COVID-19 Line List Reports

This guide will provide instructions on how to run COVID-19 Line List Reports at the school site level, along with an example of a scenario of when each report should be run. If you have any questions or concerns, please log a ticket into Web Help Desk at https://webhelpdesk.washoeschools.net/

LINE LIST REPORT NAVIGATION:

Path: *Index > Student Information > General > Reports > Line List Reports*
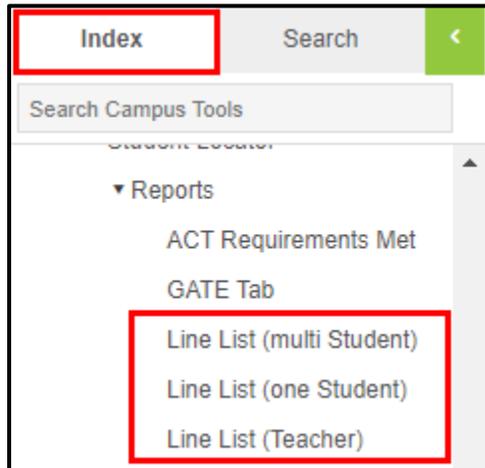
ACCESSING THE LINE LIST REPORTS:

All three reports will prompt you to enter a username and a password.
The following credentials will be needed to access the reports:

Username: reportreader
Password: a@1b@2c@3
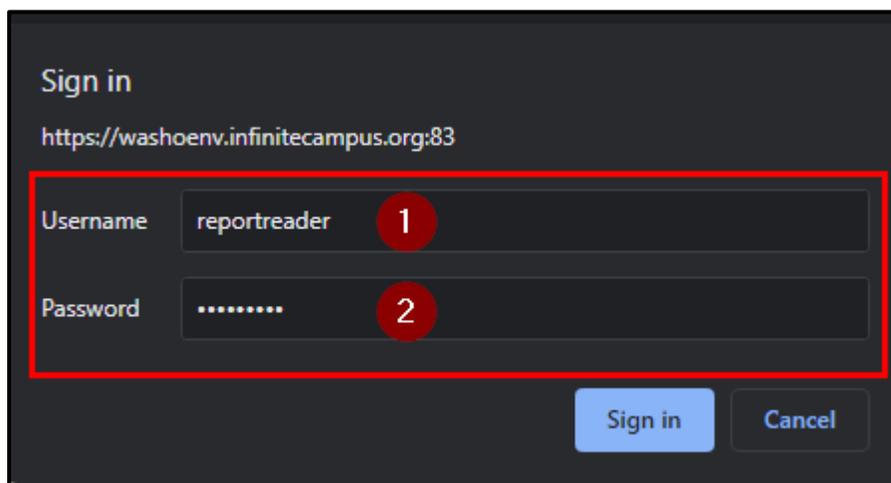
LINE LIST REPORT -MULTI STUDENT (COMMONLY USED REPORT):

*Scenarios : A group of students, who may not be associated by teacher, have been exposed at the school **OR** the sports team has been exposed.*

Open the **Line List (Multi Student)** report and enter the credentials required.
    From Infinite Campus, copy the student numbers into the report. Left-click and drag your mouse cursor over the **Student ID Number (not the '#'), as shown below** that you wish to highlight. Right-click and select copy.

    In the **Line List report**, right-click and select paste in the **Student Number List** field.
    Make sure there is no space between the comma and the student number, or the list will not generate.
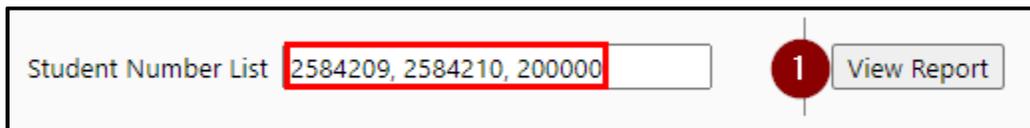
    Click on View Report and the report will generate.

LINE LIST REPORT (ONE STUDENT):

Scenario: John Doe, student, has contracted COVID-19 and students associated with John Doe have been exposed.

Open the **Line List (One Student)** report and enter the credentials required.
    From Infinite Campus, copy the student number into the report. Left-click and drag your mouse cursor over the **Student ID Number (not the '#'), as shown below** that you wish to highlight. Right-click and select copy.
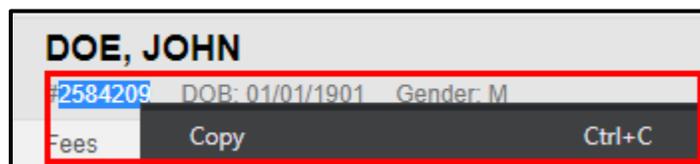
    In the **Line List report**, right-click and select paste in the **Student Number List** field. Enter the desired **Start and End dates**. **Click** on View Report and the report will generate.

LINE LIST REPORT (ONE TEACHER):

Scenario: *A teacher has contracted COVID-19 and students associated with the teacher in the classroom have been exposed.*

Open the **Line List (Teacher)** report and enter the credentials required.

1. **Select** a teacher by clicking on the drop down.
2. **Enter** the start date desired
3. **Enter** the end date desired
4. **Click** on View Report and the report will generate

EXPORTING THE LINE LIST REPORTS:

After the report has been generated, export the file as an excel file.

1. Click on the **Save Icon**, a dropdown will appear
2. Click on **Excel**

3. **Save** the file with the students **Last name**, **First name**, **and Student ID number.** Double check your file to verify that is the student report you desire before sending.