The Administrative Interface: Running Reports on Users

The administrative website is to where administrators can run detailed reports on users.

Log into your administrative website. This URL was provided to the FOCUS 2 Main Administrator at your college.

Enter your administrator username and password provided to you. When you log in you will have the choice of going into the Administrative Website or the Student Website as shown below.

Select Administrative Website and click continue

There are two different dashboards seen in the administrative site depending on what type of administrator you have been set up as:

**Full Access Administrator** - Full access to all users, customization features including adding and deleting other administrators.

**Sub-Administrator** - Limited access. A Sub-Administrator can view specific groups of users only. Typically faculty advisors and staff are Sub-Administrators.
Running An Individual Student Report

Click on the plus sign to view the tools in **Your Users**:

**Select Look Up a User**: Look up any student and view his/her registration information, add and read counselor and view the student’s FOCUS 2 portfolio results. Scroll to the bottom of the webpage and select the results you wish to view.

Scroll to the bottom of the page to view completed activity and select report to run.
RUNNING AGGREGATE REPORTS

When you run aggregate reports, you can choose between running an aggregate report or a basic report. The aggregate option allows you to select which subgroups you would like to include in the report you are running. Normally you will want to click on the “And” option which means that the report will include users that fall into all three umbrella subgroups that you have selected simultaneously. The “Or” option means that you will see all users in all of the groups you have selected whether or not they fall into the other groups.

There are many different reports to choose from under Aggregate Reports: View and/or create CSV. Simply select the desired report and select your options.