

WASWUG 2008

Using Processing Lists in WESPaC

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Using Processing lists in WESPaC

Processing List allows the user to save a list of people on a report and use the same list of people (Processing List) for another report without having to set up the parameters. This option is being phased in throughout the WESPaC Student Management System in different modules areas. The Processing List functions are identical throughout the Student Management system.

Pages 8-10 of this document contain more detailed information on where Process Lists are available. Process Lists are currently available in the following general areas:

- Reports Generator
- Special Education
- Attendance
- Grading – Reporting
- CY Scheduling
- NY Scheduling
- Discipline
- Health Records
- Activities
- Lockers
- Fee Management
- Assessment
- Guidance
- Obligations
- State Reports

Note: Make selections to all range screens and options buttons for the current output prior to using a process list.

Create a New Processing List within Data Mining

To create a new Processing List outside of Data Mining, make selections to all range screens and options buttons for the current report. Click **ProcList** and proceed to step 3 below.

1. Create a Data Mining report to capture the students desired or highlight the report to be used
2. Click **Run**
3. Select **Create New List** from the **Processing List Options** area
4. Click **Print**
5. Enter a **Description**
6. Enter a **Long Description**
7. Click **OK**
8. Select **Output** and **Printer**
9. Click **OK**
10. **Print** if desired
11. Click **Close**

Print Using a Processing List within Data Mining

The **Print Using List** option allows the user to create a list in one area and use it to run a report in another area.

When using Processing List outside of Data Mining make selections to all range screens and options buttons for the current report. Click **ProcList** and proceed to step 3 below.

1. Highlight the Data Mining report to be used
2. Click **Run**
3. Select **Print Using List** from the **Processing List Options** area
4. Click **Print**
5. Highlight the Processing List to be used and click **Select**
6. Select an **Output** and **Printer**
7. Click **OK**
8. View report and print if desired
9. Click **Close**

View a Processing List within Data Mining

The **View Lists** option allows the user to view all processing lists that have been created.

When using Processing List outside of Data Mining click **ProcList** and proceed to step 3 below.

1. Highlight the Data Mining report to be used
2. Click **Run**
3. Select **View Lists**
4. Highlight the Processing List to be viewed
5. Click **View**

Add Records in Parameters to List within Data Mining

Add Records In Parameters allows additional students to be added to the list by adjusting the ranges. **Students can only be added to the list where the list was created.**

When working with Processing List outside of Data Mining, select the report and edit the ranges for which changes are desired. Click **ProcList** and proceed to step 3 below.

1. Open desired report – select/adjust desired ranges (different than original choices)
2. Click **Run**
3. Select **Add Records In Parameters To List**
4. Click **Print**
5. Highlight the Processing List to be used
6. Click **Select**
7. Select an **Output** and **Printer**
8. Click **OK**
9. View report and print if desired
10. Click **Close**

Delete Records In Parameters From List within Data Mining

Delete Records In Parameters From List allows the removal of students from the list based upon the range. Based on the ranges, records within the parameters are deleted.

When working with Processing List outside of Data Mining, select the report and edit the ranges for which changes are desired. Click **ProcList** and proceed to step 3 below.

1. Open desired report – select/adjust desired ranges (different than original choices)
2. Click **Run**
3. Select **Delete Records in Parameters from List**
4. Click **Print**
5. Highlight the Processing List to be used
6. Click **Select**
7. Select an **Output** and **Printer**
8. Click **OK**
9. View report and print if desired
10. Click **Close**

Delete Records Outside Parameters From List within Data Mining

Based on the ranges, records outside of the parameters are deleted.

When working with Processing List outside of Data Mining, select the report and edit the ranges for which changes are desired. Click **ProcList** and proceed to step 3 below.

1. Open desired report – select/adjust desired ranges (different than original choices)
2. Click **Run**
3. Select **Delete Records Outside Parameters From List**
4. Click **Print**
5. Highlight the Processing List to be used
6. Click **Select**
7. Select an **Output** and **Printer**
8. Click **OK**
9. View report and print if desired
10. Click **Close**

Processing List Availability

Path: Student Mngmnt / Student/Reports

REPORTS

Student Cross Reference List
All Family Census reports
All Health Records reports

Path: Student Mngmnt / Student / Reports / Reports Generator

REPORTS GENERATOR PROCLIST is available on most reports by range. It is not available on reports by individual.

Address Information by Range
Busing Information by Range
Emergency Information by Range
Medical Information by Range
Address Labels by Range
Information Labels by Range
Registration/Emergency Form by Range
Rolodex by Range

Path: Stu Mngmnt / Stu Serv / Special Ed / Report Options

SPECIAL EDUCATION PROCLIST is available on all reports **except:**
Print Labels
Monthly Caseload Report
User Defined Reports by Individual

Path: Stu Mngmnt / Office / Attendance / Reporting

ATTENDANCE Absence Occurrence Report

Path: Stu Mngmnt / Grading / Reporting

GRADING – REPORTS PROCLIST is available on all reports **except:**
Washington State Transcript by Individual
Academic History by Individual
Pass/Fail Grade Comparison
Grade Analysis Graphs

Path: Stu Mngmnt / Office / Current Scheduling

CURRENT SCHEDULING Print Student Schedules by Range
Print Class Rosters by Range
Print Class Rosters by Individual Class
Class Mailing Labels by Class
Class Mailing Labels by Range
Course Request Report by Course
Course Request Report by Student Sequence
Free Period Report
Locator Report
Print Registration Confirmation Report
Prerequisite Report
Print Students with Spec Course Combinations
Repeated Courses Report
Student Conflict Report
Student Course Recommendations
Student Schedule Credits Report
Scheduling Team Rosters – Detail
Transaction Report

Path: Stu Mngmnt / Office / Future Scheduling

FUTURE SCHEDULING Class Roster Report
Student Conflict Report
Student Schedules by Range
Class Mailing Labels by Class
Class Mailing Labels by Range
Class Roster Report by Range
Class Roster Report by Individual Class
Free Period Report
Prerequisite Report
Print Course Requests in Course Sequence
Print Course Requests in Student Sequence
Print Registration Confirmation Report
Students with Spec Course Combinations
Repeated Courses Report
Student Course Recommendations
Student Schedule Credits Report
Scheduling Team Rosters – Detail

Path: Stu Mngmnt / Office / Discipline / Reporting

DISCIPLINE PROCLIST is available on all Discipline Reports **except:**
Discipline Graphs
Turn Around Time

Path: Stu Mngmnt / Office / Health Recs / Reporting

HEALTH RECORDS PROCLIST is available on all Health Records Reports

Path: Stu Mngmnt / Office / Activities / Reporting

ACTIVITIES Report Cards All Formats by Individual
Report Cards All Formats by Range
Academic Eligibility
Selected Grades by Student
Selected Grades by Other
Grading and Attendance Summary by Individual and Range

Path: Stu Mngmnt / Office / Curric &Assessment / Test Scores

**CURRICULUM &
ASSESSMENTS** Student Test Score Report

Path: Stu Mngmnt / Office / Lockers / Reporting

LOCKERS Student Locker Report by Range
Student Locker Report by Student

Path: Stu Mngmnt / Office / Guidance / Reporting

GUIDANCE Guidance Office Report

Path: Stu Mngmnt / Admin / Fee Mngmnt / Reporting

FEE MANAGEMENT Billing Detail Report

Path: Stu Mngmnt / Admin / Obligations / Report

OBLIGATIONS Student Obligations Report

Path: Stu Mngmnt / State Rpt / Washington Transcript Reports

STATE REPORTS Standardized High School Transcript By Range
Academic History Report By Range