

SSRS STUDENT RECORDS REPORTS

PURPOSE

Student Records reports in SQL Server Reporting Services (SSRS) allow users to view and download data related to student enrollments, courses, and degrees. Most of the reports are record-level, meaning that the data are not aggregated. This allows maximum flexibility for users to create their own summaries.

Notes

1. The SSRS reports are based on the nightly load of data from the Student Information System (SIS).
2. When exporting data from SSRS, it is recommended to choose the Excel option over the CSV (comma-delimited) option. This is because some fields contain a comma (e.g., Name may appear as Last, First) and because some reports have a crosstab structure that is lost when exporting as a CSV file.
3. See the Job Aid for each specific Student Records SSRS report for data details, including how the report differs from the eReport or BuckIQ report it replaces.

VISUAL GUIDE TO SSRS REPORTS

The screenshot shows a web-based SSRS report interface. At the top, there are four input fields: 'Select Term' (1212), 'Campus' (COL), 'Career' (GRAD,UGRD), and 'Program' (GAGR,GAHR,GASC,GBRDG,GBUS). To the right of these is a red box labeled '1'. Next is a 'View Report' button with a red box labeled '2' to its left. Below the parameters is a search bar with 'Find' and 'Next' buttons, also enclosed in a red box labeled '3'. The main area is a data grid with columns: Row Number, Term, Campus, EMPLID, Last Name, First Name, Middle Name, Career, Program, Plan, Plan Type, Curr GPA, Cum GPA, Term Deficiency Points, Cum Deficiency Points, Acad Standing, Honor Award, and Email Address. The data grid has 26 rows, with page numbers '25 of 26' at the top left and a red box labeled '4' above the page numbers. A red box labeled '5' covers the bottom of the data grid. The 'Email Address' column contains several OSU email addresses. A red box labeled '6' is located to the right of the data grid.

Row Number	Term	Campus	EMPLID	Last Name	First Name	Middle Name	Career	Program	Plan	Plan Type	Curr GPA	Cum GPA	Term Deficiency Points	Cum Deficiency Points	Acad Standing	Honor Award	Email Address
052	1212	COL	5				UGRD	UBUS	ACCTING-BS	MAJ	3.837	3.888	0	0		Dean's List	u.edu
053	1212	COL					UGRD	UBUS	ACCTING-BS	MAJ	2.944	3.605	0	0			u.edu
054	1212	COL					UGRD	UBUS	ACCTING-BS	MAJ	3.178	3.468	0	0			u.edu
055	1212	COL					UGRD	UBUS	ACCTING-BS	MAJ	3.666	3.715	0	0			u.edu
056	1212	COL					UGRD	UBUS	ACCTING-BS	MAJ	3.000	3.252	0	0			su.edu
057	1212	COL					UGRD	UBUS	ACCTING-BS	MAJ	3.140	3.591	0	0			edu
058	1212	COL					UGRD	UBUS	ACCTING-BS	MAJ	0.000	3.373	0	0			osu.edu
059	1212	COL	5.				UGRD	UBUS	ACCTING-BS	MAJ	3.750	3.852	0	0		Dean's List	@osu.edu

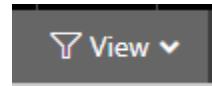
1. **Report Parameters** – these limit the data based on the values you choose
2. **View Report Button**
3. **Page Navigation** – a footer appears at the bottom of the last page
4. **Export Button** – Excel is recommended
5. **Search Box**
6. **Report Results** – included, but not shown, is a field for the date the report was run

RUNNING A REPORT

1. Connect to the **OSULAN** VPN prior to logging into SSRS. To learn more about installing and using VPN, contact your local IT department or visit the [Service Now Knowledgebase](#) and enter VPN in the Search box.
2. Log in to SSRS at <https://ssrs.rae.osu.edu/>
3. Navigate to the Student Records reports.

Path: **Home > Enterprise > Student > Student Records and Enrollment**

It is easier to navigate through all the folder content if you change View on the toolbar to **List** rather than Tiles. The List view lets you sort on the description to see how the reports correspond to the Student Records eReports or BuckIQ reports they replace.



Type	Name	Description
<input type="checkbox"/>	General Job Aids and Messages	... start with this folder to learn how to use SSRS reports
<input type="checkbox"/>	Report-Specific Job Aids	... folder holds job aids for each SSRS report
<input type="checkbox"/>	Grade Distribution by Course	... replaces BuckIQ grade distribution report
<input type="checkbox"/>	Grade Distribution by Class	... replaces BuckIQ grade distribution report
<input type="checkbox"/>	End of Term Roster_Grade Report	... replaces a query from eReports SR Roster and End of Term (E...
<input type="checkbox"/>	End Of Term GPA	... replaces a query from eReports SR Roster and End of Term (E...
<input type="checkbox"/>	Plans Tied to Careers	... replaces a query from eReports SR Current Enrollment Inform...

4. Click on the report name you want to open.
5. Make your selection(s) from the available set of parameters. The parameters cascade, meaning that the value(s) you choose for any parameter limit the available values for the subsequent parameters. For example, if you run a report on the schedule of classes and choose WST for the *Course Campus* parameter, the *Acad Group* parameter will display only AGR, ASC, and OAA, because those are the only academic groups with courses on the Wooster campus. The order in which you choose parameter values is crucial. Work through them using standard English reading order: **left to right, then top to bottom**.
 - a. Choose the value(s) you want for the top left parameter, Term. (If you need help with the codes appearing in the parameters, download the Excel file named **SSRS Field Names and Data Codes** from the subfolder named **General Job Aids and Messages**. Then you can filter on or search for the code or field name.) Click outside the parameter box to set your first selection.
 - b. One by one, working left to right, top to bottom, click into EVERY parameter box and make your selections. You cannot skip over any of the parameters. However, you can choose Select All for any parameter whose value you do not wish to specify.

- c. Remember that the parameters are related in a chain from top left to bottom right. If you decide to refine your parameter selections after working your way through the entire chain, you must check each parameter after the first one you changed to make sure the subsequent parameters selections are what you intend to choose.
6. Run the report by clicking the “View Report” button.

EXPORTING RESULTS



1. Click the drop down arrow next to the save icon
2. Select a format to begin file export.
3. Exporting to Excel will allow for reordering, sorting, and adding columns.
4. Save the downloaded file with a specific name in an appropriate location.
5. To see the report footer in Excel, click on View > Page Layout.