



Reporting Tools

OhioMeansJobs K-12 Reporting Tools contain Summary and Detail Reports. Summary Reports are available for all users. Detail Reports are available for users who have **student level** access. For additional information, visit education.ohio.gov/CareerConnections; then select the OhioMeansJobs K-12 icon.

Summary Reports

- **Career Cluster Inventory:** Displays the top ranked career cluster from the “Career Cluster Inventory” section of student backpacks.
- **Career Profile:** Displays the top ranked interest area from the “Career Profile” section of student backpacks.
- **Group Summary:** Displays the number of times activities have been completed or saved in student backpacks.
- **Registration and Activity:** The landing page for Reporting Tools with the following graphs
 - **Student Registration:** Displays the number of backpacks for students who selected this school in their account information.
 - **Student Activity:** displays students as active when they have completed, saved, or updated activities with the selected date range.
- **Top Ten Assessments:** Displays the most frequently completed assessments from the “Assessments and Training” section of student backpacks.
- **Top Ten Occupations:** Displays the most frequently saved occupations from the “Careers I’m Interested In” section of student backpacks.
- **Top Ten Schools:** Displays the most frequently saved schools from the “Schools I’m Interested In” section of student backpacks.

Detail Reports

- **Backpack Activity:** Displays all activities completed, saved or updated in a student’s backpack within the selected date range.
- **Group Detail:** Displays the number of times activities have been completed, saved or updated in student backpacks within the selected date range.

For more information, contact Tisha Lewis at Tisha.Lewis@education.ohio.gov.



Reporting Tools Access

Reporting Tools allow educators, with permission from administrators, to review OhioMeansJobs K-12, Backpack activity for individual students and group level reports. This new feature will better inform instruction and advising as educators better understand each student's aspirations, interests, and strengths.

Access to Reporting Tools can be obtained through one of the new roles in OEDs, described below (contact your district administrator to have one of these roles added to your SAFE account login).

NOTE: only one role can be assigned per IRN – be sure you request only one of the following roles for each respective school or district IRN.

	Can view individual student backpack details	Can view aggregate school level, summary reports	Can create and manage custom groups of students	Can create and manage custom groups of schools	Other Notes
OEDs Role Name					
Report View: OhioMeansJobs K-12 School Student Level Access	Yes	Yes	Yes	Yes	Yes, you can be assigned this role to one or more school IRNs
Report View: OhioMeansJobs K-12 District Student Level Access	Yes	Yes	No	Yes	Yes, you can be assigned this role to one of more district IRNs
Report View: OhioMeansJobs K-12 District Standard Level Access	No	Yes	No	Yes	Yes, you can be assigned this role to one or more district IRNs