LEA TIMS Report

About this Document

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Reporting Hub Overview

The NC Wise Reporting Hub makes available, to the NC Wise user community, data queries that extract data from the NC Wise database to populate custom user reports. These reports consist of a fixed set of pre-defined data base queries. Running the report executes these queries against the NC Wise database, extracts the data, and the user downloads the extracted data. Extracted data is not stored on the Reporting Hub.

Via the NC Wise Reporting Hub, the query is executed to extract the data, and the user saves the report data to their local host. The data can be exported in a variety of formats, usually, but not always to MS Excel.

On the NC Wise Reporting Hub, to execute a report, it must be in your "Reporting Hub Preferred" report list. Each user creates this "preferred" list within the Reporting Hub tool. The following instructions guide the user through the NC Wise Reporting Hub steps to execute the LEA/TIMS report, including the steps to add this report to the user's preferred report list.

Running the LEA/TIMS report

1. Login to the NC Wise Reporting Hub web site at https://reportinghub.ncwise.org/login.jsp, using your eSIS ID/password.

    Your Username and Password will be assigned by your Local NCWISE coordinator.

    For Database, enter **LEAxxx** – where "xxx" is your LEA number.

    Note: This report is only available to the LEA-level eSIS user, and this report is based on the entire LEA, not just one school.
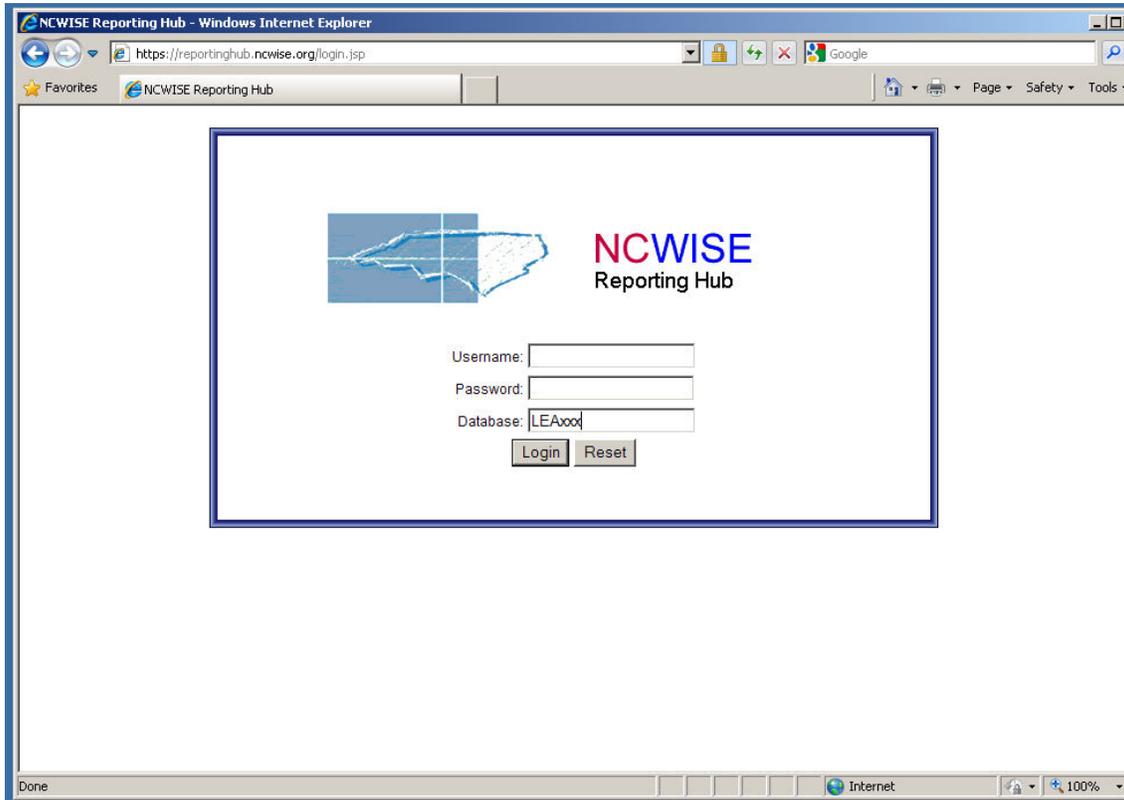
2. NC Wise Reporting Hub opens to the "Run Report" screen.
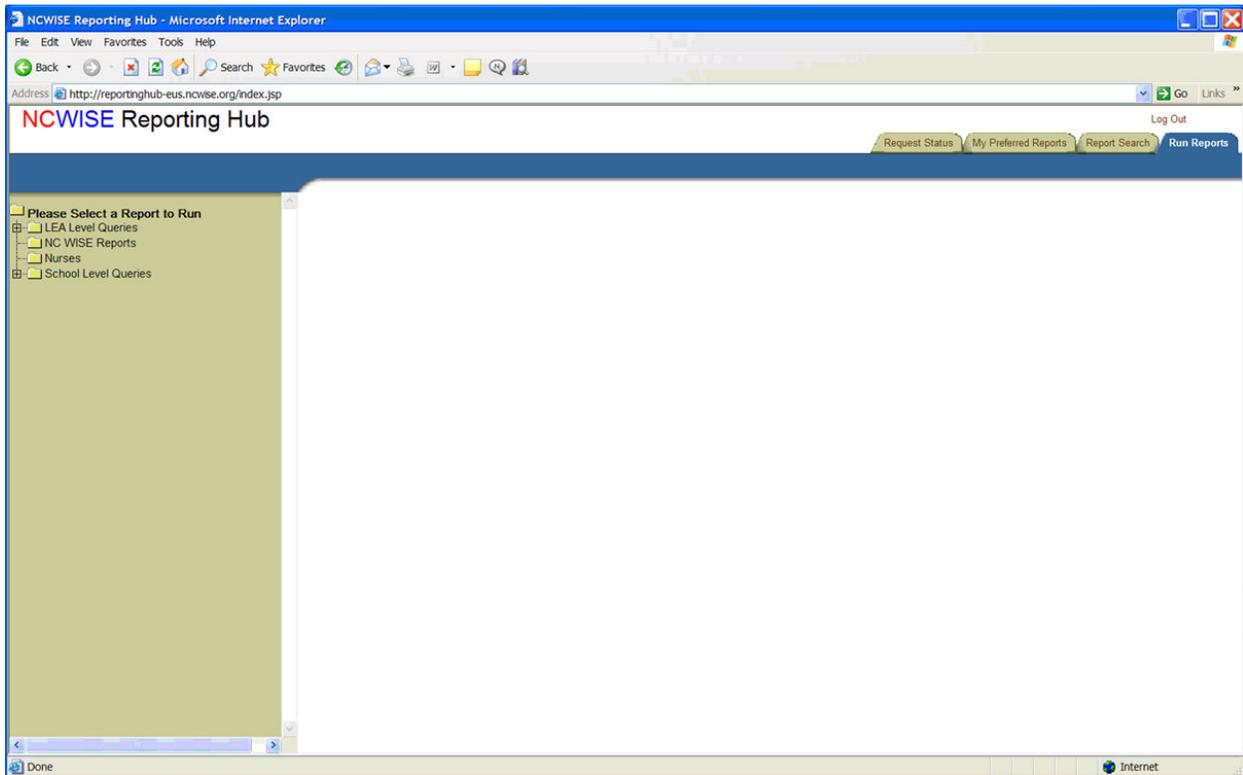
3. Select the "Report Search" tab to open the "Report Search" screen, and continue below to add the TIMS report to your preferred list.
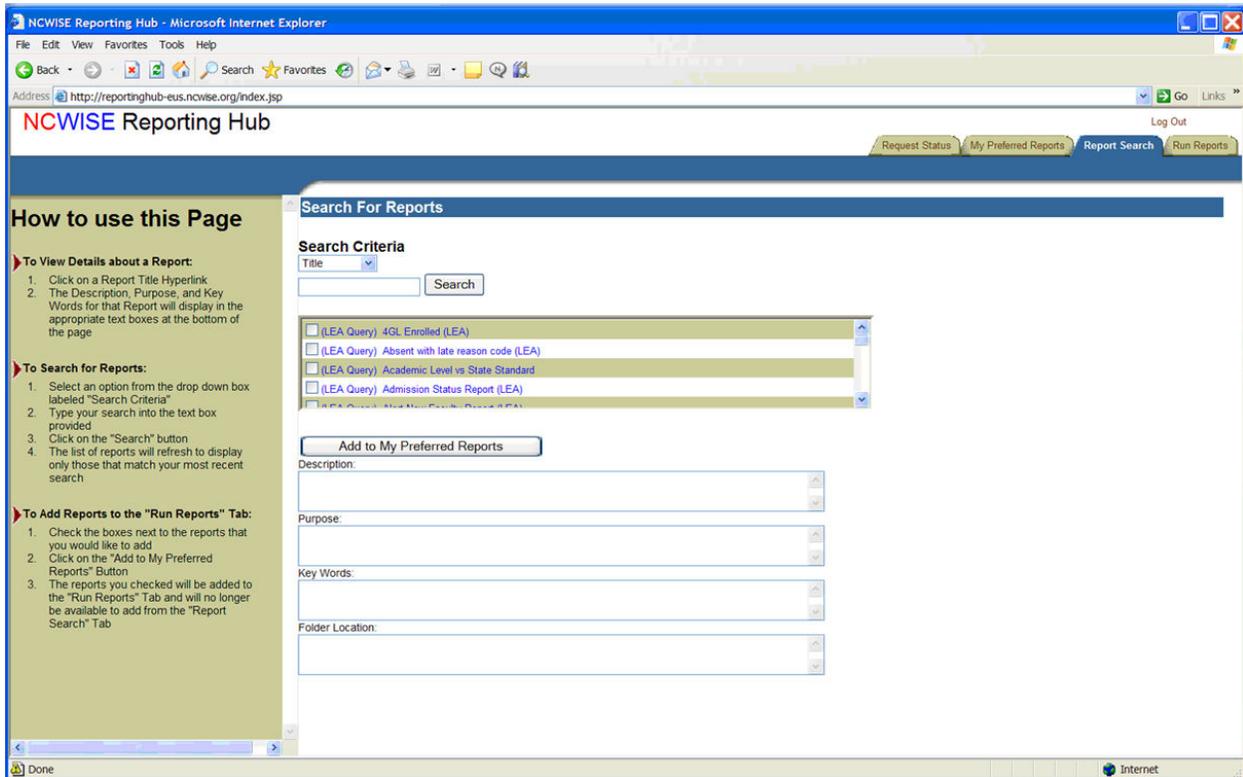
4. 4) Enter the text "TIMS" in the text box beside the "Search" button. Confirm that the "Search Criteria" is set to "Title". Click the "Search" button.

LEA TIMS Report
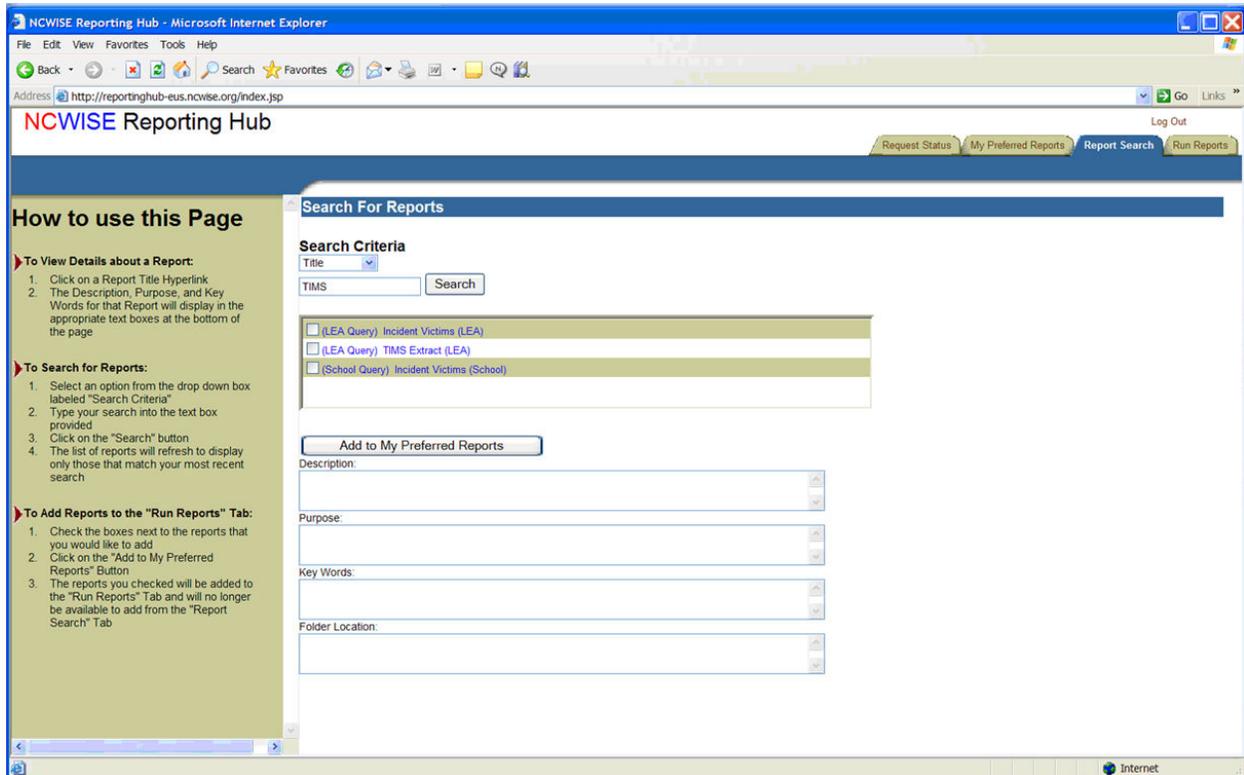
The "LEA Query TIMS Extract report (LEA)" title should appear in the search result area.

5. Click on the checkbox beside the TIMS report to select this report and then click on the "Add to My Preferred Reports" button. The selected TIMS report should no longer appear in the search result area.

6. Then select the "Run Reports" Tab. The "Run Reports screen should display.

LEA TIMS Report
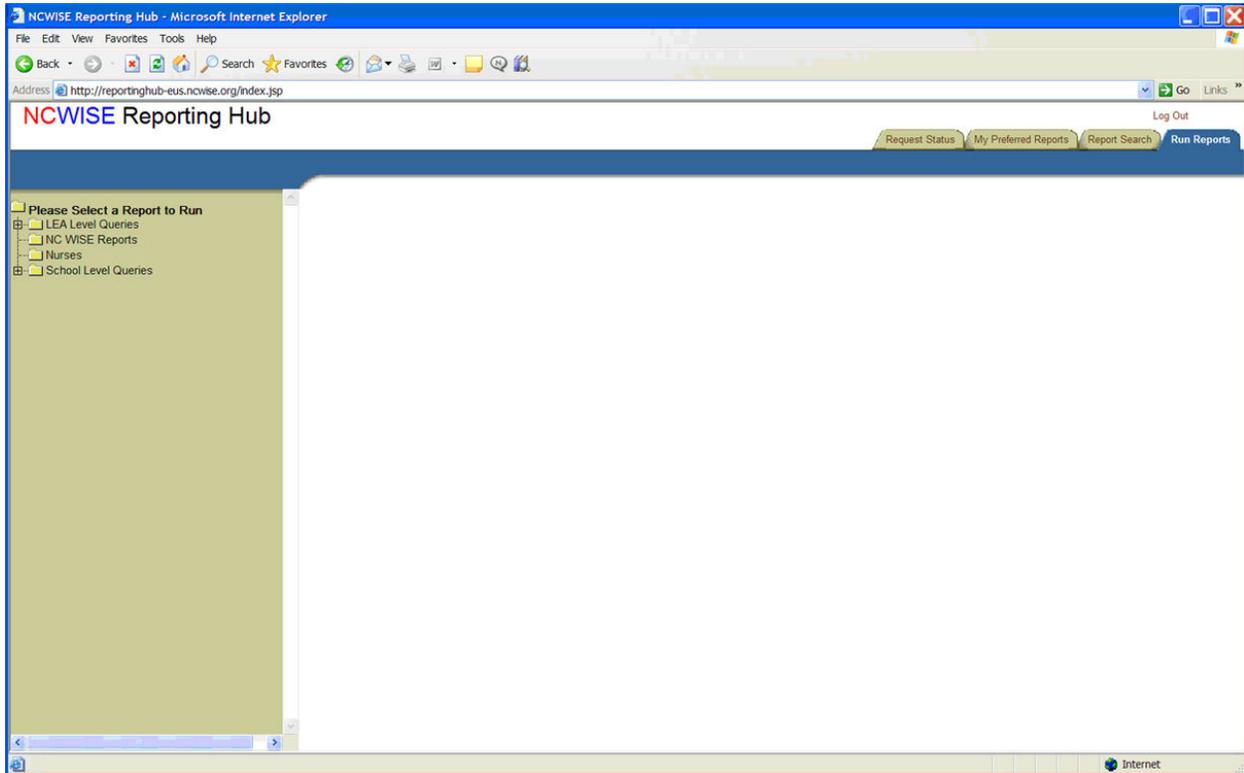
7. Click on the plus sign beside "LEA Level Queries" on the left to expose the TIMS report for selection.
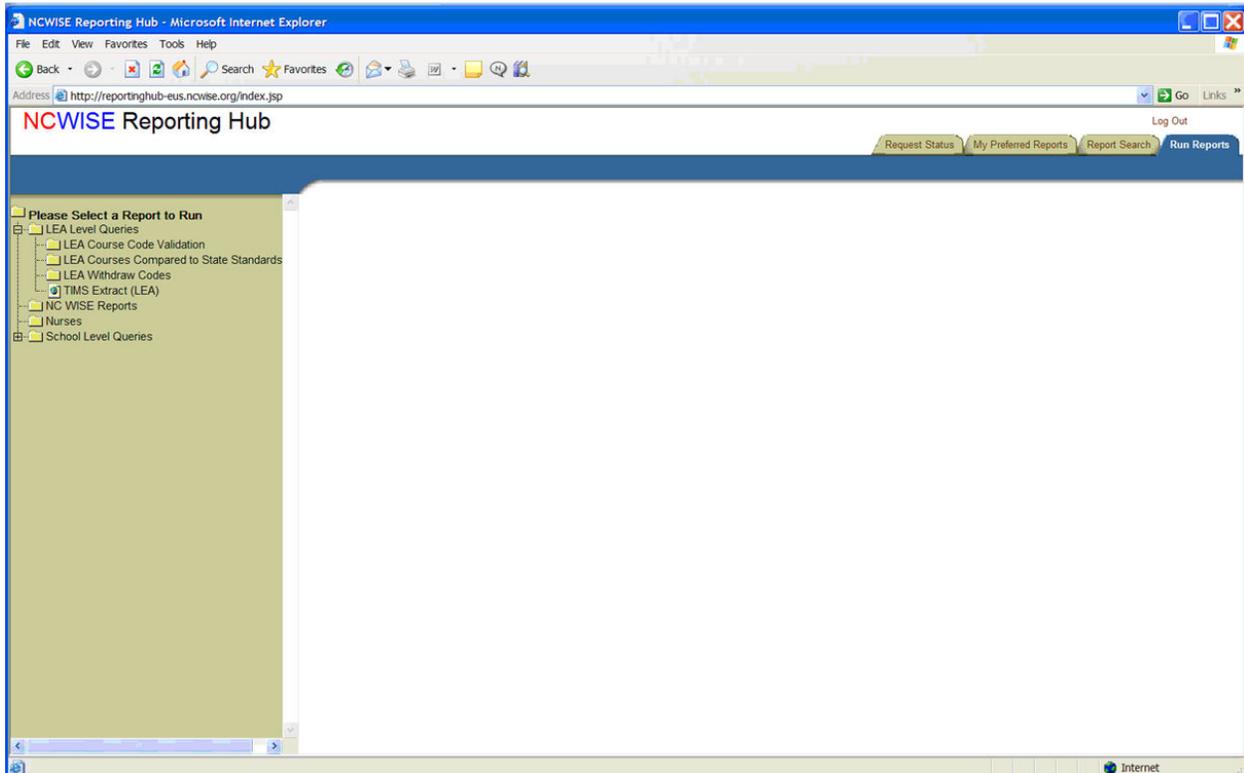
8. Click on the TIMS Extract (LEA) to run the report and extract the data.

The message "Please wait while we gather the information you've requested…" will display while the report/extract data is being created.
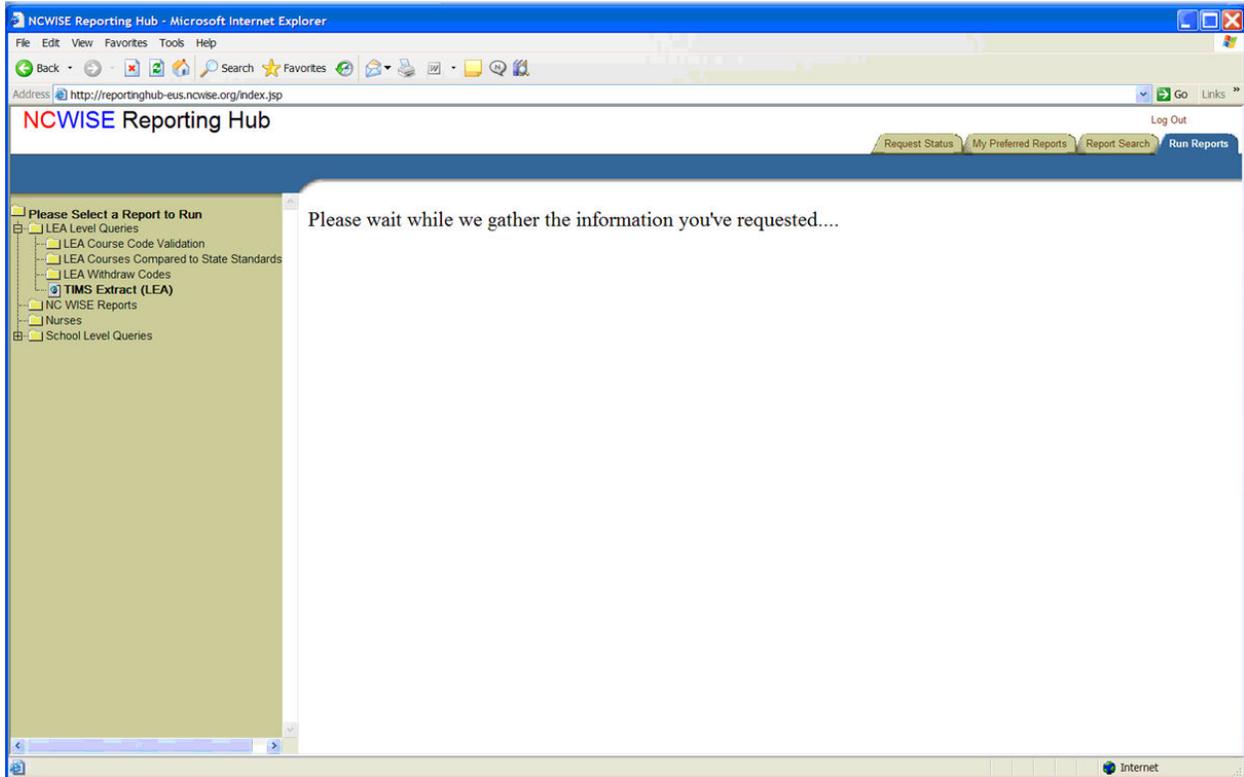
When the report has successfully created, the "Number of records in query:" message should display.

LEA TIMS Report
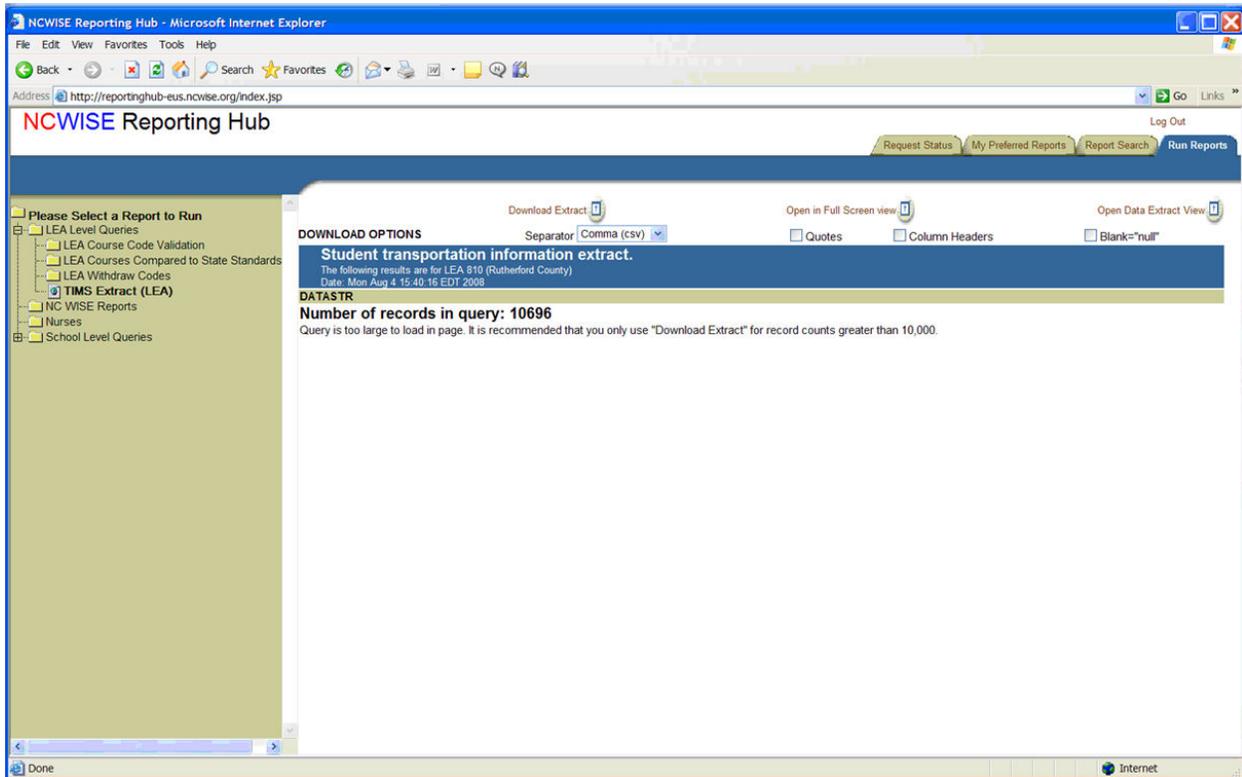
Note: The number of records will vary from this example.

The report/extract data has been created. Reported data is not stored on the NC Wise Reporting Hub; users will need to download the reported data.

9. In the "Download Option" area, select "Separator" = "None" (since the TIMS report is a fixed-file format report) and click on "Download Extract".

The "Download" pop-up should display.

LEA TIMS Report
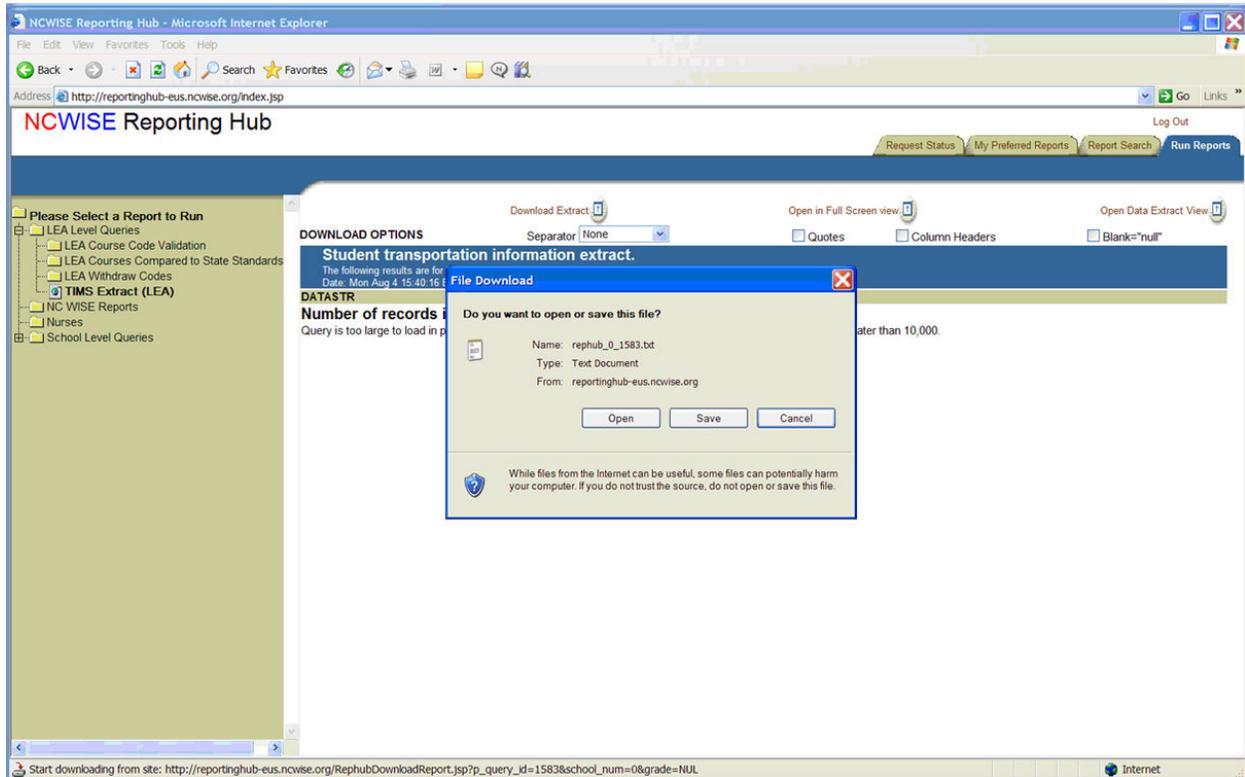
View the saved file using your preferred editor (Notepad or Wordpad). The TIMS extract is in "fixed-file format", so if the contents of the file are modified, the format of the file may become invalid and the report would need to be re-generated.

To log out of the NC Wise Reporting Hub, select "Log Out" in the upper right area of the screen above the tabs.