

To use “Power User” Reports from ODE website

Go to: <http://ilrc.ode.state.oh.us/>

In the **Power User Reports** box, click “GO”

Click on “Begin”

You will have 13 choices, including:

- Discipline
- Graduation Rate
- Mobility Rates
- Performance Index
- Ratings
- Student Attendance
- Test Results
- Enrollment
- Miscellaneous
- Participation Rate
- Promotions
- Revenue and Expenditures
- Teacher Data

Click on one. For this example, “Discipline”

You will have 6 more choices. I chose “Discipline Actions per 100 Students (District)” for this example. Click on that icon.

In section 1 (elements of school year), click on each year you want information for, one year at a time. To do this, after you highlight a year, click on the right-facing arrow to put that year in the “selected” box.

In section 2 (elements of District), click in the “search for” box. Type in the name of your district. Make sure that “match case” is NOT checked. Once you’ve typed in the name, click on the magnifying glass icon to the right of the field. When it returns results, click on the correct one and then the right-facing arrow to put your selection in the “selected” box.

In section 3 (student disaggregations), choose up to three criteria to search, again using the right-facing arrow to place them in the “selected” box.

Click on “Run Report”. You will be able to see all of your requested data on the webpage.

If you need to be able to manipulate the data...

There is a link under “Reports Home” that says “File” and there is an “export” option available. Whenever I try that, it doesn’t go through and gives me a Microsoft Excel error report and closes down. I don’t know if that is a glitch in the program, or in my computer. I’m still trying to find out. I’ll update this file once I know.

In the meantime, it is very cumbersome, but you can cut and paste all of the data into a blank excel worksheet and then clean it up. It takes some time, but it much easier and more accurate than trying to type all of the information. If you have problems deleting the icons that hyperlink you to the ODE website, just cut and paste your entire excel document again to a new sheet, and use the “paste special” function, and paste “values” only. Call me and I can walk you through it!

If you have figured out a better way, please let me know that, too! I will post it here and give you all the credit!

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