Generating Core Performance Reports in TE – Drill Down Options

1. On the Reports menu, point to Federal Reports, and select Core Performance Measure.

2. Click Generate.

3. This displays the Core Performance Measure Follow-up report, with each page listing eligible learners for each NRS cohort.
4. Once the report is open, a new Navigator bar appears on the left hand side. Here you can generate listers that also display learners by NRS cohort.

5. Review the report. This report includes a page for each NRS cohort, which each page listing the students that qualify for each.

6. Hover your mouse over the data figures contained in the cells. Note: there is no ability to highlight and drill down when selecting specific students or other data elements. However, you can highlight and drill down when hovering over the Cohort name. In this example, click Entered Employment to drill down.

7. This displays the lister with the students that appear on the report page.
8. Click Core Performance Measure Follow-up on the Report Viewer Navigator bar to return to the report.

9. You can also right-click the Cohort name to generate a wider variety of drill down options. Return to the Entered Employment cohort title, and right-click that cell.

- Enter Employment – Table 5 generates the same lister as when drilling down, and matches the listers you can access from the Navigator bar.

- Go to Student Records or Program Enrollments to view or edit additional information contained in those listers.

- The other two options drill down to other reports rather than to listers. Drill Down to Core Performance Diagnostics to view more detailed NRS cohort information for just the students included in that cohort. You can also drill down to the Details Audit.
10. The **Core Performance Diagnostics**, like the Core Performance Measures, lists students by NRS cohort. The Diagnostics report, however, provides more details such as Labor Force Status and Highest Degree Earned that affect whether a student qualifies for the cohorts.

11. “Drill Down to Details” takes you to the **NRS Detail Audit** (on the TE menu, go to Reports – Federal Reports – NRS Detail Audit) which generates a separate page of information for each student. In the drill down example in #11, this option displays 18 pages – one for each student that qualified for the Entered Employment cohort.

12. Once you have navigated to these different reports, use the Report Viewer Navigator to move from report to report.
13. The other report on the TE menu that helps track learners in the NRS cohorts is the **Core Performance Summary Audit**. On the Reports menu, point to Federal Reports, and select Core Performance Summary Audit.

14. This report provides overview data for all learners that qualify for the NRS cohorts.

15. The Summary Audit also provides drill down and right-click options, similar to the Core Performance report.