



# Student Voice Survey – Ad Hoc Reports



*student Portal Accounts*  
*curriculum Student Voice Survey School Parameters*

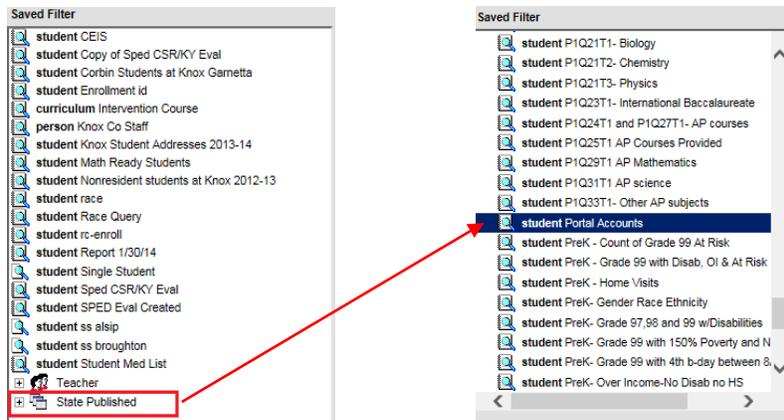
## student Portal Accounts

This report lists students and their Portal Account information. **Discretion should be used when handing out this report as it contains student personally identifiable information.**

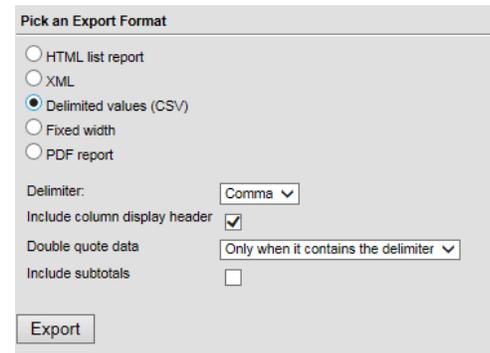
**PATH:** Ad Hoc Reporting > Data Export

(Tool Rights are required to access Ad Hoc Reports)

- The report can be run for a single school or for all schools as set in the Campus Toolbar (and as allowed by Calendar Rights)
- Under Saved Filter, expand State Published and find **student Portal Accounts**.  
Note: Your KSIS Admin may have moved this to a User Group and renamed the report.



- Pick your preferred Export Format
  - If you chose the “Delimited values (CSV)” format, you can open the file in Excel to further sort and filter your data
- Click the Export button



Each row contains the information for a single student and displays:

- School: the school in which they are enrolled
- Grade: the student’s grade level
- First Name: the student’s first name
- Last Name: the student’s last name
- DOB: the student’s date of birth
- Portal Username: the student’s user name for logging into Campus Portal
- Last Portal Login: the date of the student’s last successful login to Campus Portal
- Disabled: the status of the student’s account: “NO” if the student’s account is enabled and “YES” if the student’s account is disabled



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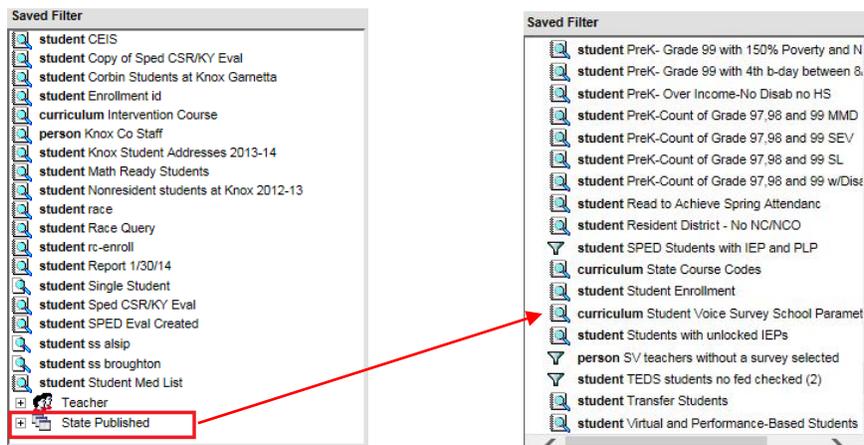
## curriculum Student Voice Survey School Parameters

This report lists the Student Voice Window and Automatic Educator Assignment settings for schools.

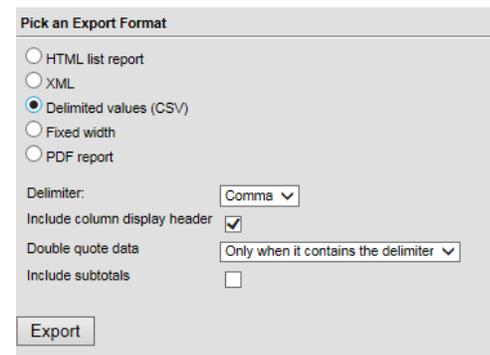
### PATH: Ad Hoc Reporting > Data Export

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- The report can be run for a single school or for all schools as set in the Campus Toolbar (and as allowed by Calendar Rights)
- Under Saved Filter, expand State Published and find **curriculum** Student Voice Survey School Parameters. Note: Your KSIS Admin may have moved this to a User Group and renamed the report.



- Pick your preferred Export Format
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Each row contains the information for a single school’s settings.

- Sch #: school number of the school
- School: name of the school
- Auto Assign Choice: the Automatic Educator Assignment type chosen
- Auto Assign Date: the day Automatic Educator Assignment is scheduled to run
- Survey Start Date: the day Student Voice Surveys are scheduled to start and be available to students
- Survey Start Time: the time Student Voice Surveys are scheduled to start and be available to students
- Survey End Date: the date Student Voice Surveys are scheduled to end and no longer be available to students
- Survey End Time: the time Student Voice Surveys are scheduled to end and no longer be available to students