

# Student Detail Report



Last Modified on 09/27/2023 11:19 am EDT

The **Student Detail** report provides you with a list of students based on filters (Search Criteria) you select.

Get to this report from the **Students** menu > **Student Reports** > **Student Detail Report**

- ★ Customize a student report with filters including age, birth month, gender, and classes they are enrolled in.
- ★ Send a message (email, push notification, text) directly from the report results.
- ★ Identify the birthday month for your students to help them celebrate their special day.
- ★ Sort and filter columns of report results using the flexible grid design.



Save this as a frequently used report! Click the **Heart** icon  next to a report name, the heart will change to red  and the report will be listed under the *Reports menu* > **My Reports** for quick and easy access!

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## Search Criteria

You can filter your list of students using any or all of the available Search Criteria and Jackrabbit will compile a report of students who meet ALL of the criteria chosen. In this example, we have selected May.

Gender will be shown as a selection in the Search Criteria by default, however, if you prefer to hide Gender change it in the **Organization Default Settings - Student Settings**.

### Student Detail

← RETURN

Search Criteria  Favorites  Save Favorites  Refresh 

Run Student Detail report using search criteria below.

Location:

Active:  (Yes=Currently Enrolled Students Only)

Age From:  Age Through:  Gender:

Birth Month:

Enrolled in Classes (Category1):

City:  State/Prov:  Zip/Post Code:





Gender will display by default unless **Hide Gender** is enabled in Organization Default Settings.

## Report Results

The report results can be further customized to show or hide columns of information, sort, and filter columns, or modify column width. You can send an email or print directly from the report results.

Save time and effort each time you open a grid page to view your data! After you have edited column settings and set the grid column widths, you can save the filtered data as a **Favorite**. A saved Favorite can be set as a default view and shared with other Jackrabbit Users in your organization.

Use the icons in the upper right to work with the information in the grid.

- **Adjust Columns** - click **Adjust columns** > **Squeeze grid**  to view the entire grid on the page.
- **Send Message** - leave the 1st column unchecked and click on the **Send Message** icon  to send an email to all students in the grid. You can also use the 1st column to select a single student or group of students to send a message to. If you are enabled for **texting**, you'll have the option to send a text, and if you have an app with **Jackrabbit Plus**, you'll be able to send push notifications.
- **Refresh the data** - click the **Refresh Grid** (icon)  to update results in the grid if you make updates.
- **Print or Export to Excel** - click the **More** (icon)  to print or export the data to Excel.

**Note:** Depending on the width of the report, reduce the size/scale of the report so all the columns print.

## Student Detail

[← RETURN](#)

ALL RECORDS >

Showing 42 of 42 Students [HELP WITH GRIDS](#)

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	FIRST NAME	LAST NAME	AGE	BIRTH DATE	GENDER	CONTACT	TYPE	EMAIL	
<input type="checkbox"/>	Ava	Rubin	6 yrs	May 24, 2017	Female	Anjelica Rubin	Mother	Anjrubin@gmail.com	(917) 370-1985
<input type="checkbox"/>	John	Wendell	8 yrs	May 9, 2015	Male	Lori Wendell	Mother	lwendell@email.com	(999) 895-6969
<input type="checkbox"/>	Jacob	Lane	8 yrs	May 10, 2015	Male	Jaime Lane	Mother	jllane@email.com	
<input type="checkbox"/>	Alexa	Reyes	8 yrs	May 18, 2015	Female	Patricia Reyes	Mother	preyes89@example.com	(999) 999-2334
<input type="checkbox"/>	Amanda	Vernon	8 yrs	May 22, 2015	Female	Deborah Vernon	Mother	dvernon12@email.com	(999) 989-4216
<input type="checkbox"/>	Micheal	Sanders	8 yrs	May 27, 2015	Male	Janet Sanders	Mother	jsanders@email.com	
<input type="checkbox"/>	Amanda	Farmer	9 yrs	May 2, 2014	Female	Barb Farmer	Mother	bfarmer22@email.com	(999) 999-6249
<input type="checkbox"/>	Rea	McNulty	9 yrs	May 10, 2014	Female	Jenny McNulty	Mother	jmcnulty@example.com	(999) 947-9525



Refer to **Work with Grids in Jackrabbit** for more details on how easy and flexible these grids are to work with. You can filter, sort, hide, lock, and adjust your report results.