



## Editing Terms in Engine Reports

### Class Size-Gender, Class Size by Teacher, Enhanced Birthday List, etc.

Several of the Engine Reports need to have terms added each year. Below is an example of how to add/edit the terms. The steps are similar for each report.

- System Reports > Engine tab > Class Size by Teacher
- Drop down under the term to report to see if your current terms are available.
- If the correct terms are not there, please follow the steps below:
- To edit "Class Size-Teacher" report to include current or future terms:
  1. System Reports
  2. Engine tab
  3. Setup
  4. Select "User Vars" in the Class Size-Teacher line
  5. Select TermID

The Default Value for the 12-13 year is 2200 - for the 13-14 year will be 2300

An example for a semester school for the 2012-2013 and 2013-2014 school years:

2200=2012-2013;2201=12-13 Semester 1;2202=12-13 Semester 2;2300=2013-2014;2301=13-14 Semester 1;2302=13-14 Semester 2;

Item #	10
Name	termid
Description	Enter the school year for the report.
Default Value	2200
Value Type	INT
Display as	Popup Menu
Display as Info	2100=2011-2012;2101=11-12 Semester 1;2102=11-12 Semester 2;2200=2012-2013;2201=12-13 Semester 1; 2202=12-13 Semester 2;
Format:	value to return=value to display;

Class Size Report by Grade and Gender Monday, February 20, 2012								
Apple Grove High School 1								
Course Section	Course Name	Expression	Term	Teacher	School	M	F	Totals All
SOC1000.5	U.S. History	4(A)	2100	Abram, Michael		8	9	17
SOC1000.2	U.S. History	1(A)	2100	Abram, Michael		11	5	16
SOC2000.3	Current Affairs	3(B)	2100	Abram, Michael		12	17	29
						<b>62</b>		
OPmedia.1	Open Media	1(A)	2101	Accatino, Steve		9	8	17
OPmedia.10	Open Media	4(B)	2101	Accatino, Steve		9	4	13
OPmedia.11	Open Media	3(B)	2101	Accatino, Steve		7	6	13
OPmedia.12	Open Media	2(B)	2101	Accatino, Steve		12	5	17