

# Instructions on Viewing The Highly Qualified Teachers and Equity Data Surveys Summary Reports

1. Select Equity Data Survey or HQ Reports tab of main menu.
2. Under the **Select Report Year** section, choose the school year for the desired report.
3. In the **Select Report** section, click on report.
4. A new page will appear displaying the **Report Details**.
5. The **Notes** section provides additional information about how to run the report.
6. In the **Additional Parameters Section**, select the report parameter options in the order they are listed:
  - a. **Organization Type:** Select the appropriate level for the report, either Campus level, District level, Region level or State level.
  - b. **District Name:** The items listed here vary based on the Organization Type selected.
    - If Organization Type is Campus Level, a list of districts and charter schools is displayed.
    - If Organization Type is District, Region, the only option is to select “List all Organizations”.

Select a district or charter school; or select “List all Organizations”.

- c. **Organization:** The items listed here also vary based on the Organization Type selected.
      - If Organization Type is Campus Level, and a district or charter school has been selected, a list of campuses is displayed.
      - If Organization Type is District Level, and “List all Organizations” has been selected, a list of districts and charter schools is displayed.
      - If Organization Type is Region Level, and “List all Organizations” has been selected, a list of regions is displayed.
      - If Organization Type is State Level, and “List all Organizations” has been selected, the only option is to select “Statewide”.
- Select a campus; district or charter school; region; or “Statewide”.
- d. **Report Type:** Select High Poverty, Low Poverty, High Minority or Low Minority if you wish to filter the report data for one of these designations. Select All to have no filter.
  7. Click on the **Generate Report** button in the lower right of the screen. If there are no records retrieved for the parameters selected, the following message will display on the report: \*\*\* There is no data available for the parameters selected \*\*\*

Click on the close button and start the process again. Once the report has been generated,

8. **Print** the report by clicking on the small print icon just above the report on the left. A Print Options window appears. Click on the radio button for “All” or select certain pages in a range to print. Then click on the OK button.
  9. **Export** the report by clicking on the button with an envelope and an arrow, located just above the report on the left. An Export Options screen appears. Click on the radio button for “All” or select certain pages in a range to export. Select the document format desired for the export. Formats available include the Crystal Reports, Adobe .pdf, MS Word, MS Excel and Rich Text Format. Click on the OK button and export the report.