

# TERM ACHIEVEMENT LISTS

*The term achievement list is a list of students who meet the requirements listed below. This list is compiled at the end of each term and sent to the JCPS Community Relations Office. The Community Relations Office sends the list to be published in the newspaper.*

## Contents

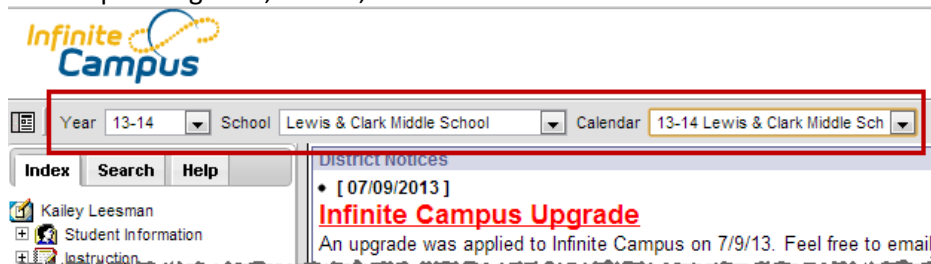
Criteria for Achievement List: .....	1
Creating the Filter .....	1
Export the Filter .....	6

## Criteria for Achievement List:

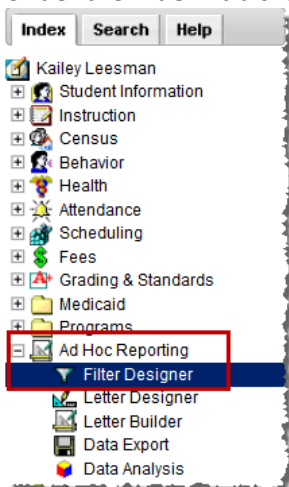
- Students must have 3.00 or greater GPA for that Term
  - CRAM courses can be included into the GPA calculation
- Students must have “YES” on Media Release
- Students must have the FERPA check box un-selected

## Creating the Filter

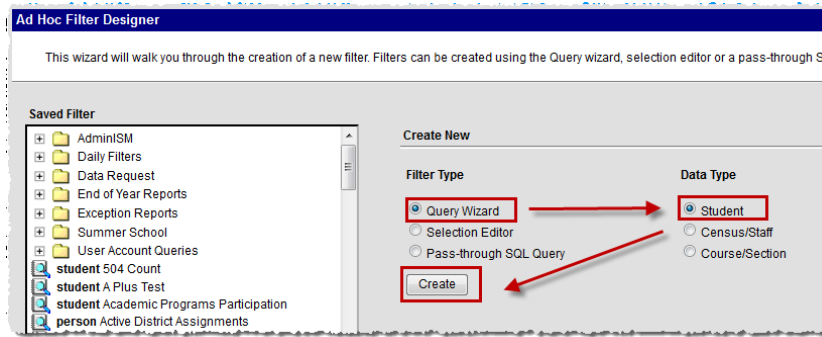
1. Select the upcoming **Year**, **School**, and **Calendar**.



2. Under the **Index Tab** click **Ad Hoc Reporting > Filter Designer**.



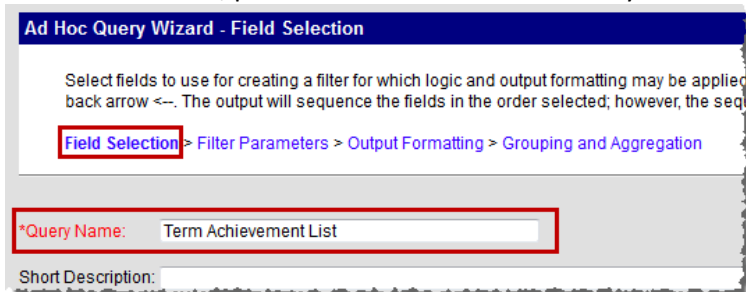
3. Select Create New using the Filter Type: **Query Wizard** and Data Type: **Student**, then click **Create**.



#### 4. Field Selection

- a. Enter the Query Name: **Term Achievement List**

**\*NOTE:** Since this report is run every term, 4 reports can be created, one for each term. If this is done, place the term name in the Query Name.



b. Select the fields below:

Student > Demographics > **student.firstName**; **student.lastName**; **student.grade**;  
**student.activeToday**

Grading > Term GPA > **termGPA.term1GPA**

**\*NOTE:** This field will need to be changed every term to reflect the correct term GPA. If four separate queries are created for each term, place the appropriate term field in the appropriate query.

Custom Tab:Misc > **Custom Student.Media Release**; **CustomStudent\_Misc.FERPA**

Select **Next**

**Ad Hoc Query Wizard - Field Selection**

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the arrow buttons to move fields between the Selected Fields and All Fields windows. The sequence of fields selected; however, the sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

\*Query Name: Term Achievement List

Short Description:

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

- Student
  - Demographics
  - School Calendar
  - School
  - District
  - Learner
  - Counselor
  - Learner Planning
  - Census
  - Health
  - Medicaid
  - Behavior
  - Attendance
  - Assessment
  - Grading
  - Learner Portfolio
  - Locker
  - Fee
  - Transportation
  - Activities
  - Campus Usage
  - FRAM
  - Custom Tab: 504
  - Custom Tab: A Plus

Selected Fields

- student.firstName
- student.lastName
- student.grade
- student.activeToday
- termGPA.term1GPA
- CustomStudent\_Misc.Media Release
- CustomStudent\_Misc.FERPA

Add Function Edit Function

Save To: ☒ User Account Folder: / ☐ User Groups

Save Save & Test

< Back Next >

## 5. Filter Parameters

Set the following Operators and Values for the selected fields.

- student.activeToday: **=True**
- termGPA.term1GPA: **>= 3.00**  
**\*NOTE:** the field term1GPA will need to be replaced with the correct field each term. When the new field is placed into the filter, the operator and value will have to be reset each term.
- CustomStudent\_Misc.Media Release: **= 01**
- CustomStudent\_Misc.FERPA: **=FALSE**

Select **Next**

**Ad Hoc Query Wizard - Filter Parameters**

Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be applied even if using AND, OR, and NOT conditions. If a Logical Expression is not used, the condition AND will be applied to all operators. If using Logical Expression, the condition AND will be applied to all operators.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

\*Query Name: Term Achievement List

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value
1	student.firstName		
2	student.lastName		
3	student.grade		
4	student.activeToday	=	TRUE
5	termGPA.term1GPA	>=	3.00
6	CustomStudent_Misc.Media Release	=	01
7	CustomStudent_Misc.FERPA	=	FALSE

Add

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.  
Allowed symbols: AND OR NOT ( ) IDs  
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Save To: ☒ User Account  
Folder: /

☐ User Groups

Save Save & Test

< Back Next >

## 6. Output Formatting

**Output:** Unselect the boxes in the Output column for the student.activeToday, termGPA.term1GPA, CustomStudent\_Misc.Media Release, and CustomStudent\_Misc.FERPA fields

**Seq:** student.firstName – 1, student.lastName – 2, and student.grade – 3

**Sort:** student.first name – 3, student.last name – 2, and student.grade – 1.

**Column Headers:** student.firstName - First Name, student.lastName - Last Name, and student.grade - Grade.

Click **Save**.

**Ad Hoc Query Wizard - Output Formatting**

Use output formatting to determine how columns and fields should appear when data is extracted. The ability to sort and sequence results is also available.

[Field Selection](#) > [Filter Parameters](#) > **Output Formatting** > [Grouping and Aggregation](#)

\*Query Name:

Short Description:

Long Description:

**Format the output file/report**

☐ Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.firstName	<input checked="" type="checkbox"/>	1	3	Ascend	▼	First Name	▼
student.lastName	<input checked="" type="checkbox"/>	2	2	Ascend	▼	Last Name	▼
student.grade	<input checked="" type="checkbox"/>	3	1	Ascend	▼	Grade	▼
student.activeToday	<input type="checkbox"/>			▼	▼		▼
termGPA.term1GPA	<input type="checkbox"/>			▼	▼		▼
CustomStudent_Misc.Media Release	<input type="checkbox"/>			▼	▼		▼
CustomStudent_Misc.FERPA	<input type="checkbox"/>			▼	▼		▼

Save To: ☒ User Account  
Folder:

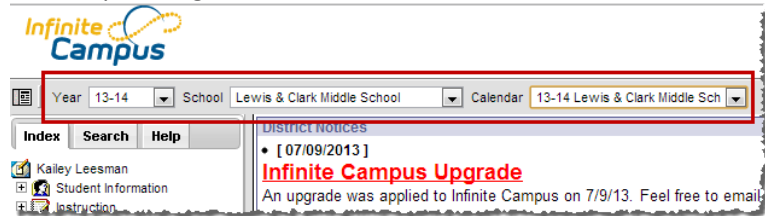
☐ User Groups

**Save**

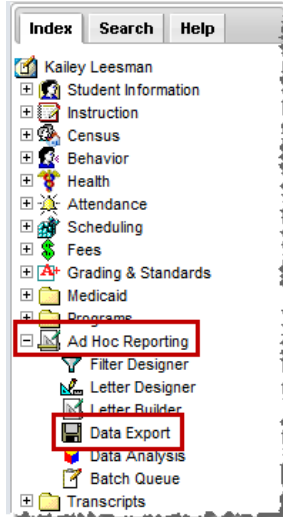
< Back Next >

## Export the Filter

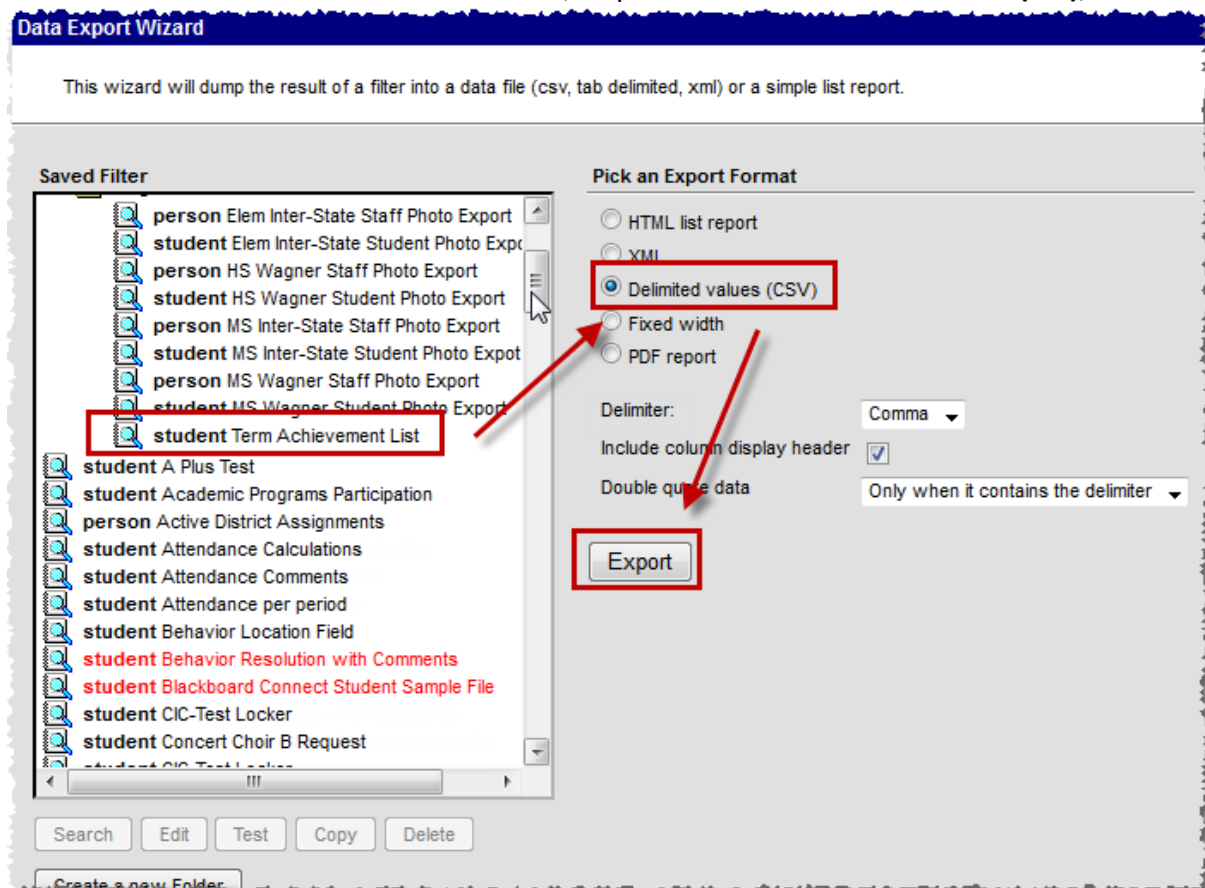
1. Select the upcoming **Year**, **School**, and **Calendar**.



2. Under the **Index Tab** click **Ad Hoc Reporting > Filter Designer**.

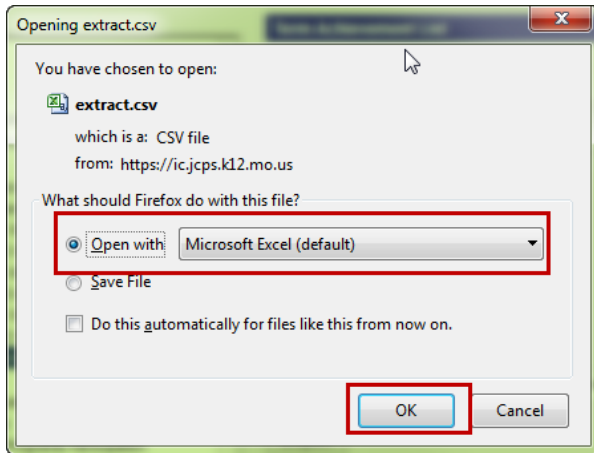


3. Select the **Term Achievement List** filter, Export Format: **Delimited values (csv)**, then click **Export**.



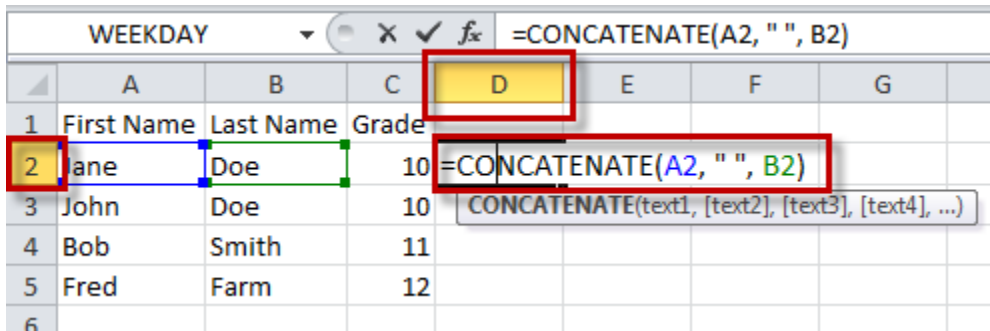
4. Select to **Open** the extract with **Excel**, then click **OK**.

**\*NOTE:** Depending on the Internet browser and version of Microsoft Office being used, the open window may look different than what is pictured.



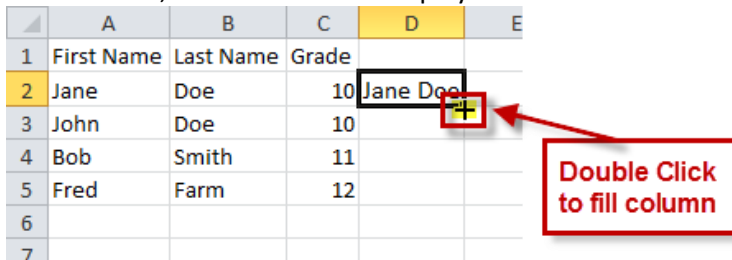
5. Copy and paste the following formula **=CONCATENATE(A2, " ", B2)** into cell **D2** and hit ENTER.

**\*NOTE:** this formula combines the first and last name into one cell



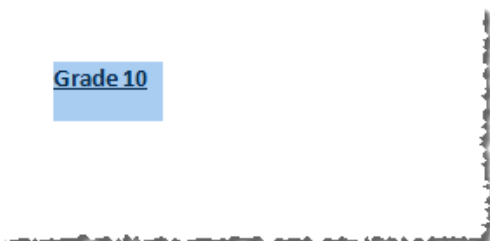
	A	B	C	D	E	F	G
1	First Name	Last Name	Grade				
2	Jane	Doe	10	=CONCATENATE(A2, " ", B2)			
3	John	Doe	10				
4	Bob	Smith	11				
5	Fred	Farm	12				
6							

6. Click back into cell **D2**. In the bottom right corner of the cell will be a **small black box**. Hover your mouse over this box, and a small **+** will display. Double click to fill the formula to the bottom of the spreadsheet.

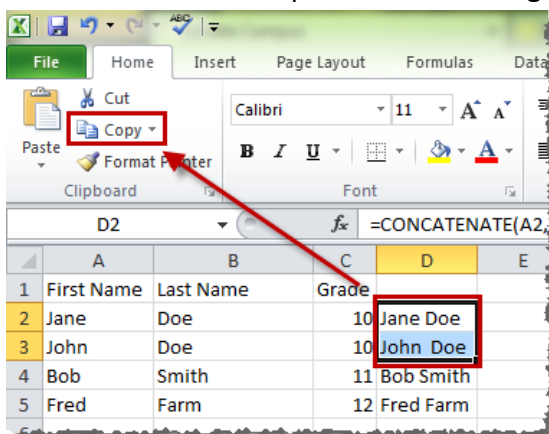


	A	B	C	D	E
1	First Name	Last Name	Grade		
2	Jane	Doe	10	Jane Doe	
3	John	Doe	10		
4	Bob	Smith	11		
5	Fred	Farm	12		
6					
7					

7. Open a blank document in **Word**. Add a header of the grade level you will be pasting into the document.

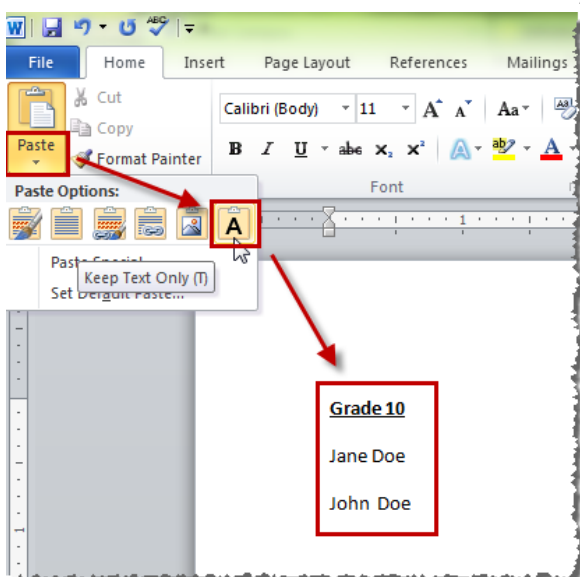


8. Go back to the **Excel** spreadsheet and highlight the names in Column D **by grade**. Click **Copy**.

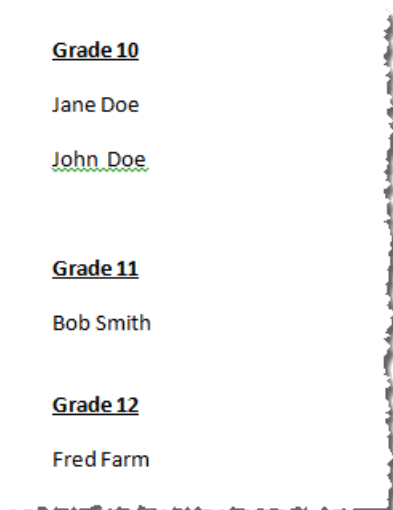


9. Go back to the **Word** document and Select **Home > Paste > A:Keep Text Only (T)**.

**\*NOTE:** Each version of Microsoft Office may look different than what is pictured

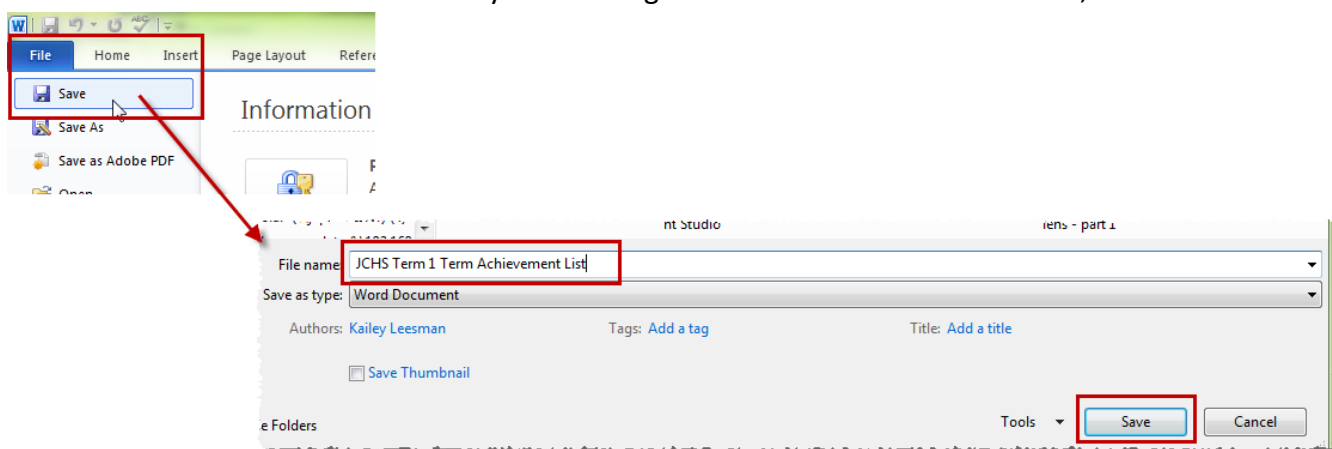


10. Repeat steps 7-9 for the other grade levels until your document is broken down like the image below.





11. Select **File > Save**. Place the name of your building and term in the name of the file, then click **Save**.



12. Email the file to **Terra Parris** in the Community Relations Office.