

# Reporting: Admin

For Admin and those with Reports View permission, the Reports tab includes various dashboards with quick snapshot information as well as other reports that can be filtered to see specific data. Some reports will allow specific data points to be expanded or drilled down for more detail. To view the reports, choose Reports from the left-side Main Menu.

## TOP 3 REPORTS WE LOVE:

### 1 Major vs. Minor Report

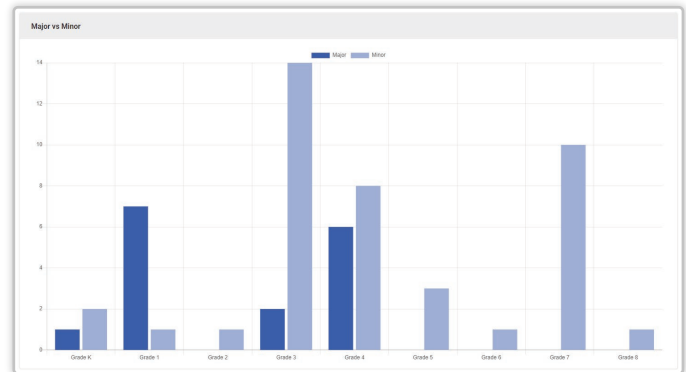
Indicates if behaviors are taken care of in the classroom before they escalate to the office. If you see more minors in relation to majors, PBIS is helping to improve school climate!



Major vs. Minor

#### HOW TO FIND IT:

Reports tab > Referral Reports > Major vs. Minor



### 2 Referrals by Student Report

Also known as a High Frequency List (minors); indicates which students need interventions.



Referrals by Student

#### HOW TO FIND IT:

Reports tab > Referral Reports > Scroll to Bottom > Referrals by Student

Student	Staff	Date/Time	Locations	Problem Behaviors	Grade	Admin Action(s)	Status	Details
*Somers, Alexandria (3213598)	Testing, Teacher	06/28/22 10:18 AM	Classroom	Disruptive behavior	4	N/A	Active	<a href="#">DETAILS</a>
*Park, Miranda (3212553)	Testing, Teacher	06/28/22 10:06 AM	Classroom	Not following directions	3	N/A	Active	<a href="#">DETAILS</a>
Park, Miranda (3212553)	Testing, Teacher	06/28/22 09:10 AM	Classroom	Defiance/Disrespect	3	Loss of Privilege, Conference with Student, Parent Phone Call	N/A	<a href="#">DETAILS</a>
*Hall, Ashleigh (3212452)	Rodriguez, Eva	06/15/22 09:18 AM	Gym	Disruptive behavior	5	N/A	Active	<a href="#">DETAILS</a>
*Hall, Ashleigh (3212452)	Wilson, Caroline	05/17/22 04:03 PM	Hallway	Shoving	5	N/A	Active	<a href="#">DETAILS</a>

### 3 Minors by Minor Problem Behavior:

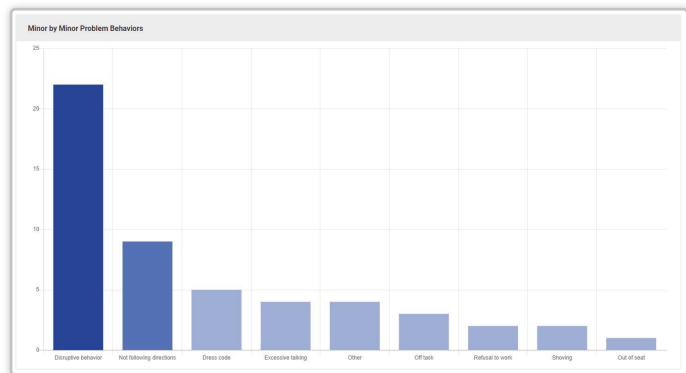
Indicates where the school needs to deliver additional behavior instruction.



Referrals by Student

#### HOW TO FIND IT:

Reports tab > Referral Reports > Scroll to Bottom Minor by Minor Problem Behavior



Favorites Section

#### My Favorites



Major vs. Minor



Points by Month



Referrals by Locations

My Favorites allows you to mark various reports as favorites! Select the orange star in the top right corner of the report and the system will save it to your favorites list for quick access.