

Topic: SSRS Tutorial

SQL Server Reporting Services (SSRS) is a reporting tool developed by Microsoft that allows us to create, deploy and manage student enrollment reports. We are using this product to produce student report detail including lists of majors, minors, students and their advisors, students with no advisors, scholarship recipients and a host of others. Click on the 'Available Reports' link below for the complete list.

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- [Available Reports](#)

For More Information

Please contact the Office of Institutional Effectiveness at datareq@mnstate.edu if you have questions about this material.

Access

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Website Address (URL):

<https://msumreports.mnstate.edu/>

User Name: Star ID

Password: Star ID Password

Device/Browser Compatibility

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SQL Server Reporting Services (SSRS) is compatible with the following devices/browsers:

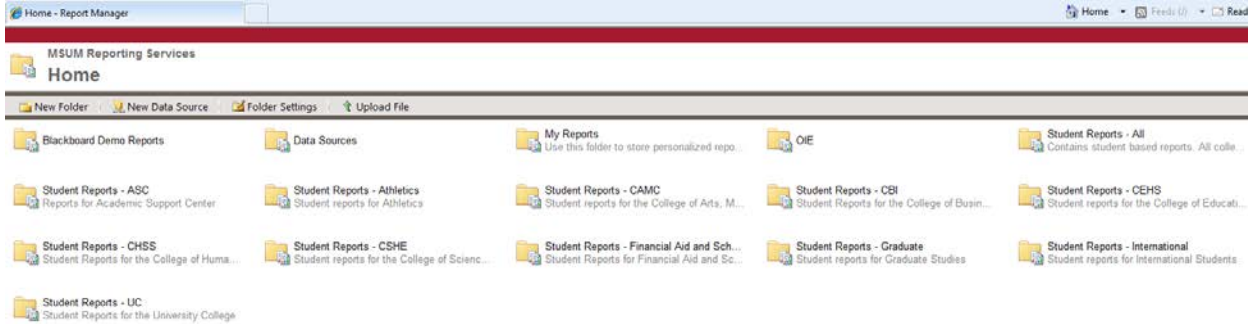
OIE Device and Browser Compatibility		
Device	Browser	SSRS
PC	Chrome	No
PC	Firefox	Yes
PC	Internet Explorer	Yes ¹
Mac	Chrome	No
Mac	Firefox	Yes
Mac	Internet Explorer	No
Mac	Safari	No
iPAD ³	Chrome	No
iPAD ³	Firefox	No
iPAD ³	Internet Explorer	No
iPAD ³	Safari	No

1. Compatibility view must be active on IE 10

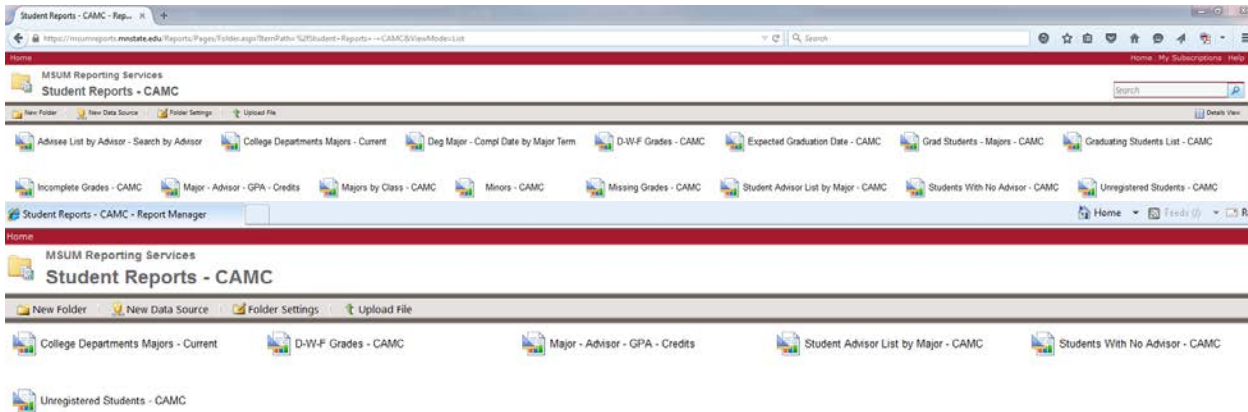
SSRS Homepage

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Depending on your level of security, you will see one or more of the following folders.



Within each folder are a number of reports, dependent on the needs/requests of stakeholders for each folder. Here is a snapshot of the currently available reports for the College of Arts, Media, and Communication.

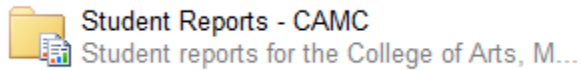


Basic Navigation

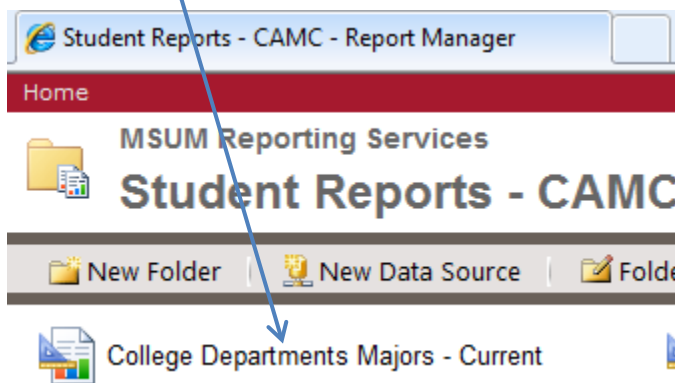
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Report Navigation

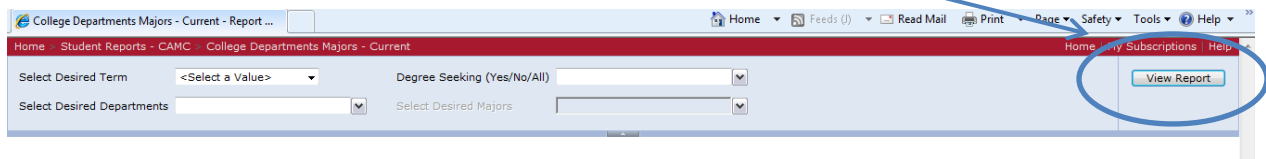
- Click on desired report folder.



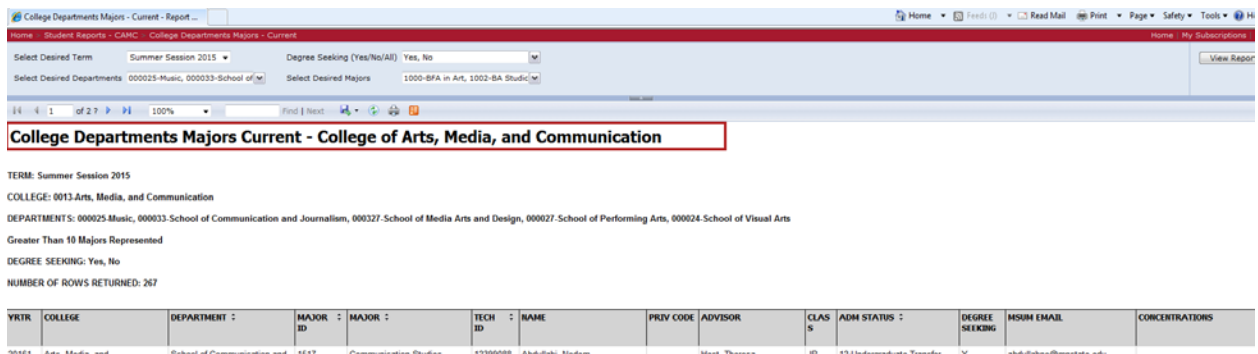
- Within the folder will be a number of reports. Click on desired report.



- From the drop downs, select desired parameters and click 'View Report'.



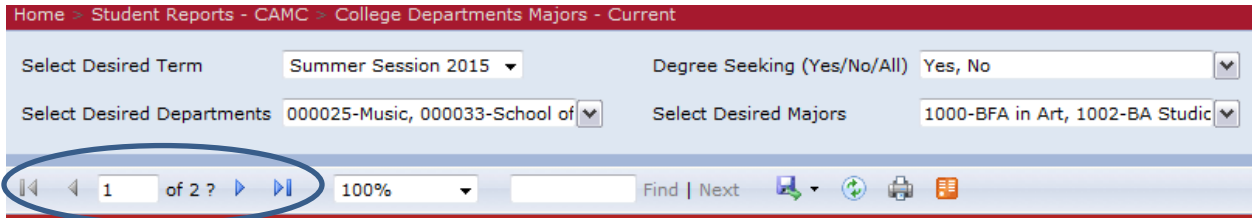
- The report will display.



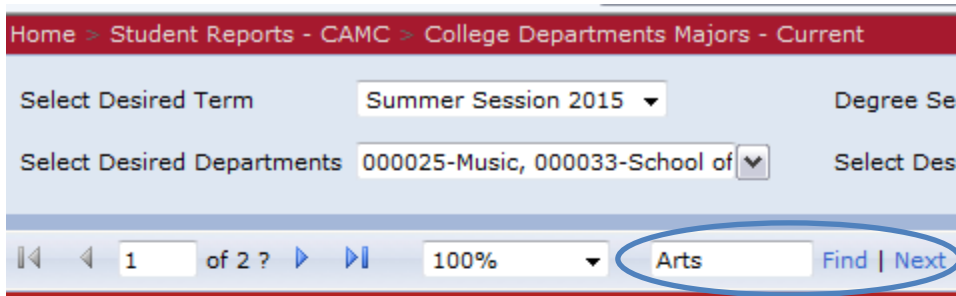
- Once the report displays, you can perform a variety of functions.
 - The 'up/down' arrows allow you to sort columns in ascending/descending order.



- You can navigate to the next page or to the last page by using the paging arrows.



- Perform searches by entering text into the 'Find | Next' text box.



College Departments Majors Current - C

TERM: Summer Session 2015

COLLEGE: 0013-Arts, Media, and Communication

DEPARTMENTS: 000025-Music, 000033-School of Communication and Journa

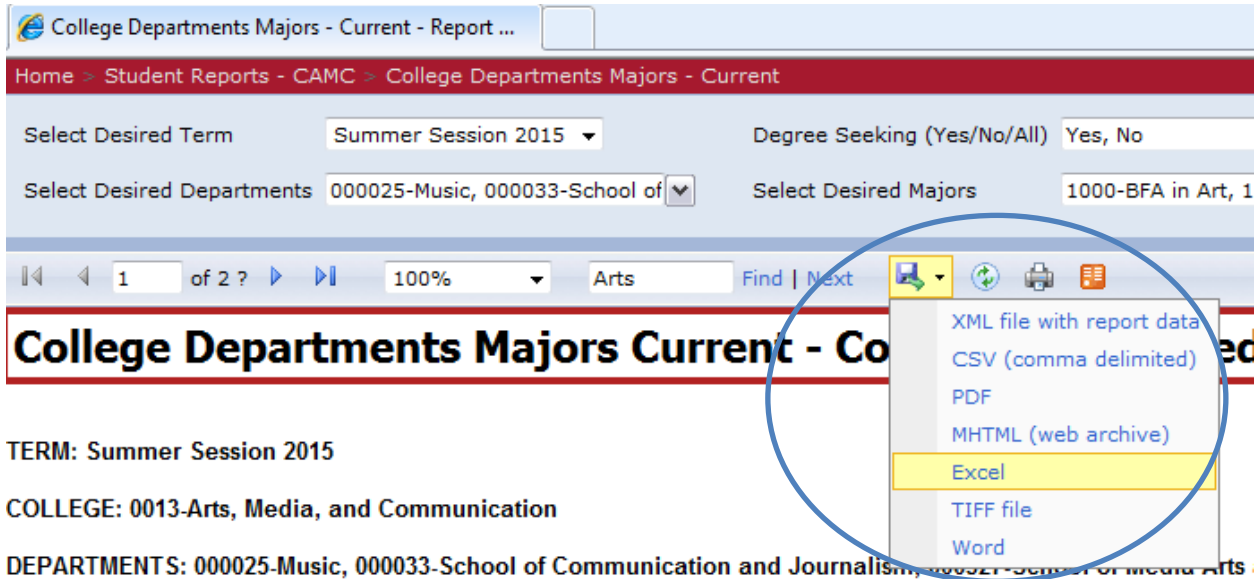
Greater Than 10 Majors Represented

DEGREE SEEKING: Yes, No

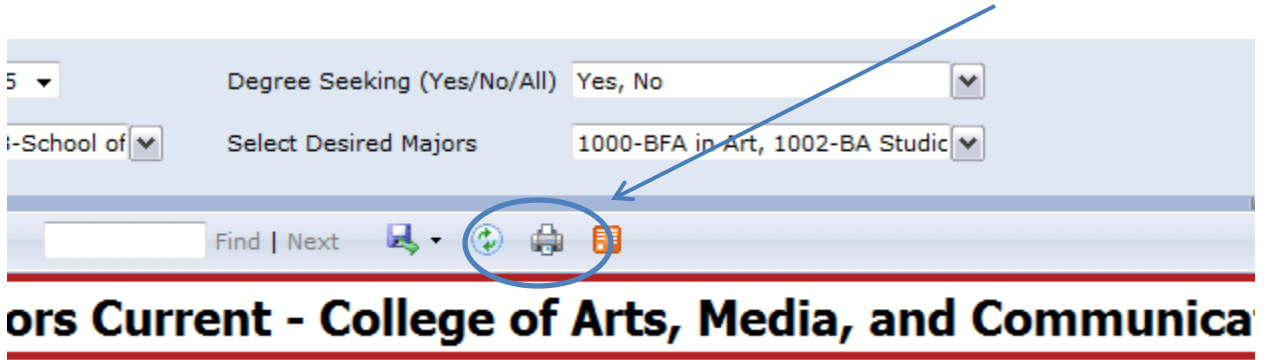
NUMBER OF ROWS RETURNED: 267

YRTR	COLLEGE	DEPARTMENT ↕	MAJOR ID
20161	Arts, Media, and Communication	School of Communication and Journalism	1517

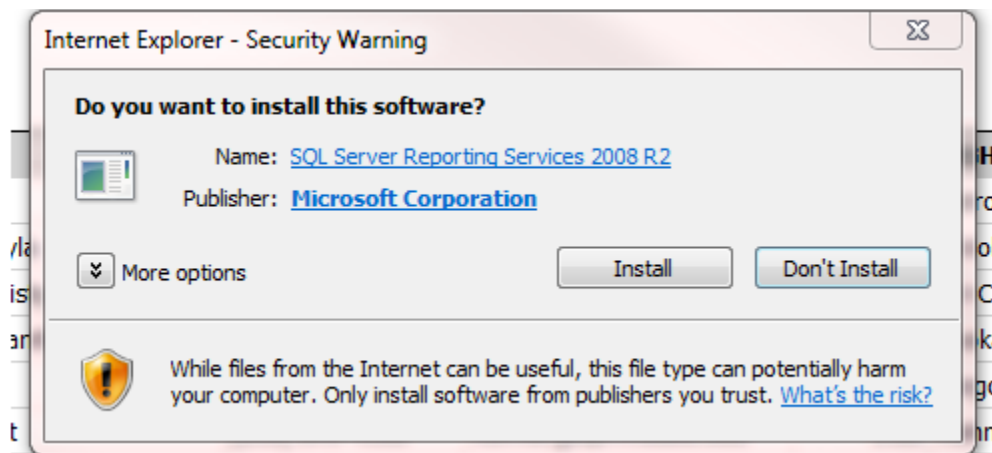
- o Export reports to a variety of different formats and save to your device or network.



- o It's possible to print directly from SSRS but you may encounter mixed results. Click on the print icon.



The first time you try to print, you will receive the following request. Click install.

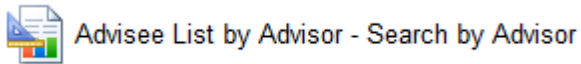


NOTE: It is recommended you export the report first (see above), and then print.

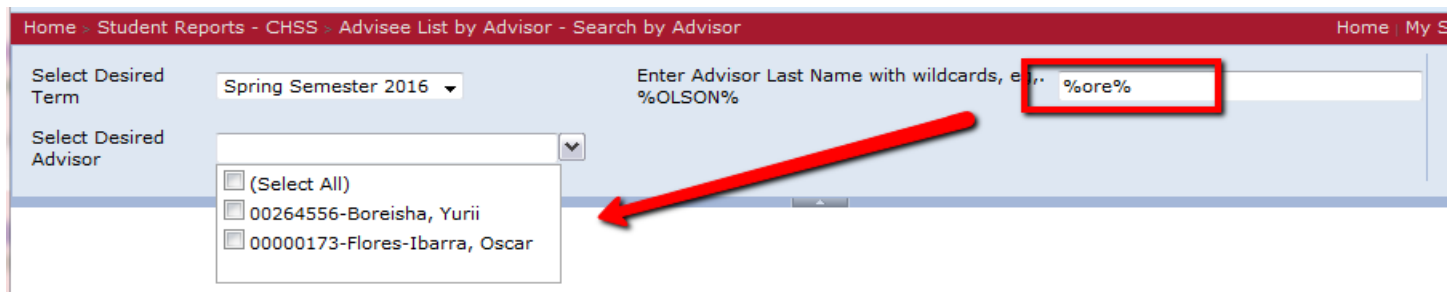
Drop Down Search - Advisors

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With SSRS, it is possible to have 'type ahead, autocomplete' functionality when searching for advisors in order to report on advisees. Click on 'Advisee List by Advisor – Search by Advisor' in your college folder.



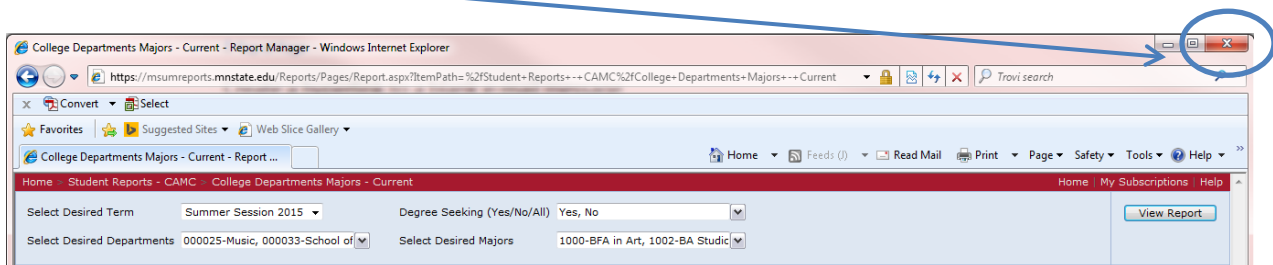
You will see the following report. After selecting your 'Desired Term', enter a percent sign (%) followed by any subset of the desired advisor's **last name**, followed by another percent sign. Click out of the search box, and then click on the down arrow in the 'Select Desired Advisor' dropdown. All advisors that match the search criteria will appear. Select the desired advisors by clicking the appropriate check box(es). Click 'View Report' on the upper right side of the screen and your report will appear.



Exit SQL Server Reporting Services (SSRS)

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Close the browser



Available Reports

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A. STUDENT REPORTS – ALL:

1. Active Majors – Enrolled and Not Enrolled
2. Class Roster with Email
3. College Depts Majors – Graduate Students
4. Colleges Departments Majors – Current
5. D-W-F Grades
6. Incomplete Grades – CAMC
7. Majors
8. Minors
9. Missing Grades
10. No Advisors
11. Student Advisor List by Major

B. STUDENT REPORTS – ASC:

1. College Depts Majors – Graduate Students
2. Colleges Departments Majors – Current
3. Student Advisor List
4. Students with No Advisor
5. Unregistered Students – ASC

C. STUDENT REPORTS – ATHLETICS:

1. Active and Enrolled with Credits
2. Active but Not Enrolled
3. Course Rosters by Instructor
4. Deg Major – Compl Date by Major Term
5. Graduating Students List - Athletes
6. Majors
7. Majors by Class – Athletes
8. Minors
9. Student Advisor List by Major – Athletes
10. Student Athlete Birthday
11. Student Athlete Cohort
12. Student Athlete Email
13. Student Athlete GPA
14. Student Athlete Professor
15. Students with No Advisor – Athletes
16. Unregistered Students - Athletes

D. STUDENT REPORTS – CAMC:

1. Advisee List by Advisor – Search by Advisor
2. Art 101 and Art 125 Course Rosters
3. College Departments Majors – Current
4. Deg Major – Compl Date by Major Term
5. D-W-F Grades – CAMC
6. Expected Graduation Date – CAMC
7. Grad Students – Majors – CAMC
8. Graduating Students List – CAMC
9. Incomplete Grades - CAMC
10. Major – Advisor – GPS – Credits
11. Majors by Class – CAMC
12. Minors – CAMC
13. Missing Grades - CAMC
14. Student Advisor List by Major – CAMC
15. Students with No Advisor – CAMC
16. Unregistered Students – CAMC

E. STUDENT REPORTS – CBI:

1. Advisee List by Advisor – Search by Advisor
2. College Departments Majors – Current
3. Course Not Yet Taken
4. Deg Major – Compl Date by Major Term
5. D-W-F Grades - CBI
6. Expected Graduation Date – CBI
7. Grad Students – Majors – CBI
8. Graduating Students List - CBI
9. Incomplete Grades – CBI
10. Major – Advisor – GPA – Credits – CBI
11. Majors by Class - CBI
12. Minors – CBI
13. Missing Grades – CBI
14. Student Advisor List by Major – CBI
15. Students with No Advisor – CBI
16. Unregistered Students – CBI

F. STUDENT REPORTS – CEHS:

1. Advisee List by Advisor – Search by Advisor
2. Class Lists – CEHS
3. College Departments Majors – Current
4. Deg Major – Compl Date by Major Term
5. D-W-F Grades - CEHS

6. Education Majors by Class – CEHS
7. Expected Graduation Date - CEHS
8. Grad Students – Majors – CEHS
9. Graduating Students List – CEHS
10. Incomplete Grades – CEHS
11. Major – Advisor – GPA – Credits – CEHS
12. Majors by Class - CEHS
13. Minors – CEHS
14. Missing Grades – CEHS
15. Student Advisor List by Major – CEHS
16. Students with No Advisor – CEHS
17. Unregistered Students - CEHS

G. STUDENT REPORTS – CHSS:

1. Advisee List by Advisor – Search by Advisor
2. Class Roster with Email – Criminal Justice
3. Class Roster with Email – Gerontology
4. Class Roster with Email – HUM and PHIL
5. Class Roster with Email - Sociology
6. College Departments Majors – Current
7. Deg Major – Compl Date by Major Term
8. D-W-F Grades – CHSS
9. ELP Graduated Students
10. ELP Past Majors 30th Day – Fall or Spring
11. ELP Past Majors 30th Day - Summer
12. Expected Graduation Date - CHSS
13. Grad Students – Majors – CHSS
14. Graduating Students List – CHSS
15. Incomplete Grades – CHSS
16. Major – Advisor – GPA – Credits – CHSS
17. Majors by Class - CHSS
18. Minors – CHSS
19. Missing Grades CHSS
20. Philosophy Graduated Students
21. Philosophy Past Majors 30th Day – Fall or Spring
22. Philosophy Past Majors 30th Day - Summer
23. Student Advisor List by Major – CHSS
24. Students with No Advisor – CHSS
25. Unregistered Students - CHSS

H. STUDENT REPORTS – CSHE:

1. Advisee List by Advisor – Search by Advisor
2. College Departments Majors – Current
3. Deg Major – Compl Date by Major Term
4. D-W-F Grades

5. Expected Graduation Date – CSHE
6. Grad Students – Majors – CSHE
7. Graduating Students List – CSHE
8. Incomplete Grades – CSHE
9. Major – Advisor – GPA – Credits – CSHE
10. Majors by Class – CSHE
11. Minors – CSHE
12. Missing Grades CSHE
13. Student Advisor List by Major – CSHE
14. Students with No Advisor – CSHE
15. Unregistered Students – CSHE

I. STUDENT REPORTS – FINANCIAL AID AND SCHOLARSHIPS:

1. Unregistered Students – Financial Holds

J. STUDENT REPORTS – GRADUATE:

1. C-D-W-F Grades – Graduates
2. Chi Sigma Alpha Honor Society
3. Incomplete Grades – Grad Students
4. Majors – Grad Students
5. New Admits Not Enrolled
6. Student Advisor List by Major – Grad Students
7. Students With No Advisor – Grad Students
8. Unregistered Grad Students

K. STUDENT REPORTS – INTERNATIONAL:

1. Admitted But Not Enrolled
2. International Students – Majors
3. International Students Online Courses
4. Registered But Dropped All Courses
5. Unregistered International Students
6. Unregistered Intl Students with Holds

L. STUDENT REPORTS – LISTSERV:

1. Cm_msum-listserv
2. Cm_nhcc-listserv
3. Cmlist-listserv – Both Campuses
4. Colleges Departments Majors – Current
5. Pre_rnb-listserv
6. Rnb-listserv

M. STUDENT REPORTS – UC:

1. College Departments Majors – Current
2. Unregistered Students – LC

N. STUDENT REPORTS – ITS:

1. Advisee List by Advisor
2. Advisee List by Advisor – Search by Advisor
3. Colleges Departments Majors - Current
4. Course Rosters by Course ID
5. Course Rosters by Instructor

O. STUDENT REPORTS – LEARNING COMMUNITIES:

1. College Departments Majors – Current
2. Graduating Students List
3. Learning Community Student List
4. Major – Advisor – GPA – Credits – CHSS
5. Unregistered Students

P. STUDENT REPORTS – REGISTRAR:

1. RO_146 – Current Term
2. RO_146 – Past Terms

Q. STUDENT REPORTS – HONORS:

1. Colleges Departments Majors - Current
2. Deg Major – Compl Date by Major Term
3. Expected Graduation Date
4. Future Graduating Students List
5. Honors Classes – Not Enrolled
6. Honors Past Majors 30th Day – Fall or Spring
7. Honors Past Majors 30th Day – Summer
8. Honors Program Student List – Current
9. Major – Advisor – GPA – Credits
10. Missing Grades
11. Unregistered Students

For More Information

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