Records -> Students -> Demographics

Content: The Demographics lister includes student data related to Student ID, gender, ethnicity, race, language, contact information, current employment, and education level.

Created: Whenever a new student ID is added to the database. Students are unduplicated.

Tip: While most demographics fields have a permanent value, a few of these fields are dated. For example, Years of School, Highest Degree or Diploma, and Employment are fields that may change over time and retain a history. Demographic History and Employment History can be found in the Navigator Panel when you open any student record in the Demographic lister.
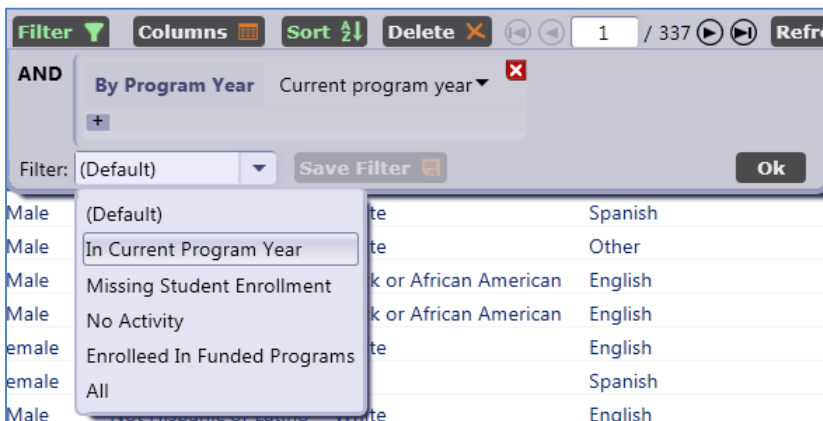
Use to: Review a list of all students in the TE database, or to find students with specific demographics characteristics.

Example(s) Using this Lister:

1. On the Records menu, point to Students, and select Demographics.

2. Click Refresh.
3. For this example, we will explore some of the special filter options.
4. Click the filter button and open the filter drop box.

5. Select In Current Program Year and click Ok. This limits the list to show only student demographics records with activity in the current year.
6. Return to the drop box, select (Default) and click Ok to restore the full list of students.

7. Return to the same drop box, select Missing Student Enrollment, and click Ok.
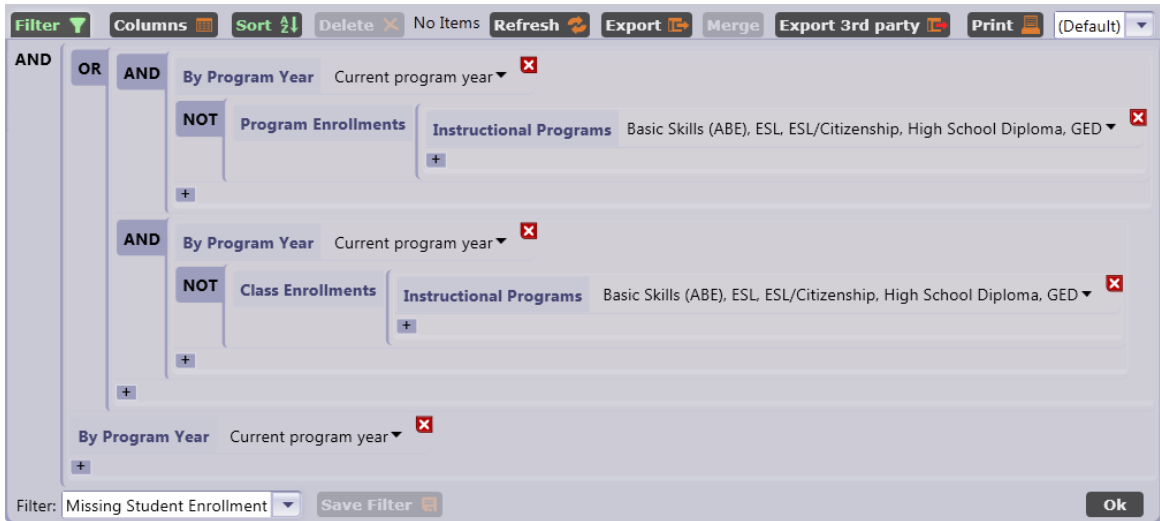
8. Note how TE automatically generates a detailed filter. This limits the list to show only students that DO have current program year activity, but DO NOT have a Program Enrollment or Class Enrollment Record.
9. Return to the same drop box and select (Default). Click Ok.
10. Selecting No Activity in this drop box generates a list of students who have demographics but do not have an enrollment, record, or test.
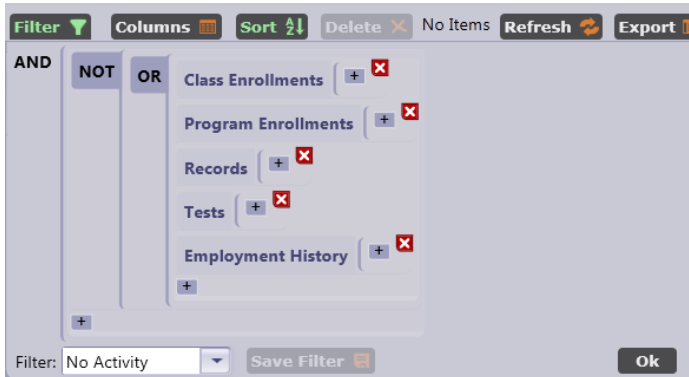
11. Selecting Enrolled in Funded Programs generates a list of students with Program Enrollment records in one of the federally funded instructional programs (ABE, ESL, ESL/Citizenship, High School Diploma, GED).
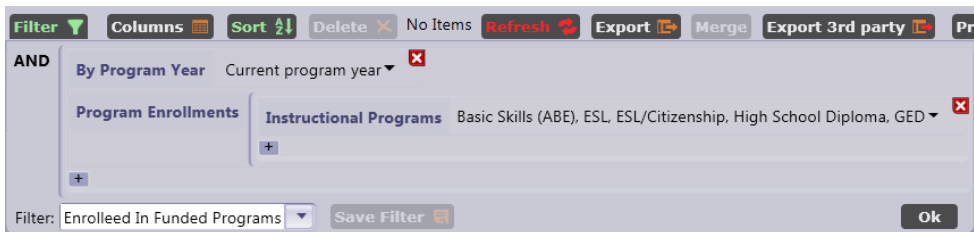
12. Select (Default) in the Filter drop box to return to the full list of students.