Student Report Dashboard - Updated for Insights

1. Login to Handshake/BJ
2. On the left-hand side of the page click on the 'Reports' tab
3. On the top of the page, click on the 'Explore Insights' tab
4. Click on the blue 'Students' link
5. On the right-hand side, click on the gear symbol (with the drop down menu), select 'Remove Fields & Filters'
6. On the left-hand side of the page, click on the 'Students' drop down menu
   a. Select 'Archived' and click 'Filter'
      i. In the center of the page, in the 'Filters' section
         1. In the first drop down menu, select 'is'
         2. In the second drop down menu, select 'No'
   b. Select 'Has Logged In' and click 'Filter'
      i. In the center of the page, in the 'Filters' section:
         1. In the first drop down menu, select 'is'
         2. In the second drop down menu, select 'Yes'
   c. Select 'Last Login Date'
      i. Click on 'Date' and click on 'Filter'
      ii. In the center of the page, in the 'Filters' section:
         1. In the first drop down menu, select 'is before'
         2. In the first date box, select the first day of the current month (ex: 10/01/2016)
   d. Select 'Status' and click on 'Filter'
      i. In the center of the page, in the 'Filters' section
         1. In the first drop down menu select 'is equal to'
         2. In the text box, type 'active'
   e. In the orange, 'Measures' section, click 'Count'
7. On the right-hand side of the page, check the 'Totals' box
8. On the top of the page, click on the button that says 'Run'
9. After the report has run, look in the 'Data' section; next to 'Total' (near the bottom), take the total number of students and use that for the dashboard

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