

Report List of Health Conditions – Alpha by Student

- Go to “office” tab at top
- Click on “reports”
- Click on “medical conditions by teacher”
- Click on “Med Cond Info by Teacher (All Students) – Ent”
- Click on “print”
- Wait for it to populate and then view the report
 - Or
- If you want to run a report for one condition, like asthma, go to office
- Select Health Records report,
- Select health condition,
- Clone and that brings you to Edit Ranges.
- Name it (asthma)
- Select conditions only
- Change HC ranges low school year to 2000
- Uncheck “include all conditions” and click on Condition.
- This brings you to a list to select the report you want, i.e. asthma
- Click ok then save and print.

Special Conditions Report by SPORT

- Select landscape format, put lines on all cells and increase the font size
- Print Office
- Activities (On the right)
- Find sport you want and select “student roster”
- Click “View all students”
- Under the “new window tab” select “export options”
- Choose “export to excel” then download export file”
- Open and you will get a screen asking if you trust the site. Choose “yes”
- Enable editing