Flexible Student Reporting User Guide

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

Users: PeoplSoft HCM Student Administration Staff

Product Presentation

Log into MyFresnoState Portal (my.csufresno.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 want to save your inputs add a new Run Control.

This can look confusing, but just take it one question at a time, and answer logically.

If when you enter the page you would like to start a new report, click the [Reset Page to Defaults] button at the center bottom of the page to clear out the full page and start fresh.
1. 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.

2. 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.

3. You may 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.

4. 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!!

5. 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.

6. 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)

7. You may limit your report to a specific School, Department or Program.
   - To avoid accidental inconsistencies; Only enter the most restrictive field (In the example: only the Department is entered)

8. 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.

9. 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.

10. 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.)

11. 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 [+][-] buttons on the popup page to add more or delete rows.

12. 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

13. 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

14. 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

15. You may limit the report to only students within a specific Cumulative GPA range.
   - Enter the lowest limit for Cum GPA in the From Cum GPA field
   - Enter the highest limit for Cum GPA in the To Cum GPA field

16. All reports will contain Term, Career, Program, Plan, Name and EmplID fields for the students.
   - Place a check in the boxes to include additional fields on the report.

When you have the request page filled out, click the [Run] button.


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: