VTDE: Secondary School Coordinator Guide to Reports
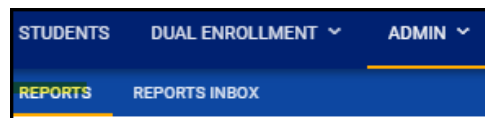
Sections in this Guide

Part 1: Generating a Report

Part 2: Viewing a Report

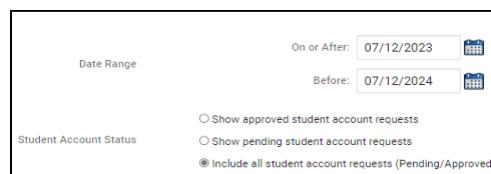## Part 1: Generating a Report

1. Navigate to the Dual Enrollment website (https://dualenrollment.vermont.gov/vtde) and enter your login credentials.
2. Select the **ADMIN** tab in the main navigation bar and click **REPORTS**.

3. The Reports to select from will populate in the Scheduled Reports box (shown below).
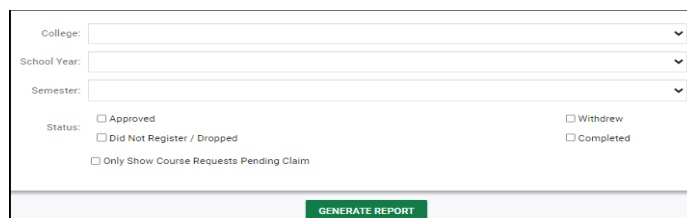4. Click on the desired Report name to begin the generation process.

NOTE: Hover over the Report title to view a description of what information the specific Report will provide.

   a. The Approved/Pending Account Requests Report provides information in an excel spreadsheet regarding historical Account Request data.
   b. The Student Voucher/Ticket Information Report provides voucher data for specific semesters and statuses for students at a particular high school.

5. Many reports allow customization of the report by selecting from different prompts. The prompts available vary but could include date range, school year, and more. When the prompt page displays, make selections and click **GENERATE REPORT.**

NOTE: If no selection is made, all historic information you have access to will populate.

6. The report will be generated according to the Report Service Queue.
   a. You will receive an e-mail notification when the report is completed.

Part 2: Viewing a Report

1. Navigate to the **REPORTS INBOX** tab in the sub navigation bar.
2. If the Report is ready, it will appear under the *Report* column to be selected.

Report	Date Created	Created By
Student Voucher / Ticket Information (xls)	07/11/2024 13:01:00	Thomas Middleburg

3. Click the title under the *Report* column to download the desired Report.
4. The Report will download with the specific information according to the prompts selected while generating it.