



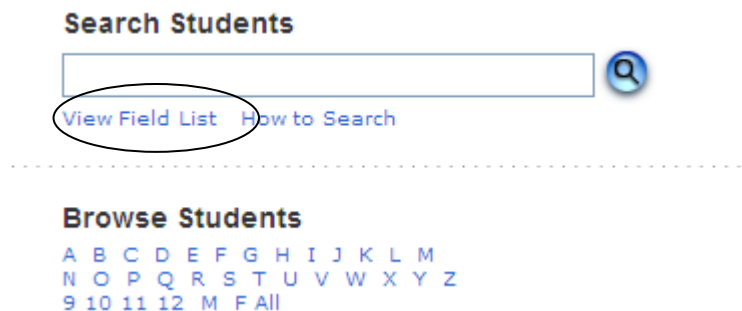
This is a compilation of searches, lists, and exports that have been used in Macomb. To add or make corrections to this document please email help@misd.net.

Searching, Exporting, Listing

There are several ways to gather data in PS; Search from the Start Page, List Students, Quick Export, Reports, DDE. Always make sure you are in the **correct Term** and **select your students** (if applicable) to begin. The fields to use in the Search Students box are in the View Field List.

To print a hard copy of the Field List, from the Start Page select View Field List. Enlarge the list by dragging down the lower right corner. From the menu at the top select Edit, Select All, Edit, Copy. Open Word and select Edit, Paste.

Searching from the Start page



The search should contain a **Field Name**, **Comparator**, and a **Search** argument. From the Search box on the Start Page key in:

Grade_level=9;gender=f

Grade_level in 9,10,11

Gender=F

Mailing_street contains Cherry Lane

Home_phone !contain 317 (will give you all student phone numbers that do not contain 317)

First_name=jen@

Alert_guardian# (shows all students where there is a guardian alert)

Alert_medical contains peanuts

Grade_level	=	9
Field name	Comparator	Search
argument		

*as_of=9/30/2010 (students active on this date)

*not_enrolled_in=PE10

*not_enrolled_in_period=4

*enrolled_in=Math05.1

*has_not_completed=MAT1100

*cumulative_credit_hours<15;grade_level=12

*number_of_classes<8;grade_level=12

*attendance_points(S1)>15

*hours_requested<8

*fee_balance.balance>0

/exitdate<9/7/2010

Grade_level=8;*has_not_completed=xxxx fill in course number

*secondarystudents=all (will give you all students in your school including the students from another school in your district that are taking classes in your building.)

Football# (will give you all students with football checked in Activities.)

*Special_program=xxxx

Mother contains - (finds mothers who have hyphenated names)

From L'anse Creuse help docs:

Reminder: to run searches on inactive students begin with / (ex: /grade_level = 12)

- To find special ed students: **MI_SRSD_PrgmElig_SpEd=1**
- Seniors who have last names M-R: **Grade_Level = 12; last_name >= m; last_name < s**
- Students enrolled in a specific course: ***enrolled_in=###** (replace ### with course number)
- Pre-registered students: **/enroll_status=-1**
- Inactive students: **/enroll_status=1**
Transferred students: **/enroll_status=2**
- All students in grades 10 and 11: **grade_level>9;grade_level<12**
- All males in grade 10: **grade_level=10;gender=m**
- Students who have a birthday today: ***birthday=today**
- Students who have a birthday in March: **birthday>=3/1;birthday<=3/31**
- All students who enrolled on or after 9/8/2009: **entrydate>=9/7/2009**
- 12th grade students enrolled as of October 1:
grade_level=12;*as_of=10/1/2009
- All girls: **gender=F**
- Students coded with a specific ethnic code: **ethnicity=A(Asian)** district specific
- Students not in a period: ***not_enrolled_in_period=#** (replace # with the period you are looking for)

- Students with X amount of credits: ***cumulative_credit_hours<15** (less than 15 credits on historical grades screen - replace the 15 with the number of credits you are looking for)
- Students with a specific first name: **first_name=Maria**
- Students with names that end in "ski": **@ski**
- Mother's last name different than students: **mother contains doe** (replace "doe" with mother's last name - or first name)
- Father's last name different than students: **father contains doe** (replace "doe" with father's last name - or first name)
- Find a student using part of an address: **mailing_street contains 24 Mile**
Or: **mailing_street contains 23700**
- Find a student using student number: **student_number=1234567**

Thank you **L'anse Creuse!**

CODES...which ones do I use where?

There is a Data Dictionary - Data Access Tags and Fields List...what is the difference and which do you use where?

We have seen that the **Fields List contains the fields in the Student Table**, but sometimes what you are searching for is not in the student fields list. For example, what if you want to find a student who was enrolled in your building last year or who is taking a particular class? For this, we have to rely on the poorly documented but very useful **Data Access Tags** built into PowerSchool. **Data Access Tags are special search functions that will pull data from other tables** for use in Form Letters, Mailing Labels, Object Reports, and Report Cards. Some DAT's can also be used in DDE searches, Quick Exports, Reports or List Students. The list of these Data Access Tags are in the Data Dictionary which can be found on PowerSource.

From PowerSource: Using Data Access Tags with the List Students Group Function: When using Data Access Tags (DATs) throughout PowerSchool, the DAT is usually surrounded by parentheses and preceded by a carat (^). When using DATs with the List Students group function, exclude the carat (^) and parentheses.

Also, a note from Jason Springel that there are two undocumented tags you can use with Period_Info to get just the teacher first or last name:

^(*period_info;1(A);teacher_i_first_name)

^(*period_info;1(A);teacher_i_last_name)

Remember, for Quick Export or Export Templates you strip off the beginning

^(and ending)

List Students Function

Make sure you are in the **correct term**, **select your group of students**, then select **List Students** from the functions menu. Make field selections, such as;

Lastfirst

Grade_level

*credit_hours (note, this is not on the fields list, it's a data access tag - DAT) ***

Locker_number

Locker_combination

*Cumulative_GPA

*Current_GPA

Per.att;1

Per.att;1;X where X is an attendance code

Per.att;1;tar for Tardy

Student List - 31 students will be listed

Report Title (shown at top of page):

Col	Fields	Field Name	Column Title
1.	<input type="text" value="lastfirst"/>	lastfirst	Name
2.	<input type="text" value="DOB"/>	DOB	Birthdate
3.	<input type="text" value="*current_GPA"/>	*current_GPA	CurGPA
4.	<input type="text" value="*Cumulative_GPA"/>	*Cumulative_GPA	CumGPA
5.	<input type="text" value="Locker_Number"/>	Locker_Number	locker
6.	<input type="text" value="per.att;1"/>	per.att;1	att per 1
7.	<input type="text"/>		

If the field requires the system to make a calculation you must precede the code with an * (asterisk). For example, GPA is calculation, so it needs to be preceded by an * (asterisk) although Locker_number is just a static number entered by hand, so it doesn't need the *.

You can print the list as is, or highlight, copy, and paste into Excel to manipulate or edit the data.

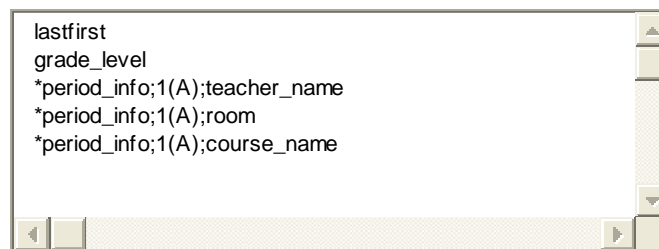
The [Fields](#) link in List Students is the same list as the [View Field List](#) from the Start Page.

Quick Export

★ Export for **student, grade level, and 1st period information:**

In the correct **term** at the top, **select your students**, then from **Functions** drop down select **Quick Export**.

Student name, grade level, 1st period teacher, room, & course:



```
lastfirst
grade_level
*period_info;1(A);teacher_name
*period_info;1(A);room
*period_info;1(A);course_name
```

Submit and Save to your desktop. From your desktop right click and select to Open with Excel.

Note: you can also use fields:

- *period_info;1(A);course_number
- *period_info;1(A);current_citizenship
- *period_info;1(A);current_grade;S1
- *period_info;1(A);current_percent
- *period_info;1(A);section_number
- *period_info;1(A);teacher_comment

These fields can also be used in List Students

★ To **Quick Export GPA & Class Rank** in the correct **term** at the top, **select your students**, then from **Functions** drop down select **Quick Export**:

Lastfirst

~(*gpa method="weighted")

~(*classrank method="simple" result="rankoutof")

~(*credit_hours) *Note: I just copied and pasted these 3 lines from the School/GPA Student Screens.*

Submit and Save to your desktop. From your desktop right click and select to Open with Excel.



To Quick Export student name, grade level, each periods name and current grade for listed term in the correct term at the top, select your students, then from Functions drop down select Quick Export:

lastfirst
grade_level
*period_info;1(A);course_name
*period_info;1(A);current_grade;Q1
*period_info;2(A);course_name
*period_info;2(A);current_grade;Q1
*period_info;3(A);course_name
*period_info;3(A);current_grade;Q1
*period_info;4(A);course_name
*period_info;4(A);current_grade;Q1

Submit and Save to your desktop. From your desktop right click and select to Open with Excel.



To Quick Export student name, ID, grade level, teacher, room, address, city, state, zip, phone, in the correct term, select your students, select Quick Export:

ID
Lastfirst
Mailing_street
Mailing_city
Mailing_state
Mailing_zip
*period_info;1(A);teacher_name
*period_info;1(A);room
Grade_level
Home_phone

Submit and Save to your desktop. From your desktop right click and select to Open with Excel.

 **Quick Export to verify GPA and Added Value** in the correct term at the top, **select your students**, then from **Functions** drop down select **Quick Export**:

schoolID
ID
lastfirst
*gpa
*Current_GPA
*credit_hours
*GPA_addedValue
grade_level

Submit and Save to your desktop. From your desktop right click and select to Open with Excel.

 **To export the current GPA to import for reports:**

- From School select *GPA Student Screens*
- Copy the Data (formula) from the *Current GPA*
- In the correct term at the top, select your students, then from *Functions* drop down select *Quick Export*
- Key in *Student_Number*, and on the next line paste the formula that you copied from *GPA Student Screens*
- Submit and Save to your desktop. From your desktop right click and select to Open with Excel.

If you will need this same information frequently you may want to create a *Quick Export Template*. Instructions for this are on *PowerSource* in the *Importing & Exporting Guide*.

 **ATTENDANCE COUNT FOR END OF TERM:**

1. Go to the Start Page
2. Click on Teacher Schedules
3. Click on the Teacher that you want to run.
4. Click on Make All Students Listed Above the Current Selection.
5. Click on Quick Export Under Group Functions
6. Copy and Paste the following instructions:

[students]student_number
[students]last_name
[students]first_name
^(per.att;1(A);Excused,Unexcused;T2)
^(per.att;2(A);Excused,Unexcused;T2)
^(per.att;1(A);Tardy,UnexcusedT;T2)
^(per.att;2(A);Tardy,UnexcusedT;T2)

PLEASE NOTE:

- A. 1(A) STANDS FOR THE PERIOD WITH DAY CODE OR EXPRESSION.
- B. TYPE IN A SEMI COLON
- C. NEXT AREA WILL BE WHAT YOUR **ATTENDANCE CATEGORIES - NOT CODES**. YOU CAN FIND THESE UNDER YOUR SCHOOL - ATTENDANCE CODES CATEGORIES AND YOU NEED TO HAVE THE EXACT CATEGORY CODE SPELLED EXACTLY THE SAME WAY.
- D. TYPE IN A SEMI COLON
- E. ELEMENTARIES IF YOU ARE YEAR LONG SCHEDULE THE CODE WILL BE YR IN PLACE OF T2.

7. Hit Submit
8. This creates your text file.
9. You will need to save this file to a location that you remember.
10. Open excel
11. Click on Data
12. Click on Import External Data
13. Open folder, change files of type to ALL FILES
14. Look in the folder that you saved this file - click on it.
15. Double click on the file, a separate window will open and click on finish.
Please understand that this is the way that PowerSchool operates with reports.
16. It will now be open in excel.
17. You will probably want to rename the headings, for teachers to understand.

Our recommendation for the header in the excel spreadsheet would be:

Student Number, Student Last Name, Student First Name, Absent AM, Absent PM, Tardy AM, Tardy PM

18. Insert a column after Absent PM - Title Total of Absences
19. Put this formula in this column =SUM((D2+E2)/2)
20. Insert a column after Tardy PM - Title Total of Tardies
21. Put this formula in this column =SUM(G2+H2)

Then for the formula columns you can just do a paste and copy down to the cells you need.

Thank you Sharon Maszal, Center Line

Quick Export Fee Balances

Perform a quick export from Start Page Select All Students from the functions list select > Quick Export, key in the following fields:

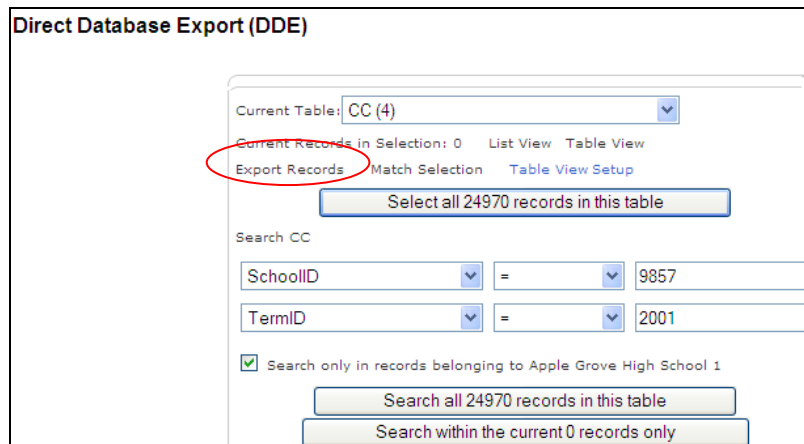
LastFirst
^(Fee_GetStudentBalance)

DDE export

DDE is another way to search for information. One advantage to using DDE is the ability to access tables and fields other than just the Students table. When exporting in DDE, you can label tables by their number [1] or name [students] in brackets which, once exported, will then appear in the title of the column in Excel.

A DDE Export for student, course, and final grades for term with period expression

In the correct Term, select students and begin by filtering your data. From Systems select DDE. Select the CC table and filter by schoolID = xxxx and termID = xxxx. Check the box to only search in this school and Select Search all records in the table. To find schoolID & termID go to School/Next School to get the school ID number and School/Years & Terms/select Edit Terms and select the term you want to reference and you will find the termID number at the bottom of the screen.



Direct Database Export (DDE)

Current Table: CC (4)

Current Records in Selection: 0 List View Table View

Export Records Match Selection Table View Setup

Select all 24970 records in this table

Search CC

SchoolID = 9857

TermID = 2001

Search only in records belonging to Apple Grove High School 1

Search all 24970 records in this table

Search within the current 0 records only

Then select Export Records and key in the following:

[01]last_name

[01]first_name

[01]grade_level

[01]student_number

[02]course_name

[95]pg.final.grade;Q1:grade (NOTE: this also picked up a grade for class that was dropped)

Expression

Submit and save to your Desktop

From your Desktop, right click on the saved file and Open with Excel

Searching for FTEID:

Select students, select Systems, then in DDE select the Students table, select Export Records and enter:

ID

Lastfirst

Enroll_status

Entrydate

Exitdate

FTEID

SchoolId

Submit and save to your Desktop

From your Desktop, right click on the saved file and Open with Excel

Scheduling information for course, section, room, term, expression, teacher & current/maximum enrollment.

Select the Sections table (or ScheduleSections on the PowerScheduler side) from DDE and Search Sections for SchoolID = (your school ID number) and TermId = xxxx or TermId >= xxxx for the entire year. Check the box to only search in this school and Select Search all records in the table. Once you have your records select Export Records and key in the following:

course_number

[2]course_name

section_number


room

termid

expression
teacher
[5]teachernumber
[5]lastfirst
No_of_students
maxEnrollment

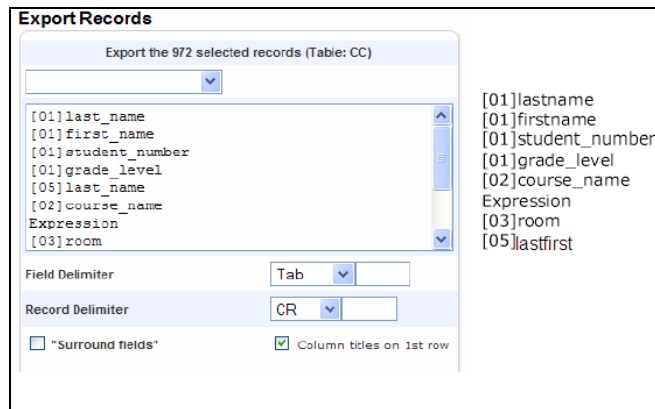
Submit and save to your Desktop

From your Desktop, right click on the saved file and Open with Excel

 **DDE export for student name, gender, ethnicity, grade level, course name, expression, room & teacher name:**

In DDE select the CC table, Search CC for SchoolID = xxxx and TermID = xxxx. Check the box to only search in this school and Select Search all records in this table. When you have your records, Export Records of the following:

[01]last_name
[01]first_name
[01]ethnicity
[01]gender
[01]grade_level
[01]student_number
[02]course_name
Expression
[03]room
[05]lastfirst (teacher name)



Submit and save to your Desktop

From your Desktop, right click on the saved file and Open with Excel

To find students in a certain Next School

In DDE

Select Students table

Search for School ID = *key in this school number*

Check the box and Search only in this school

Once you have all your students

Search for Next_school = *key in school number for next school*

Search only in this school

Select to Search only the records for your school (that you found in the first step).

View Credit Types of Courses

In the correct term select DDE and the Courses Table

Search for: select SchoolID from the dropdown = (enter your schoolID)

Check the box to search only in this school

Select Search all records in the table

Now that you have only the courses in your school, select Export Records

Export the following records:

Course_name

Course_number

CreditType

Credit_hours

ExcludeFromClassRank

ExcludeFromGPA

ExcludeFromHonorRoll

SchoolID

Submit and save to your Desktop

From your Desktop, right click on the saved file and Open with Excel

View Credit Types of Stored Grades by grade level

In the correct term, in DDE select the Stored Grades table

Search for:

Grade_level = 9

TermID >= XXXX (fill in the term you are looking for)

Check the box to only search in this school and

Select Search all records in the table

Now that you have all the records in your school, select Export Records

Export the following records:

Courses_number

Course_name

Credit_type

StudentID

[students]lastfirst

Submit and save to your Desktop

From your Desktop, right click on the saved file and Open with Excel

Open in Excel and sort by credit type



To Verify GPA

Have the StudentID ready, which you will find on the bottom of the Teacher Comments page for that student.

In DDE select the Stored Grades table

Search for

StudentID = (enter the number from the Teacher Comments page)

And Exclude from GPA = 0

Check the box to only search in this school and

Select Search all records in the table

Now that you have those records if you want to search further now select Search for:

Grade_level = 9 (if necessary)

Check the box to search only in this school

Select to search within the **current** records

Now that you have the correct number of records, select Export Records

Export the following records:

Course_name

EarnedCrHrs

GPA_points

Grade

Percent

PotentialCrHrs

StoreCode

Submit and save to your Desktop

From your Desktop, right click on the saved file and Open with Excel

A very useful tool in DDE is Match Selection, where you can match fields from 2 tables. For example if you want the student name for a particular class you could match the student name field from the Students table and the class from the CC

table (the CC table only contains the student ID, so in order to list the student's name you would have to also access the Student table).

You can find more information on Match Selection in PowerSource, Document ID 7891.



Checking S1 and S2 Courses for Same Teacher in Core Classes - Middle School

Search the CC table for TermID greater than the full year ID and less than the Quarter 1 ID. Check to search only records belonging to the middle school that you are searching. This will give you a listing of semester classes for the current school.

The screenshot shows the 'Direct Database Export (DDE)' interface. It features a search configuration window for table 'CC (4)'. The 'Current Records in Selection' is 6605. The search criteria are: TermID > 2000 and TermID < 2003. A checkbox is checked for 'Search only in records belonging to Flynn Middle School'. There are two buttons: 'Select all 397798 records in this table' and 'Search within the current 6605 records only'.

Select export records.

The screenshot shows the 'Export Records' configuration window. It is titled 'Export the 6605 selected records (Table: CC)'. The field list includes: StudentID, [1]lastfirst, ID, Course_Number, [2]Course_Name, Section_Number, and [5]lastfirst. The 'Field Delimiter' is set to 'Tab' and the 'Record Delimiter' is 'CR'. The 'Surround fields' checkbox is unchecked, and 'Column titles on 1st row' is checked. There are three optional sort fields, all with a direction of '>'. A 'Submit' button is at the bottom right.

Key in the following fields to be exported:

StudentID
[1]lastfirst
ID
Course_Number
[2]Course_Name
Section_Number
[5]lastfirst
termid
Expression

Once the export is completed, open the file in Excel and sort by Student Name, Course Name, and TermID.

This will give you a way to quickly look at students schedules to make sure that they have the same teacher for core courses in both Semester 1 and Semester 2.



Discipline Export from DDE

Select the log (8) table, select all the records*, Export Records. Key in the following fields from the log (8) table:

[01]lastfirst
[01]grade_level
Discipline_IncidentDate
Consequence
Discipline_ActionTaken
Discipline_ActionDate
Discipline_DurationAssigned
Discipline_DurationActual
Discipline_ActionTakenEndDate

Submit and save to your Desktop
From your Desktop, right click on the saved file and Open with Excel

*You can search by Entry_Date to narrow down your records before you Export.

Search DDE for Standardized Test Scores

In order to search for student's Standardized Test Score which are in the StudentTestScore table, you will need the ID of the test that you are searching. That ID will be found in the Test table.

From DDE select the Test (86) table and Search Test for Name = ACT (just an example). List View to find the test ID

To narrow down the search to a specific test:

From DDE select the TestScore (88) table and Search TestScore for TestID = 1 (just an example). List View to see all the sub categories of this test. Select the sub category (such as Math) to find the TestScoreID

Now in DDE select the StudentTestScore (89) table and Search StudentTestScore for TestScoreID = enter the number you found as the ID from the TestScore table.

Once you have your records selected, Export Records and key in the following:

- StudentID
- [students]LastFirst
- [students]Student_Number
- [students]Grade_Level
- AlphaScore
- NumScore
- PercentScore
- StudentTestID
- [StudentTest]Grade_Level
- [StudentTest]TermID
- [StudentTest]Test_Date
- TestScoreID
- [TestScore]Description
- [testScore]Name
- ID

Submit and save to your Desktop

From your Desktop, right click on the saved file and Open with Excel

Fee Balance from DDE

System>DDE> choose Table Fee_Balance(148) and Search Fee_Balance for Fee_Balance > 0. Select to Export Records and key in:

[01]lastfirst
[01]student_number
Balance

Student's previous class compared to present class

From the Start page select all students. In DDE select Stored Grades table and search for Course_number = xxxxx and check box to search only at this school. Once you have those records, select the Student table and Select all xxxx records in this table. Now choose Match Selection. You will match the Student table with the Stored Grades table. Now in DDE select PGfinalgrades table. Search for finalgradename = XX eg: (S1) and search in this school only. Now you will Match Selection again with the Students table. You can then Export fields:

[students]lastfirst
FinalGradeName
[03]course_number (will not pull course_name)
Grade

This was used to find all the students who took a course of Algebra in 8th grade. The export will show those student's classes and grades now. According to support, you have to take all the classes and sort to find the Math classes.

Similarly, you can find/**export a group of student's grades from XX term from Stored Grades:**

Select your students on the Start page. In DDE select the StoredGrades(31)table and search by SchoolID = xxxx and StoreCode = xx, check to search only in this school. Now select the Students(1) table and you should see the number of students that you selected on the Start page. Choose Match Selection (the current table will be Students and you drop down and select StoredGrades table and Proceed to match selection.

Now select Export and key in the following fields

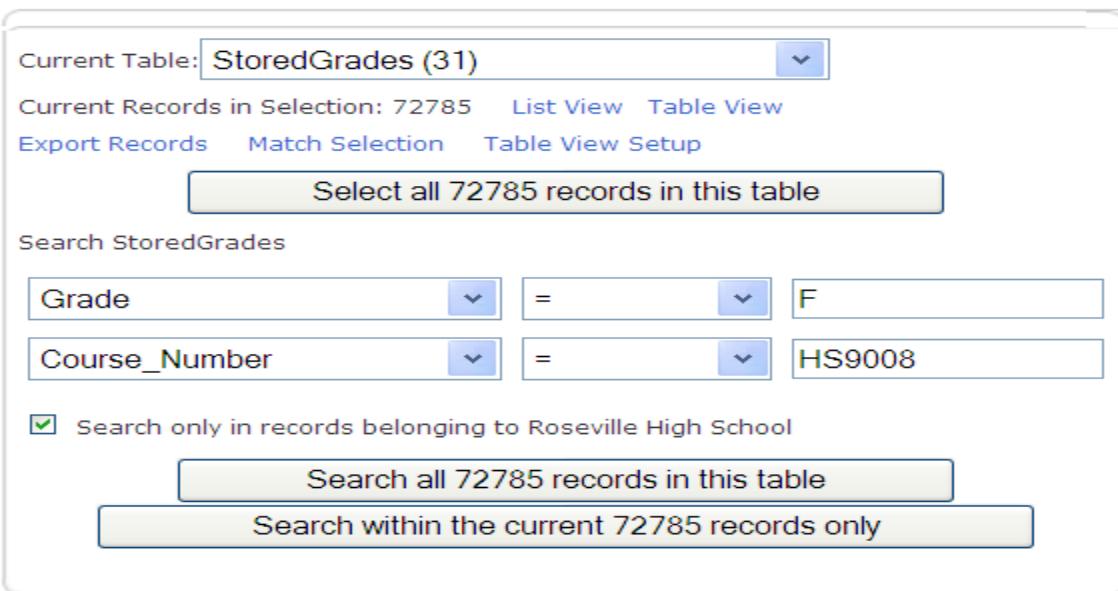
Firstlast
Grade_level

[31]course_name
[31]grade
[31]StoreCode

If you want the entire school, in DDE just select StoredGrades table, then do the above export. Since you are using all your students, you don't need to match selection with the Students table.

Search for Students in a Specific Class who Received an "F"

System
DDE
Choose StoredGrades table
Click select all



The screenshot shows the DDE interface for the StoredGrades table. The 'Current Table' is set to 'StoredGrades (31)'. The 'Current Records in Selection' is 72785. There are buttons for 'List View', 'Table View', 'Export Records', 'Match Selection', and 'Table View Setup'. A button labeled 'Select all 72785 records in this table' is visible. Below this, the search criteria are defined: 'Grade' is set to 'F' and 'Course_Number' is set to 'HS9008'. A checkbox labeled 'Search only in records belonging to Roseville High School' is checked. At the bottom, there are two buttons: 'Search all 72785 records in this table' and 'Search within the current 72785 records only'.

Search within the current ## records only (screen would look like above)
After you do the search above you will want to narrow down the search by store code
Click search within the current ## records only

NOTE: These are directions for a term in the Stored Grades table (Historical Grades) with a term code of F1 which was unique - for this year only. If you are looking for an S1 grade (for example) and you have multiple S1 terms you will have to search for the specific **TermID** also, or you will get the S1 grades from every year that has an S1 code.



Students Schedules with Each Class on Separate Line

Select your students.

From System select DDE. Your Student table should show the total number of students you had selected.

Drop down and select the CC table and "Select all xxxxx records in this table"

Select Match Selection; you will be matching the CC table to the Students table and "Proceed to match selection".

Select Export Records and key in the fields required. Here is an example of the fields to select:

[1]last_name
[1]first_name
[1]student_number
[1]grade_level
[1]street
[1]city
[1]state
[1]zip
[1]home_phone
Expression
Course_Number
[2]Course_name

Select Submit and Save - name your file. Right click on the file and select to Open With Excel.



Students Schedules with Each Class on the Same Line

Follow the instructions above for Students Schedules with Each Class on Separate Line using the following fields:

last_name
first_name
grade_level

Student_number
Street
City
State
Zip
Home_phone
*period_info;1(A);course_name
*period_info;2(A);course_name
*period_info;3(A);course_name
*period_info;4(A);course_name
*period_info;5(A);course_name
*period_info;6(A);course_name

REPORTS

Custom Class Roster Example

From the Start page select Reports

Select Class Rosters (PDF)

Select the Teacher(s) you want class rosters for by holding down your Ctrl key

Select the Periods to include on the report

You can select from several formatting options . List the Heading text for the fields that you will want to include in the format shown below. Continue on with more formatting option along with your Roster column fields. There is an excellent tutorial that explains all the fields in the Mastery in Minutes tutorials.

Include students who	<input checked="" type="radio"/> are currently enrolled in class
	<input type="radio"/> were enrolled on <input type="text"/>
	<input type="radio"/> were enrolled any time between <input type="text"/> and <input type="text"/>
Heading font	<input type="text" value="Times"/> <input type="button" value="v"/>
Size, line height, style	<input type="text" value="10"/> <input type="text" value="12"/> (points) <input checked="" type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print heading on	<input type="text" value="First page of each class"/> <input type="button" value="v"/>

Heading text (Fields) Enter ^(teachername) to cause the teacher name to appear	^(teachername) ^(course_number) ^(expression) ^(room)
Column title font	Helvetica
Size, line height, style	10 12 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print column titles on	All pages
Roster Font	Times
Size, line height, style	10 12 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Roster columns (Fields)	Format: field name \ column title \ column width \ alignment last_name\Last Name\1.75\L first_name\First Name\1.25\L home_phone\Student Phone\1\C

You can include other fields in the Heading such as:

^(ID)

Class Size ^(No_of_Students)

Period ^(expression)

Section # ^(section_number)

^([2]course_name)

Note that you can use either the tilde (~) or the carat (^)

Rule width (points)	Horizontal 1 Vertical 1
Cell padding (points)	Horizontal 2 Vertical 2
Page size	Letter (8 1/2" x 11") Custom size: Height <input type="text"/> Width <input type="text"/>
Margins (inches)	Left <input type="text"/> Top <input type="text"/> Right <input type="text"/> Bottom <input type="text"/>
Orientation, Scale	Portrait (vertical) <input type="text"/>
Watermark text	<input type="text"/>
Watermark mode	Overlay
When to print	ASAP <input type="text"/>

[Submit](#)

Submit and View your report from the Reports Queue.

Updated 1/6/12 mjs