

Records -> Students -> Records

Content: The Student Records lister collects data on personal status, labor force, goals, results and workplace related information like income and hours per week.

Created: When any dated record is created or updated related to personal status, goals and workplace information. Students are duplicated.

Tip: Filter on Labor Force Status to quickly find students who have not completed that field.

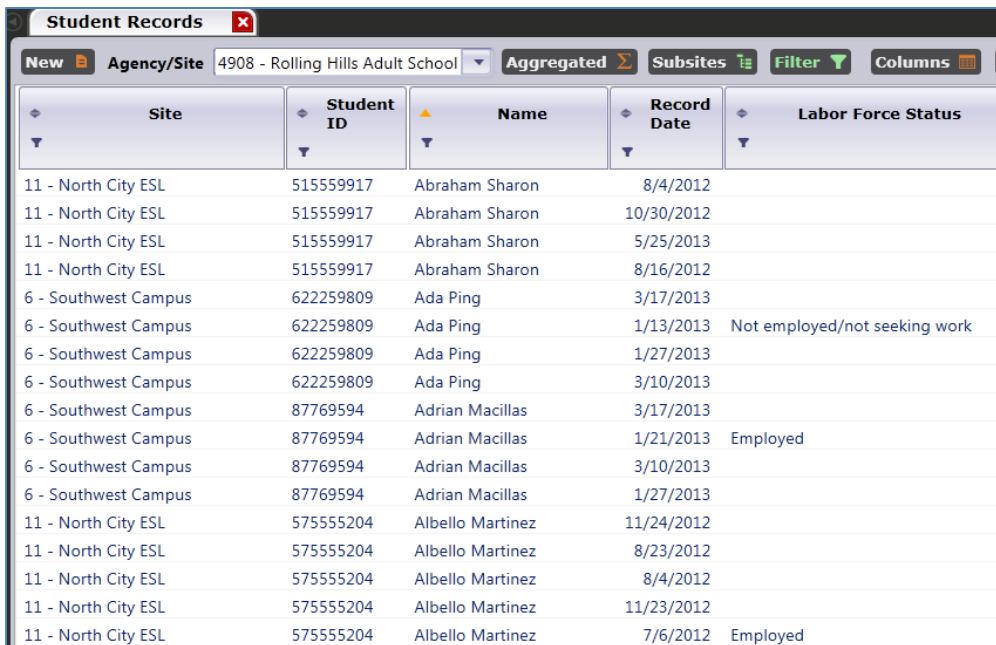
Use to: Find students by goals, results or personal status.

Example(s) Using this Lister:

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

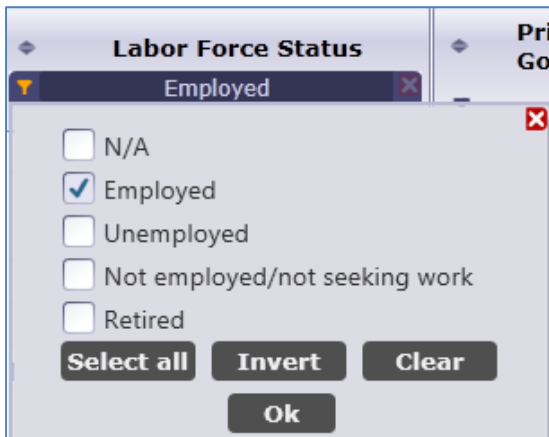


2. Click Refresh.
3. For this example, we will compare the number of students with Labor Force Status = "Employed" versus the number = "Unemployed."
4. Click the sort button (the arrow) above the Name column. Note that this lister displays a duplicated list of students, and that only one record per student includes Labor Force Status.



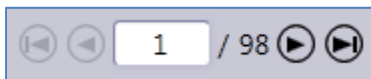
Site	Student ID	Name	Record Date	Labor Force Status
11 - North City ESL	515559917	Abraham Sharon	8/4/2012	
11 - North City ESL	515559917	Abraham Sharon	10/30/2012	
11 - North City ESL	515559917	Abraham Sharon	5/25/2013	
11 - North City ESL	515559917	Abraham Sharon	8/16/2012	
6 - Southwest Campus	622259809	Ada Ping	3/17/2013	
6 - Southwest Campus	622259809	Ada Ping	1/13/2013	Not employed/not seeking work
6 - Southwest Campus	622259809	Ada Ping	1/27/2013	
6 - Southwest Campus	622259809	Ada Ping	3/10/2013	
6 - Southwest Campus	87769594	Adrian Macillas	3/17/2013	
6 - Southwest Campus	87769594	Adrian Macillas	1/21/2013	Employed
6 - Southwest Campus	87769594	Adrian Macillas	3/10/2013	
6 - Southwest Campus	87769594	Adrian Macillas	1/27/2013	
11 - North City ESL	57555204	Albello Martinez	11/24/2012	
11 - North City ESL	57555204	Albello Martinez	8/23/2012	
11 - North City ESL	57555204	Albello Martinez	8/4/2012	
11 - North City ESL	57555204	Albello Martinez	11/23/2012	
11 - North City ESL	57555204	Albello Martinez	7/6/2012	Employed

5. Click the Add Filter button above the Labor Force Status column. Select Employed.



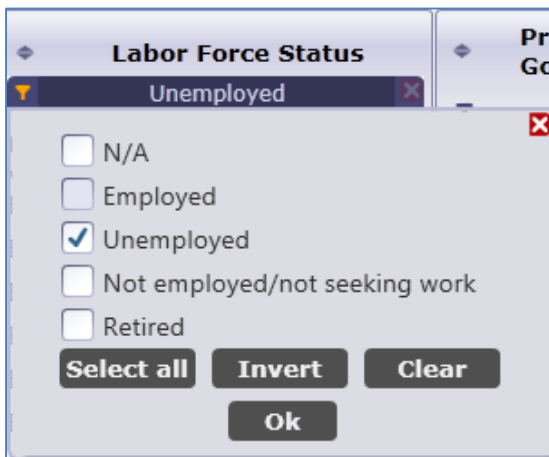
The screenshot shows a dialog box titled "Labor Force Status" with a close button (X) in the top right corner. Below the title bar, there is a search bar containing the text "Employed". Below the search bar, there are five checkboxes with corresponding labels: "N/A", "Employed", "Unemployed", "Not employed/not seeking work", and "Retired". The "Employed" checkbox is checked, while the others are unchecked. At the bottom of the dialog box, there are four buttons: "Select all", "Invert", "Clear", and "Ok".

6. In this example, the filter identified 98 employed students.



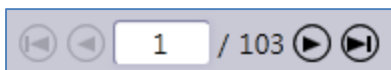
The screenshot shows a pagination control with a left arrow, a right arrow, a text box containing "1", a slash, and the number "98", followed by a left arrow and a right arrow.

7. Return to the Labor Force Status column, click Add Filter, and this time select Unemployed. Be sure to uncheck Employed.



The screenshot shows a dialog box titled "Labor Force Status" with a close button (X) in the top right corner. Below the title bar, there is a search bar containing the text "Unemployed". Below the search bar, there are five checkboxes with corresponding labels: "N/A", "Employed", "Unemployed", "Not employed/not seeking work", and "Retired". The "Unemployed" checkbox is checked, while the others are unchecked. At the bottom of the dialog box, there are four buttons: "Select all", "Invert", "Clear", and "Ok".

8. This filter identified 103 unemployed students.



The screenshot shows a pagination control with a left arrow, a right arrow, a text box containing "1", a slash, and the number "103", followed by a left arrow and a right arrow.