

# Reports and interface tips

## Reports

The report section of Aplus+ allows us to create and view statistics generated from the attendance and assessment data. This section has three tabs:

- **Overview** – A large list of reports that can be generated
- **Shared Reports** – Reports that other staff, HOFs and administrators have created  
Ask a HOF or campus manager before sharing a report. Because they are visible to all staff across all campuses it is best to only share report that are useful across faculty and/or campuses. Reports can be easily shared with a smaller group of staff by copying and pasting the report url into any communication tool.
- **My Reports** – Reports that you have created and saved

Clicking Shared Reports, then one of the reports will display a table that contains the requested information.











Clicking Change criteria will allow you modify the report to accommodate different courses or qualification or date ranges.

## Interface Tips

### Star pins

from the course list view or from within a course you can assign a range pins to a course to help identify it in your interface. Using the Star Yellow and Star Red pins will make the course available in your home screen.

## Select pins to apply

- |  |  |
|--|--|
| <input type="checkbox"/>  Star Yellow | <input type="checkbox"/>  Star Red      |
| <input type="checkbox"/>  Pin Red     | <input type="checkbox"/>  Pin Blue      |
| <input type="checkbox"/>  Pin Green   | <input type="checkbox"/>  Flag Red      |
| <input type="checkbox"/>  Flag Blue   | <input type="checkbox"/>  Flag Green    |
| <input type="checkbox"/>  Bell Orange | <input type="checkbox"/>  Bookmark Blue |

[Make selection always visible...](#)

Apply

Cancel

## Changing the information shown when viewing student lists

When viewing the list of student from within a course, you can change what information is displayed. Clicking the pencil icon in the top right of the table view will allow you to turn on and off different information. You may wish to display student phone number or not display their date of birth. you can customise the view to display only information that is useful to you.

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