

MO DVT

Understanding and Creating Custom Student Reports

Custom Student Reports

Custom Student Reports enable you to create and save lists of students for future reference. If your account does not include access to Student Reports, you will not see Custom Student Reports in the Reports menu.

Custom Student Reports remain in MO DVT until the next year of reporting is released.

Only a building admin can create Custom Student Reports to share with other building users within their school. The building admin can assign these reports, and any building user with account management access may share reports initially created and shared by the building admin.

Steps to Create Custom Student Reports

1. Log in to MO DVT and scroll over the Reports tab.
2. Select **Custom Student Reports**.
3. Click **Create a New Report**.
4. A new window prompts you to name your report. Enter the title of your choice and click **Create**.
5. Select options to narrow your search and click **Submit**.
6. Once the list of students appears, select individual students or choose to select all pages of students from the buttons at the top or bottom of the screen.
7. After selecting your students, click **Add Selected Students**. This final step creates the report and populates it with the selected students.

More Information About Custom Student Reports

To view detailed information about Custom Student Reports in Help, please click **Help** to the right of the MO DVT page and follow the steps below.

1. Once in Help, click **Reports**.
2. Next, click **Student Reports**.
3. Then, click **Custom Student Reports**. This provides information about Viewing Existing Reports, Assigning a Custom Student Report, Modifying Reports, Understanding the Report, and Using the Report.