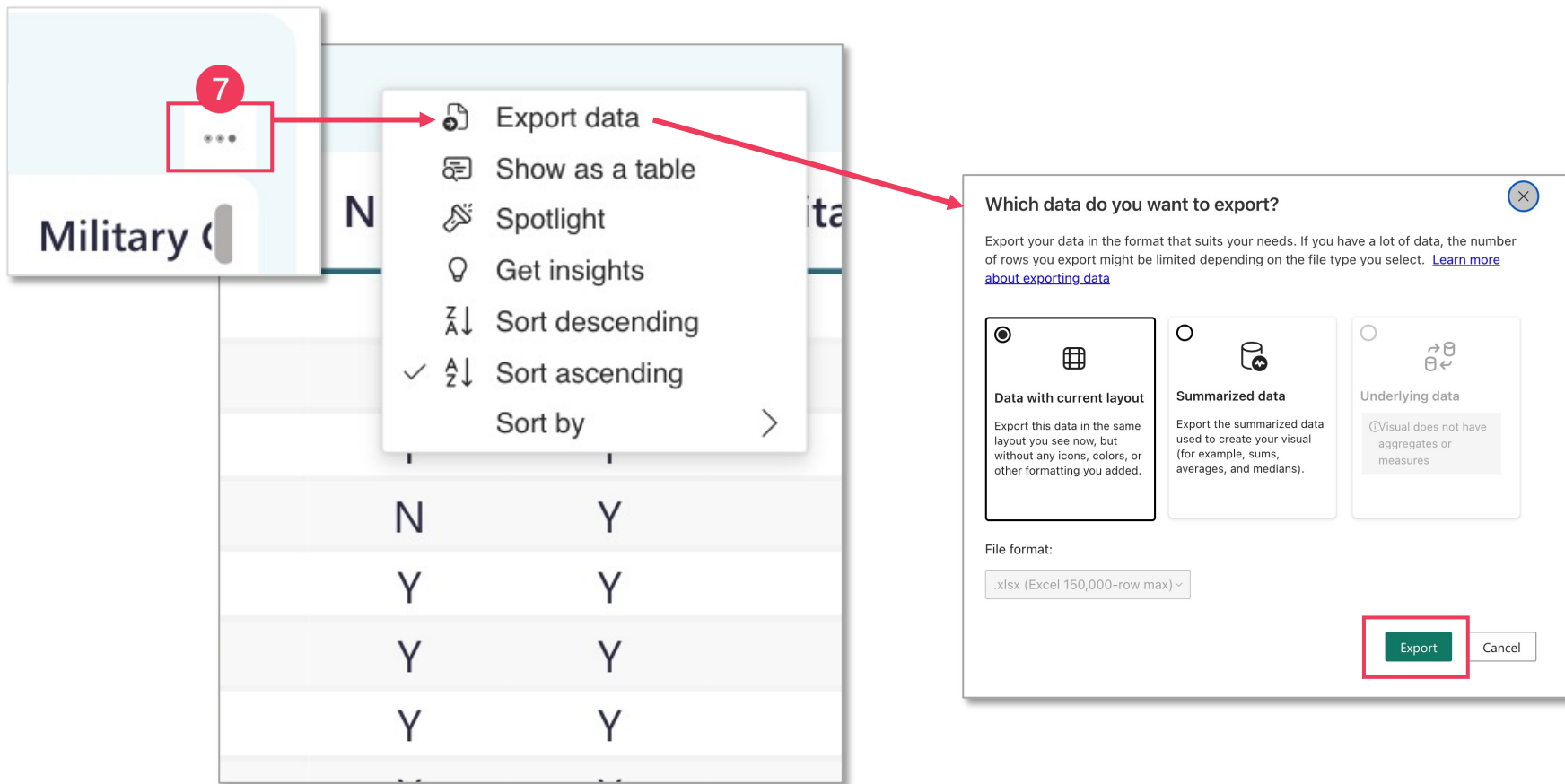
	Export data
(7)	**Export data**
	Export data into an Excel spreadsheet.

- Hover over the top right corner of the table.
- A white box with three dots should appear. This is the "more options" menu.
- Click the three dots.
- Choose Export data.
- A new window will appear. Adjust settings as desired.
- Click the green Export button.