

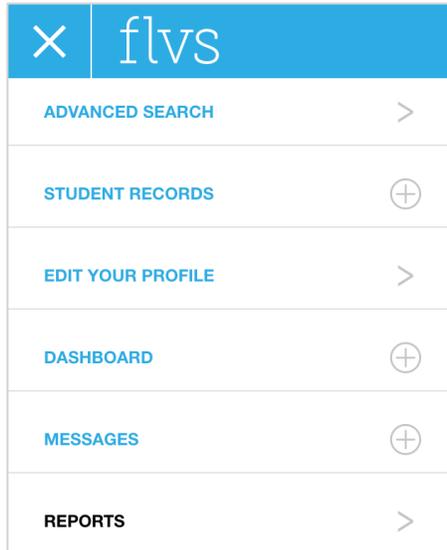


# How to Pull a Virtual School Student DETAILS REPORT

1. Click on the menu button in the top left corner.



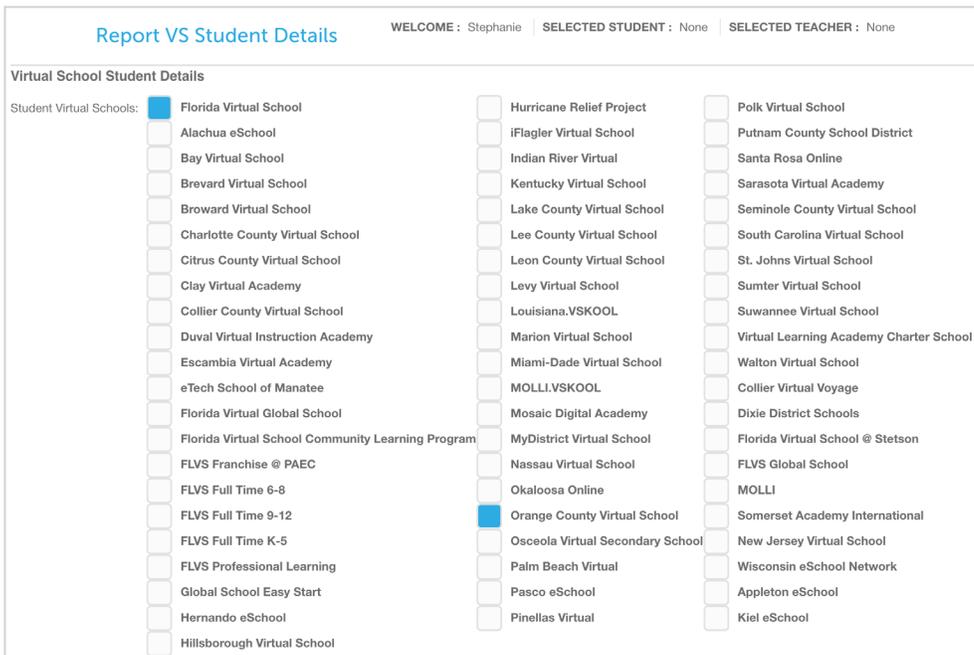
2. From the drop-down list, select "Reports".



3. Select "VS Student Details".



4. Under BOTH the "Student Virtual Schools" and "Enrollment Virtual School" sections, select "Florida Virtual School" and your county virtual school, if applicable (in the example Orange County Virtual School is selected).



## How to Pull a Virtual School Student Details Report (Continued)

5. Check the boxes next to the "Enrollment Status" options that you want to view. If no boxes are checked, all statuses will be included in the report.

|                    |                          |                         |                          |                   |                          |                         |
|--------------------|--------------------------|-------------------------|--------------------------|-------------------|--------------------------|-------------------------|
| Enrollment Status: | <input type="checkbox"/> | Course Requested        | <input type="checkbox"/> | Withdrawn Failing | <input type="checkbox"/> | Complete Failing        |
|                    | <input type="checkbox"/> | Course Request Complete | <input type="checkbox"/> | Withdrawn Passing | <input type="checkbox"/> | Contact Instructor      |
|                    | <input type="checkbox"/> | Never Activated         | <input type="checkbox"/> | Withdrawn         | <input type="checkbox"/> | Pending Exam            |
|                    | <input type="checkbox"/> | Classroom Assigned      | <input type="checkbox"/> | Complete          | <input type="checkbox"/> | Pending Withdrawal      |
|                    | <input type="checkbox"/> | Active                  | <input type="checkbox"/> | Never Assigned    | <input type="checkbox"/> | Pending Never Activated |

6. Select "Excel" from the drop-down list. Then, click on the "Generate Report" button.

|  |         |
|--|---------|
| Select a format:                               | Excel ▾ |
| <input type="button" value="Generate Report"/> |         |

Please note: The spreadsheet contains multiple columns. The "Enrollment Status" column will allow you to verify the status of each student.

