Generating MIS reports - instructions for principals

A school can generate a variety of MIS reports to monitor their users’ Internet usage. This document will help you understand how to generate MIS reports.

Delegating reporting rights

Before a principal can generate MIS reports, they will need to have reporting rights delegated to them by the school’s MIS Administrator using the tools within the MIS Portal. See below for the link to a step by step video.

Generating MIS reports in the current MIS Portal

Highly recommended reports are:

- School usage, User Reports – available by email. Can be scheduled to generate weekly
- Bandwidth usage – real time report, generate as required
- Internet usage, Top 100 Sites – Schedule weekly at least
- Internet usage, Top 10 Downloaders – Schedule weekly at least
- Internet usage, Keyword Search – Generate a summary report as required. Allows principal to check usage of sites such as Hotmail, Facebook, Twitter, eBay
- Internet usage, Searches – generate occasionally.

Note: Many reports can be scheduled to be automatically delivered daily, weekly or monthly

Help

Information, including step by step instructions on delegating rights to staff members and generating MIS reports can be found in the video ‘A guide for new MIS Admins’ on the Smart Classrooms MIS website. Alternatively the principal can contact the Service Centre (1800 680445) for assistance.

Where are the reports stored?

Reports are stored in school’s webservice: ftp://ftp.schoolname.eq.edu.au. The MIS Admin can use the login details of the admin.XXXX (XXXX= school centrecode) account to access. Double click on Reports folder to open and view.

Example of login screen to access the reports folder stored in the school’s webservice:
Example of what you see in the school’s webspace:

For further information on the MIS Portal or the role of the MIS Administrator, refer to the MIS Manual found by clicking the help ‘lightbulb’ icon once logged in to the MIS Portal.