

SSC Campus – Report Library

Below you will find a comprehensive list of all reports within the platform. In each report you are able to filter the results by using the Advanced Search filters. Some reports have additional filters that apply specifically to that report. In addition, all reports house data specific to the term, and some reports have the option to 'ignore term', so keep that in mind as you are running reports. All reports are exportable to excel, you can get to this by clicking actions and export to excel. Also within the actions you can hide/show specific columns that apply to that particular report.

Finally, all reports are "actionable", which means that you can take action directly from the search results. In some reports you can create campaigns, add appointments, send messages, view appointment details, add reports and notes, and add availabilities.

Reports that are helpful to Advisors include, but are not limited to:

- **Daily Appointment Reports**
 - This will give you a list of all appointments upcoming for the date range that you need
- **Advisor Summaries Report**
 - This will give you a list of all of your summary reports created during a specified date range. You can run this per student or for a large group of your students.
- **Note Report**
 - This will give you a list of all of your notes created during a specified date range. You can run this per student or for a large group of your students.
- **Students with/without Advising Appointments**
 - This will give you a list of all of the students that have not yet met with you during a specified date range. This report will also let you send an appointment campaign from the actions menu.

Progress Reports

Student Progress Reports

This report provides a simple summary of the student's academic progress. The report displays students who received any type of Progress Report for their course(s) for the given term. This report identifies if a student is "At-Risk" or not for a course, and provides the comments about the student's progress, displays number of absences, and displays grade associated to the Progress Report.

- Fields: GF Evaluation ID; GF User ID; Student; Student Name; Category List; Course; At Risk?; Number of Absences; Grade; Comment; Evaluation Created By; Date submitted.

Detailed Student Progress Reports

This report provides more information as it relates to a student's academic progress in a course in which a progress report has been submitted. This report displays

students who received any type of Progress Report for their course(s) for the given term. This report identifies if a student is “At-Risk” or not for a course, and provides the comments about the student’s progress, displays number of absences, displays grade associated to the Progress Report, and also Midterm and Final grades, informs faculty if the report was from an Early Alert – Progress Report Campaign initiative or not, and displays drop status for the course.

- Fields: GF Evaluation ID; GF User ID; Student; E-mail address; Home phone; Cell phone; Class; Sex; Race; Major; Categories; Section; Course number; Course; At risk?; Number of absences; Grade; Comment; Date submitted; Evaluated by; Dropped?; Course dropped at; Midterm grade; Final grade; Completed; From Campaign.

Student Progress Reports Flagged At-Risk

The report is a condensed version of the Student Progress Report that only displays those students who have been marked At-Risk by faculty.

- Fields: GF Evaluation ID; GF User ID; Student Name; Category List; Course; At Risk?; Number of Absences; Grade; Comment; Evaluation created by; Date submitted.

Detailed Students Flagged At-Risk

This report displays the same type of information as the Student Progress Reports Flagged At-Risk, and identifies if the At-Risk status was from the Early-Alert Progress Report Campaign or not.

- Fields: GF Evaluation ID; GF User ID; Student; E-mail address; Home phone; Cell phone; Class; Sex; Race; Major; Categories; Section; Course number; Course; At risk?; Number of absences; Grade; Comment; Date submitted; Evaluated by; Dropped?; Course dropped at; Midterm grade; Final grade; Completed; From Campaign.

At-Risk Progress Reports and Tutor Appointment:

This report shows a list of students who have been marked At-Risk by faculty and if the student received tutoring services.

- Fields: GF User ID; GF Evaluation; Student ID; Student Name; E-mail address; Major; Categories; GF Course ID; Section; Course number; Course; Dropped; Course dropped at; Midterm grade; final grade; Date submitted; At Risk?; Number of absences; Grade; Comment Tutor appointment; Id.

At-Risk Progress Reports and Advisor Appointment

This report shows a list of students who have been reported At-Risk in a course and any advisor appointments. This report shows if students who are marked At-Risk are being processed effectively with advisor appointments. Also, with Dropped Dates, Advisor Appointment Dates, and Grades, the report shows effectiveness of those actions.

- Fields: Student Name; Email Address; Major; Categories; Section; Course No; Course; Dropped?; Midterm Grade; Final Grade; Date Submitted; At Risk?; Number of Absences; Grade; Comment; Advisor Appointment Created;

Appointment Count; Student Attended; Instructor; Instructor Name; Alert Reasons

Progress Report Requests

This report displays all Progress Report requests by professor and Student during the date range selected.

- Fields: Student Name; Student ID; Class; Section; Course No; Course; Name; Created At; Response; At Risk?; Grade; Comment; Number of Absences; Date Submitted; Alert Reasons; Dropped?; Dropped At; Instructor name

Alerts & Cases Reports

Alerts

This report will display all Alerts issued on students between the date range selected. This report is filterable by Alert Reason as well.

- Fields: Student Name; Alert Reasons; Created at; Issued By; Associated Courses; Tags

Cases

This report will display all Cases opened or closed on students between the date range selected. This report is filterable by Alert Reason and Case opener as well.

- Fields: Student ID; Alternate ID; Student Name; Email Address; Cell Phone; Open; Alert Reasons; Created At; Course No; Campaign; Issued By; Assignees; Closed At; Closed By; Tags; Comments; Closed Reason

Absence & Enrollment Reports

Absences

This report displays any and all absences recorded within a specific date range.

- Fields: GF User ID; Enrollment; Student ID; Student; Student Name; Category; GF Section ID; Course #; Section; Course; Total Class Absences; Total Class Excused; Total Absences; Total Excused; Enrollment.

Absence Details

This report display any and all absences recorded within a specific date range.

- Fields: GF User ID; GF Absence ID; Student ID; Student; Student Name; Categories; GF Section ID; Course #; Section; Course; GF Absence ID; Absence Date; Absence is Excused; Absence Comment; Creator; Creator External; Creator Name; Created at.

All Recorded Attendances

This report displays all attendances taken between specific date ranges. It will show whether attendance has been taken and if a student was marked absent, present or tardy.

- Fields: Unique; GF User ID; Student; Student External; Student Name; Categories; Course; Instructors; Course Time; State; Excused?; Comment.

Assignment & Miscellaneous Reports

Sections with/Without Attendance:

This report will display all of the courses that have had any recorded attendance or not. You are able to filter on Date, Complete, Incomplete, or No Response.

- Fields: Instructor, Instructor Name, Course, Course Time, Recorded, Attendance Count, Attendance Recorded At, Attendance Creator Name.

Dropped Classes

This report shows any and all student who have dropped a class.

- Fields: GF User ID; GF Enrollment ID; Instructor; Student ID; Student; Student Name; Course #; Section; Course; Class Times; Begin Date Time; End Date Time; Monday; Tuesday; Wednesday; Thursday; Friday; Instructor; Course Dropped at; Last Day of Attendance.

Non-Campaign Enrollment Census Report

This report pulls from attendance information and will display the last day of attendance, and/or other enrollment information as provide by instructors.

Users Who Have Logged In

Displays a list of all users who have logged into SSC Campus - this report does not populate info if your institution is using SSO

- Fields: GF User ID; Student; Student name; E-mail address; Cell phone; Activated on; edit

Users Who Have Not Logged In

Displays a list of all users who have not logged into SSC Campus - this report does not populate info if your institution is using SSO

- Fields: GF User ID; Student; Student name; E-mail address; Cell phone; Activated on; edit

Student Assignments Report:

Generates a list of all student assignments that have been created for students.

Student Assignments Past Due Report

Generates a list of all student assignments that are considered past due for students.

Professors Active for Term

Displays a list of all professors that are active for the current term.

- Fields: Professor; GF User ID; Student ID; Professor name; E-mail address; work phone; Classes taught; Activated at; Absences marked; Progress report.

Study Hall Reports

Students Currently Checked In

Displays a list of all students who are currently checked into study hall.

Students who Recently Checked Out

Displays a list of all students who were recently checked out of study hall as of today. This report refreshes each day.

Charity Time

Displays charity times that have been assigned to students within a specific date range.

Completed Required Study Hours

Displays a list of students who have completed their required weekly study hall hours.

Did Not Complete Required Study Hours

Displays a list of students who have not completed their required weekly study hall hours.

Weekly, Monthly, Term Time

This report will display all Study Hall time required and captured within the date range that is chosen.

- Last Name, First Name, Class, Categories, Required Time Per Week, Required Time per Date Range, Total Time, Remaining Time, Student ID.

History Log:

Displays a detailed history log of a study hall time logged by students within a specific date range.

Student Information Reports

Students Active for Term

Lists all students who are considered active for the current term.

- Fields: Student; GF User ID; Student ID; Student name; E-mail address; cell phone; Term credit hours; Name; Majors; Overall gpa; Minutes per week; Enrolled courses; Dropped courses; Absences; Unexcused absences; Categories; Tags; Is at risk; Date of birth; Race; Activated at; Address 1; Address 2; City; State; Zip.

Students with/without Advisors

The following is a list of students with their advisors. Each student is listed for each advisor. If a student has multiple advisors, he will be listed twice, which allows for easier processing in Excel.

- Fields: Student; Unique; GF User ID; Student ID; Student name; E-mail address; class; Cell phone; Categories; Majors; Advisors name; E-mail address; Assigned through.

Students with Courses

This report gives a summary for each student's courses this term. Due to the size of the report, if the report does not load try one of the following 1) filter to smaller groups (i.e. category, tag, or classifications) or 2) export to Excel without showing on screen by clicking "Print Report" to the right without "Searching." Using this report in Excel, you can weight absences, at-risk evaluations, tutor requests, and tutor appointments.

- Fields: Student name; GF Enrollment ID; Student ID; GF User ID; E-mail address; Cell phone; Total credit hours; Name; Majors; Course name; Dropped?; Course dropped at; Midterm grade; Final grade; Total evaluations; At risk evaluations; Absences; Excused absences; Tutor requests; Tutor requests fulfilled; Tutor appointments

Students by Category and Course

This report displays each student's course schedule (Course Starts On; Course Ends On; Class Starts At; Course Ends At; Meeting Day(s); and Meeting Location).

- Fields: GF user ID; Unique; Student ID; Student Name; Categories; Classifications; Majors; Cumulative GPA; Term credits; Section; Hours; Course #; Course; Starts on; Ends on; Class starts at; Class ends at; Meets; Location; Midterm grade; Final grade; Dropped?; Courses dropped at; Number of absences; Projected grade; Professor comments; Completed by.

Notes

This report will display any and all notes that have been created for a student within a specific date range.

- Fields: GF User ID; GF Note ID; Author; Student; Student ID; Student name; Note; Due at; Is completed; Created at; Authors name; Edit note.

Student Services Reports

Student Services

This report will show all student services utilized by each student. This report is filterable by location and service.

- Fields: Created At, Student ID, Student Name, Categories, Appointment Reasons, Appointment Comments, Appointment Type, Course, Course Number, Date of Birth, Cumm. GPA, Term GPA, Email Address, Class, Majors, Tags, Race, Check In Location, Visit State, Visit Type, Visit Modified At, Duration, Check In Date, Check Out Date, Check Out Location, Checked out From Report, Checked out From Profile, Tutor Name, Advisor Name, Report Summary

Student Services by Section

This report shows all services utilized by student and the section in which they are enrolled. This report is filterable by location and service.

- Fields: Created At, Student ID, Student Name, Categories, Appointment Reasons, Appointment Comments, Appointment Type, Course, Course Number, Date of Birth, Cumm. GPA, Term GPA, Email Address, Class, Majors, Tags, Race, Check In Location, Visit State, Visit Type, Visit Modified At, Duration, Check In Date, Check Out Date, Check Out Location, Checked out From Report, Checked out From Profile, Tutor Name, Advisor Name, Report Summary, Sections, Section External ID

Tutor Reports

Tutor Appointments

This report lists students who received any tutoring services (Drop-Ins or Scheduled Appointments, and/or Reasons/Services) within a specified date range.

- Fields: GF User ID; Evaluation ID; Tutor; Student; Begin date time; Location; Reported duration; Tutor name; Student ID; Student name; Course #; Appointment reason; Appointment comments; Is report filed.

Tutor Appointment Details

This report is shows the same information as the Tutor Appointments Report, and also provides a summary of what was covered in the tutoring session. The additional information allows for more in-depth analysis.

- Fields: GF User ID; Evaluation ID; Tutor; Student; Student ID; Tutor name; Tutor external; Student name; Categories; Student external; Appointment created; Begin date time; End date time; Duration; Location; Reported duration; Is report filed; Is no show; Unused slots; course #; Course; Appointment reason; Appointment comments; Summary.

Tutor Summaries

This report will show you all summary reports for tutoring created during the date range that you have chosen. You are able to filter by tutor, location, or service within this report.

- Fields: GF User ID; GF Evaluation ID; Student Name; Student ID; Organizer Name; Categories; Appointment Reason; Appointment Comments; Course #, Course, Appointment Type; Appointment Date; Date Submitted; Appointment Created By; Class; Duration; Reported Duration; Did Attend; Follow-Up: Tutor Report; Explain Material?; Prepared?; Upcoming Assignment; Better Understand?; Positive Response?; ON time?; Objectives; Assignments; Goals; Study Skills; Summary.

Tutor Detail Summaries

This report will show you all summary reports for tutoring created during the date range that you have chosen. You are able to filter by tutor, location, or service within this report.

- Fields: GF User ID; GF Evaluation ID; Student Name; Student ID; Organizer Name; Categories; Major; Term Credits; Appointment Reason; Appointment Comments; Course #, Course, Appointment Type; Appointment Date; Date Submitted; Appointment Created By; Class; Duration; Reported Duration; Did Attend; Follow-Up: Tutor Report; Explain Material?; Prepared?; Upcoming Assignment; Better Understand?; Positive Response?; ON time?; Objectives; Assignments; Goals; Study Skills; Summary.

Daily Tutor Appointments Report

This report shows a list of the current day's tutoring appointments.

- Fields: GF User ID; Tutor; Student; Begin date time; Tutor name; Student ID; Student name; Categories; course #; Course; Appointment reason; Appointment comments; Reported duration; Student phone; Student email; Tutor cell phone; Student work phone; Tutor email.

Tutor No-Shows

This report only applies to Scheduled Tutoring Appointments and displays students who were marked as a No-Show to their scheduled tutoring appointment.

- Fields: Tutor; GF Evaluation ID; GF User ID; Student; Begin date time; Tutor name; Student ID; Student name; Appointment created; Course #; Course; Appointment reason; Appointment comments; Summary.

Tutor Cancellations

This report will show you all Tutoring appointments that have been cancelled within the date range that you have chosen. You are able to filter on tutor, location, service, or cancellation reason.

- Fields: Student name; Classification; categories; Appointment Reasons ; Appointment Type; Location; Begin Date Time; Cancelled On; Counted As No Show; Appointment Cancelled By; Cancellation Reason; Cancellation Comment; Appointment Created By

Tutor Stats

The tutor Stats Report gives the tutor coordinator the ability to view exactly how their tutors are being utilized in regards to tutor appointments. This report was designed to help users manage/maintain specific tutor utilization levels.

- Fields: GF User ID; Tutor; Student ID; Tutor name; Student count; Appointment count; Appointment attendance; Evaluation count; Schedules; Walkins; No show count; Logged time; Calendar time.

Tutor Requests Report

This report lists out each Tutor Request that is made within the platform. Within the report you can view if a request has been matched or not, the course, and student name.

- Fields: GF User ID; Created at; Student ID; Student name; Email address; Class; Comment; Course dropped at; Midterm grade; Final grade; Section; Course #;

GF course ID; Course; Is matched; Matched at; Tutor name; Meeting times; Begin date time; Requested by.

Tutor Requests by Course

This report lists tutors by the course and availability. Please note, when using 'Export to Excel' for this page, the export will contain one line per 'Availability' set by the tutor. Therefore, some tutors and courses will be listed multiple times. This allows for better data manipulation within Excel.

- Fields: Course; Course #; Number of tutor requests.

Tutors by Course

This report lists tutors by the course and availability. Please note, when using 'Print Report' for this page, the export will contain one line per 'Availability' set by the tutor. Therefore, some tutors and courses will be listed multiple times. This allows for better data manipulation within Excel.

- Fields: GF User ID; Student name; Cell phone; Email address; Course #; Course; Maximum tutor hours; Available times; Begin time; Sunday; Monday; Tuesday; Wednesday; Thursday; Friday; Saturday; End Time.

Tutor Availabilities

This report will display all availabilities for Tutor users. In this report you can add, remove, and edit availabilities. You are also able to add availabilities en masse for Tutors.

- Fields: Tutor Name; Location; Student Services; Courses; Available Times; Begin Time, End Time; Days; Is Active; Duration; Purpose

Tutor Payroll Reports Tutor Payroll Approval:

The reports provided for Tutor Payroll Approval allow tutor management staff to review all timesheets (both submitted and not submitted yet) for their tutors, based on a selected pay period. You can select one or more timesheets and approve them. Once approved, the timesheet will be available to print as a one-page document, suitable to turn into the financial office for payment.

Tutor Payroll Reports

Payroll Approval

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Tutor Hours Summary

This report generates payroll summary sheets (or timesheets) for tutors that, for the selected pay period, have been approved by tutor administrators. These sheets are

printable as one-page documents that can be turned in to the financial office for payroll processing.

Detailed Tutor Hours Summary

This report generates payroll detailed sheets (or timesheets) for tutors that, for the selected pay period, have been approved by tutor administrators. These sheets are printable as one-page documents that can be turned in to the financial office for payroll processing.

Advisor Reports

Advisor Appointments Report

Report that displays specific advisor appointments within a specified date range. This is a summary report.

- Fields: GF User ID; Advisor Name; Begin Date Time; Duration; Reported Duration; Location; Appointment Type; Student ID; Student Name; Appointment Reason; Appointment Comments; Is Report Filed.

Advisor Appointment Details

Report that displays specific advisor appointments within a specified date range. This is a detailed report.

- Fields: GF User ID; Advisor Name; Student Name; Student ID; Begin Date Time; End Date time; Appointment Created By; Duration; Location; Appointment Type; Is Report Filed; Is No Show; Summary.

Students With/Without Advising Appointments

This report will display all students that have with or without an advising appointment between the date ranges chosen. This report is filterable by Advisor, Location, and Service.

- Fields: Student Name; Had Appointment; Student; Assigned Advisors; Categories; Tags; Student Email Address; Majors; Classifications; Appointment Type; Date of Appointment; Appointment Advisor; Was Cancelled; Cancellation Date; Is no Show; Is Report Filed; Calendar Instance

Advisor Summaries

This report will show you all summary reports for advising created during the date range that you have chosen. You are able to filter by tutor, location, or service within this report.

- Fields: GF User ID; GF Evaluation ID; Student Name; Student ID; Organizer Name; Categories; Appointment Reason; Appointment Comments; Course #, Course, Appointment Type; Appointment Date; Date Submitted; Appointment Created By; Class; Duration; Reported Duration; Did Attend; Follow-Up: Tutor Report; Explain Material?; Prepared?; Upcoming Assignment; Better Understand?; Positive Response?; ON time?; Objectives; Assignments; Goals; Study Skills; Summary.

Advisor Detail Summaries

This report will show you all summary reports for advising created during the date range that you have chosen. You are able to filter by tutor, location, or service within this report.

- Fields: GF User ID; GF Evaluation ID; Student Name; Student ID; Organizer Name; Categories; Major; Term Credits; Appointment Reason; Appointment Comments; Course #, Course, Appointment Type; Appointment Date; Date Submitted; Appointment Created By; Class; Duration; Reported Duration; Did Attend; Follow-Up: Tutor Report; Explain Material?; Prepared?; Upcoming Assignment; Better Understand?; Positive Response?; ON time?; Objectives; Assignments; Goals; Study Skills; Summary.

Daily Advisor Appointments

This is a report that displays all advisor appointments for a specific day or date range.

- Fields: GF User ID; Organizer; Student ID Begin Date Time; Appointment Type; Duration; Reported Duration; Assigned Advisor; Categories; Appointment Reason; Appointment Comments; Student Phone; Student Email; Advisor Phone; Advisor Email; Appointment Created.

Advisor Activity Report

This report will display all appointment activity in the platform during a specific date range chosen. You are able to filter on Advisor, Location, and Reason. All of the data is student specific showing you the details of those activities.

- Fields: Created at; Student ID; Categories; Appointment Reason; Appointment Comments; Appointment Type; Course Number; Course Name; Date of Birth; Cumm. GPA; Term GPA; Email Address; Class; Majors; Tags; Race; Visit; Location; Check in Location; Checked out From Report; Checked out from Profile; Advisor Name; Begin Date Time; End Date Time; Appointment Created At; Scheduled Duration; Location

Advisor Cancellations

This report will show you all Advising appointments that have been cancelled within the date range that you have chosen. You are able to filter on advisor, location, service, or cancellation reason.

- Fields: Student name; Classification; categories; Appointment Reasons; Appointment Type; Location; Begin Date Time; Cancelled On; Counted As No Show; Appointment Cancelled By; Cancellation Reason; Cancellation Comment; Appointment Created By

Advisor No-Shows

This report displays a list of those students who were marked as a no-show for their advisor appointments.

- Fields: Advisor Name; GF User ID; Student Name; Student ID; Begin Date Time; Appointment Created By; Appointment Reason; Appointment Comments; Summary.

Advisor Stats

This report will give you statistical numbers for each advisor. This report will show you how many appointments; student counts, and reports that the advisor has had during the specified date range.

- Fields: Advisor Name; Student Count; Appointment Count; Appointment Attendee Count; Evaluation Count; Attended Count; No Show Count; Cancelled Count; Scheduled; Walk Ins; Logged Time; Calendar time

Advisor Conversation Stats

This report will display how many texts, emails, and phone calls that each advisor has initiated during the date range selected.

- Fields: Advisor Name, Email Send Count, SMS Count, Phone Call count

Advising Request Report

This report lists out each Advisor Request that is made within the platform. Within the report you can view if a request has been matched or not and student name.

- Fields: Created At; Student ID; Student Name; Reason; Email Address; Class; Comment; Is matched; Matched At; Matched By; Advisor; Advisor Name; Email Address; Name; Location; Meeting Times; begin Date time; End Date Time; Monday; Tuesday; Wednesday; Thursday; Friday; Saturday; Sunday; Requested by; Creator

Advisor Availabilities

This report will display all availabilities for Advisor users. In this report you can add, remove, and edit availabilities. You are also able to add availabilities en masse for Tutors.

- Fields: Advisor Name; Location; Student Services; Courses; Available Times; Begin Time, End Time; Days; Is Active; Duration; Purpose

Summary Reports

Advisor & Tutor Summaries

The Student Summary Reports shows both advising and tutoring evaluations for appointments. Below, only appointments with evaluations will show. To find appointments without evaluations, please use the 'Tutor Appointments' or 'Advisor Appointments' reports.

- Fields: GF User ID; Student ID; Advisor; Evaluation Count; Attended Count; No Show Count; Scheduled; Walk-ins; Logged Time; Calendar.

Advisor & Tutor Summaries Detail

The Student Summary Reports shows both advising and tutoring evaluations for appointments. Below, only appointments with evaluations will show. To find appointments without evaluations, please use the 'Tutor Appointments' or 'Advisor Appointments' reports.

- Fields: GF User ID; GF Evaluation ID; Student Name; Student ID; Organizer Name; Categories; Appointment Reason; Appointment Comments; Course #, Course, Appointment Type; Appointment Date; Date Submitted; Appointment Created By; Class; Duration; Reported Duration; Did Attend; Follow-Up: Tutor Report; Explain Material?; Prepared?; Upcoming Assignment; Better Understand?; Positive Response?; ON time?; Objectives; Assignments; Goals; Study Skills; Summary.

Cancellation Summaries

This report will display all cancellations during the date range selected. You are able to filter off of Student Service, Location, and Cancellation Reason in this report.

- Fields: Student Name; Classification; Categories; Organizer Name; Appointment Reason; Appointment Type; Location; Begin Date Time; End Date Time; Cancelled on; Counted as no show; Appointment Cancelled By; Cancellation Reason; Cancellation comment; Appointment Created by

Cancellation Summary Statistics

This report will display total numbers of cancellations, total appointments created, and the percentage of appointments that were cancelled.

- Fields: Cancellation Reason; Recorded Cancellations; Percentage of cancelled appointments