

**Overview:** Flexible Student Reporting is for Staff to create their own Student Reports with many options on input and output

**Users:** PeopleSoft Student Administration Staff

## Requesting Report Data

Log into MyFresnoState Portal (my.fresnostate.edu)

In **Reports Portfolio**, under the **Student Administration** heading in the **Student Records** area, click on the **Flexible Student Reporting**

For each different kind of report you need, you may want to save your inputs by adding a new [Run Control](#).

There is a lot on this page, it can look confusing.

Take it one question at a time, and answer logically.

The screenshot shows the 'Flexible Student Reporting' interface. At the top, it says '(Fresno) Flexible Student Reporting' with a help icon. Below that, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button with a '19' next to it. The 'Run Control ID' is '1-Example'. The main section is titled 'Select Criteria;' with a note '(Terms are required, all other are optional)'. It contains various input fields and checkboxes, numbered 2 through 17. A red arrow labeled '1) Start Here' points to the 'Reset Page to Defaults' button at the bottom. Below the criteria section is 'Select Optional Output Fields;' with a note '(Included: Term, Career, Prgm, Plan, Name, & ID)'. It contains checkboxes for various data points, numbered 18. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

(Fresno) Flexible Student Reporting ?

Run Control ID: 1-Example Report Manager Process Monitor 19) Run

Select Criteria; (Terms are required, all other are optional)

2) \*First Term: [ ] Last Term: [ ]

3) If a student in many terms, report which term? All: [ ] Only First: [ ] Only Last: [ ]

4) Request Data as of: Today's Date: [ ] Start of Reported Term: [ ]

5) Which type of Student? All Eligible Students: [ ] Only Enrolled Students: [ ]

6) Undergrad: [ ] Postbac: [ ] Credit Extension: [ ] Non-Credit Ext: [ ] Only OpenU: [ ]

7) Grade Level? Freshman: [ ] Sophomore: [ ] Junior: [ ] Senior: [ ] Pbac: [ ]

8) Ethnic Origin? African American: [ ] Asian: [ ] Hispanic: [ ] Decline: [ ]  
American Indian: [ ] Caucasian: [ ] Pacific Islands: [ ]

School: [ ] 10) Include Double Majors?: [ ] Include Minors?: [ ]

9) Department: [ ] 11) Limit Report to Degree Applicants ONLY?: [ ]

Program: [ ] 12) Limit Report To Degrees Awarded ONLY?: [ ]

13) Limit to Plans (Majors) All Limit to Student Groups All Limit to Service Indicators All

Per Term >>> 14) Term Units - From: 0.00 To: 99.99

15) Term GPA - From: 0.000 To: 99.999 (Term GPA valid after grading)

Cumulative >>> 16) Cum Units - From: 0.00 To: 999.99 (Cum values after grading)

17) Cum GPA - From: 0.000 To: 99.999

Select Optional Output Fields; (Included: Term, Career, Prgm, Plan, Name, & ID)

18) Student Grade Level: [ ] Expected Grad Term: [ ] Mailing Address: [ ]  
Race & Ethnic Codes: [ ] Degree Application Status: [ ] Home Address: [ ]  
Gender: [ ] Degrees Awarded: [ ] Preferred Email Address: [ ]  
Residency & Exception: [ ] Term Units & GPA: [ ] Campus Email Address: [ ]  
Age (in Years): [ ] Cumulative Units & GPA: [ ] Other Email Address: [ ]  
Admit & Catalog Term: [ ] Campus Units & GPA: [ ] Preferred Phone Number: [ ]  
Admit Type: [ ] Transfer Units & GPA: [ ] Home Phone Number: [ ]  
ERS Student Standing: [ ] Academic Standing: [ ] Other Phone Numbr: [ ]  
Program Action & Reason: [ ] Service Indicators: [ ] Advisor or Group Info: [ ]  
Student Groups: [ ]

Reset Page to Defaults 1) Start Here

Save Return to Search Add Update/Display

1. When starting a new report, click the **Reset Page to Defaults** button.
2. You *must* select which **terms** you need to report.
  - Enter the earliest term you need reported into the **First Term**.
  - If you need to report multiple terms, change the **Last term** to latest term you need. If you only need one term let the **Last Term** stay the same as the **First Term**.
3. If you enter **different** terms in the **First Term** and **Last Term** fields, if a student has data in more than one reported term, the page will allow you to choose which terms you need reported for the student.
  - Select **All**, if you need the student to be reported for all lines in every term which match the rest of your criteria
  - Select **Only First**, if you need the student to be reported for all lines which match the rest of your criteria for only the earliest term in which the student has data between the First and Last terms selected.
  - Select **Only Last**, if you need the student to be reported for all lines which match the rest of your criteria for only the earliest term in which the student has data between the First and Last terms selected.
4. You must select which **date** to use to select data to report.
  - Select **Today's Date** to report data that is current today
  - Select **Start of Reported Term** to report data that was current as of the first date of the reported terms
5. You must select what **type of enrollment** you need for your report.
  - Select **All Eligible Students** to report all students which match the rest of your criteria, who are currently Term Activated in the terms selected.
  - Select **Only Enrolled Students** to report all students which match the rest of your criteria, who are currently enrolled in classes in the terms selected.
6. You may select which type of **Career** you need for your report.
  - Select **Undergrad** to include all students who have not earned a bachelor's degree.
  - Select **Postbac** to include all students who have already earned a bachelor's degree.
  - Select **Credit Extension** to include students who are taking Credit classes from Continuing and Global Education.
  - Select **Non-Credit Ext** to include students who are taking Non-Credit classes from Continuing and Global Education.
  - Select **Only OpenU** to **limit the report** to students who are **ONLY** Credit Extension Students taking Regular University classes through the Open University program.  
*Note: if you select **Only OpenU**, students who are not taking OpenU classes will not be included in the report!!!*
7. You may select which **Grade Levels** you need for your report.
  - If **only** the **Undergrad** career is selected, only the levels which are available for Undergraduate students may be selected. Same is true for the **Postbac** career.

8. You may select which type **Ethnicity** you need for your report.
  - Select which ethnic groups you need included in the report (note: N/R = Not Reported).
9. You may limit your report to a specific **School, Department** or **Program**.
  - To avoid accidental inconsistencies; Only enter the most restrictive field.
10. You may select to also include **Double Majors** or **Minors** in your report  
*Note: if a student, which matches the rest of your criteria, has multiple plans (Majors, Double Majors, Minors, etc.) the student will have a separate row in the report for each plan.*
  - Select **Include Double Majors**, to include a line in your report for the students which match the rest of your criteria, who currently have Double Majors.
  - Select **Include Minors**, to include a line in your report for the students which match the rest of your criteria, who currently have Minors.
11. You may click the check box next to **Limit Report to Degree Application Only?**
  - If you check this box, the report will ONLY contain students who match all the other criteria AND have applied to graduate.
12. You may click the check box next to **Limit Report to Degrees Awarded Only?**
  - If you check this box, the report will ONLY contain students who match all the other criteria AND have earned their degree AND have been coded in PeopleSoft  
*(Note: Check with **Evaluations** on Degree Awarding time periods. This can be several weeks after a term ends.)*
13. You may click the [**Limit to Plans (Majors)**] or [**Limit Student Groups**] or [**Limit to Service Indicators**] to limit the report to only the students in the groups selected.
  - To avoid accidental inconsistencies; If you select plans in [**Limit to Plans (Majors)**], the School, Department and Program fields should be left blank.
  - Use the [+] or [-] buttons on the popup page to add more or delete rows.
14. You may limit the report to only students within a specific **Term Units** range.
  - Enter the lowest limit for Term Units in the **From Term Units** field.
  - Enter the highest limit for Term Units in the **To** Term Units field.
15. You may limit the report to only students within a specific **Term GPA** range.  
*Note: The **Term GPA** is only greater than 0 after all grading has been completed for a term.*
  - Enter the lowest limit for Term GPA in the **From Term GPA** field.
  - Enter the highest limit for Term GPA in the **To** Term GPA field.
16. You may limit the report to only students within a specific **Cumulative Units** range.
  - Enter the lowest limit for Term Units in the **From Cum Units** field.
  - Enter the highest limit for Term Units in the **To** Cum Units field.

17. You may limit the report to only students within a specific **Cumulative GPA** range.
  - o Enter the lowest limit for Cum GPA in the **From Cum GPA** field.
  - o Enter the highest limit for Cum GPA in the **To Cum GPA** field.
  
18. All reports will contain Term, Career, Program, Plan, Primary Name, Preferred Name (if different than Primary), EmplID, and FERPA fields for the students.
  - o Place a check in the box next to any additional fields to include these on the report.
  
19. When you have the request page filled out, click the **[Run]** button.

## Running the Report


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Run this report as a standard PeopleSoft Report.

Click here for Instructions for [Running Standard Processes and Reports in PeopleSoft](#) .

If you did **not** send the report to yourself as an email: use the FRSR0124\_<your\_process\_instance>.xls link to manipulate and save the report in Excel as needed.

Example output:



	A	B	C	D	E	F	G	H	I	J	K	L
1	Term	Career	Program	Plan Code	Plan Description	Last Name	First Name	Middle Name	Preferred Name (If Different)	Student ID	Ferpa	Acade
2	2183	UGRD	UGRD	503708BA	* Liberal Studies		Julie				N	20-S
3	2183	UGRD	UGRD	666030BS	*Biol-Physiology & Anatomy		Tracy				N	40-S
4	2183	UGRD	UGRD	130405BS	*Child Develop Pre-Credential		Larraine	Marie			N	40-S
5	2183	UGRD	UGRD	130405BS	*Child Develop Pre-Credential		Nhia				N	40-S
6	2183	UGRD	UGRD	327202BA	*Economics		John	Tyrone			N	40-S
7	2183	UGRD	UGRD	327202BA	*Economics		Lamia				N	40-S
8	2183	UGRD	UGRD	130536BA	*Fm Con Sci-Family Sciences		Alysha	Marie			N	30-S
9	2183	UGRD	UGRD	130536BA	*Fm Con Sci-Family Sciences		Daisy	Pazau			N	40-S
10	2183	UGRD	UGRD	130536BA	*Fm Con Sci-Family Sciences		Maidoua	S			N	40-S
11	2183	UGRD	UGRD	130784BS	*Ind Tech-Network Admin		Michael				N	40-S
12	2183	UGRD	UGRD	130784BS	*Ind Tech-Network Admin		Ger				N	40-S
13	2183	UGRD	UGRD	345336BS	*Kines General Kines Sport Adm		Jasmine	Marie			N	40-S
14	2183	UGRD	UGRD	345326BS	*Kinesiology-Athletic Training		Yeng	David			N	10-Fr
15	2183	UGRD	UGRD	481823BA	*M Comm & Journ-Elec Media Prd		Cuylar	Lee			N	40-S
16	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		Angela	Denise			N	40-S
17	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		Jakeem	Dennis			N	30-Jun
18	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		Jariah	Eilene			N	20-S
19	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		Linda				N	20-S
20	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		Jalen	Paul			N	20-S
21	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		John	Christopher			N	20-S
22	2183	UGRD	UGRD	328028BA	Africana Studies		Justin	Ty			N	40-S
23	2183	UGRD	UGRD	328028BA	Africana Studies		Brian	Issiah			N	30-Jun
24	2183	UGRD	UGRD	328028BA	Africana Studies		Nathanial	Paul			N	20-S
25	2183	UGRD	UGRD	328028BA	Africana Studies		Matthew				N	40-S
26	2183	UGRD	UGRD	328028BA	Africana Studies		Delvon	L			N	40-S
27	2183	UGRD	UGRD	328028BA	Africana Studies		Darelle	Julian			N	40-S
28	2183	UGRD	UGRD	328028BA	Africana Studies		Jacob	Michael			N	40-S
29	2183	UGRD	UGRD	328028BA	Africana Studies		Jaiden	Kassandra			N	10-Fr
30	2183	UGRD	UGRD	328028BA	Africana Studies		Cullen	William			N	40-S

**PLEASE NOTE:** A new column has been added to the Flexible Student Report in order to comply with students' FERPA rights requesting their information NOT to be released. **If a student has a "Y" in this column, that means they have submitted a request to the Office of the University Registrar to restrict their information from the public.** For more information, please contact the University Registrar at 559-278-2191.