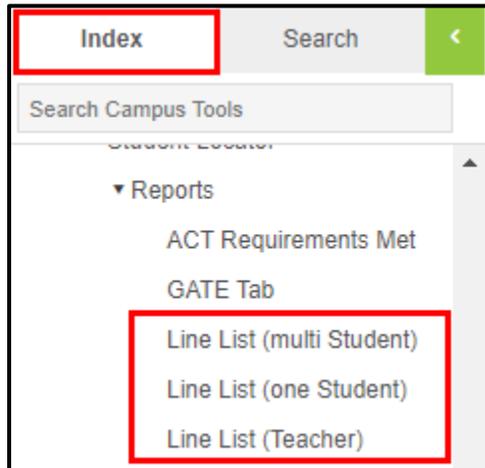


# COVID-19 Line List Reports

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

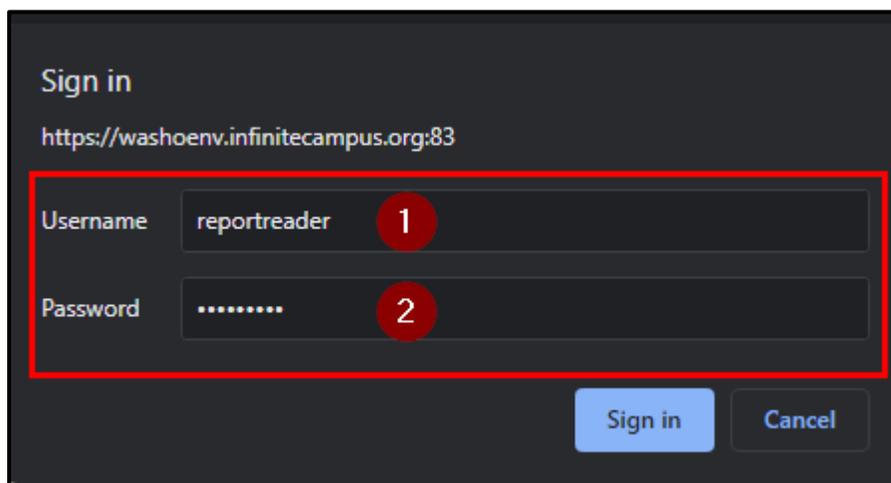


## ACCESSING THE LINE LIST REPORTS:

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.

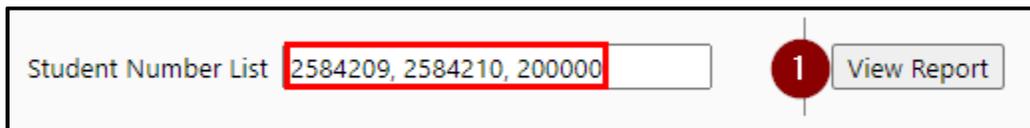
Open the **Line List (Multi Student)** report and enter the credentials required.

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.**

A screenshot of the 'Student Number List' field in the report interface. The field contains the student numbers '2584209, 2584210, 200000'. To the right of the field is a 'View Report' button with a red circle containing the number '1' next to it.

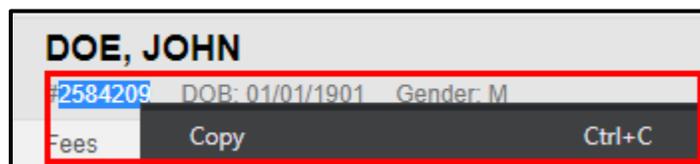
Click on View Report and the report will generate.

## 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.

A screenshot of the report interface. It shows three input fields: 'Start Date' with the value '9/5/2021', 'End Date' with the value '9/6/2021', and 'Student Number' with the value '2584209'. To the right of the 'Student Number' field is a 'View Report' button with a red circle containing the number '1' next to it.

## 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

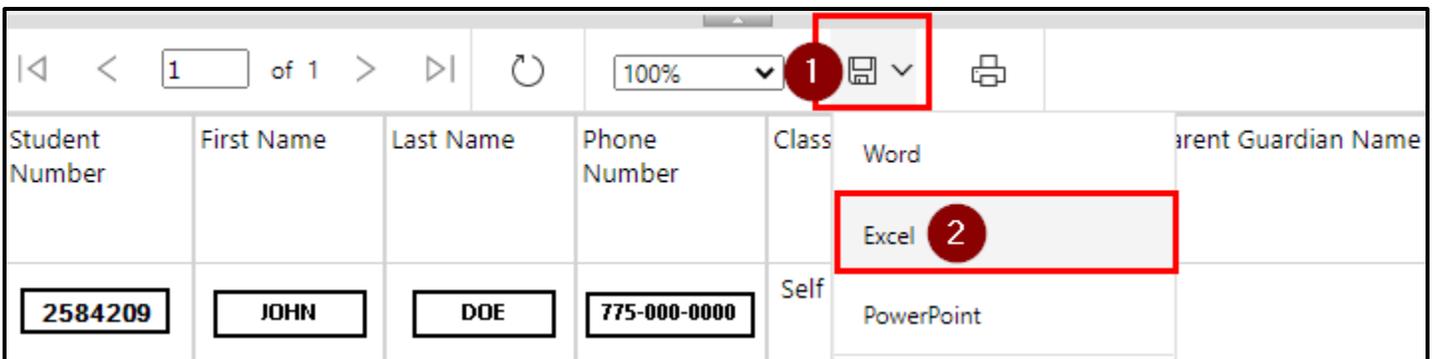


The screenshot shows a form with the following fields: 'Teacher' (a dropdown menu with '<Select a Value>' selected, marked with a red circle '1'), 'start Date' (a text input field with a calendar icon, marked with a red circle '2'), 'end Date' (a text input field with a calendar icon, marked with a red circle '3'), and a 'View Report' button (marked with a red circle '3').

## 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**



The screenshot shows a table with the following columns: Student Number, First Name, Last Name, Phone Number, Class, Word, and Parent Guardian Name. The table contains one row of data: Student Number 2584209, First Name JOHN, Last Name DOE, Phone Number 775-000-0000, Class Self, Word PowerPoint, and Parent Guardian Name. A red box highlights the save icon (marked with a red circle '1') in the top right corner of the table, and another red box highlights the 'Excel' option in the dropdown menu (marked with a red circle '2').

Student Number	First Name	Last Name	Phone Number	Class	Word	Parent Guardian Name
2584209	JOHN	DOE	775-000-0000	Self	PowerPoint	

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.

