

How to Run Cognos Substantiated Bullying Incident Report

1. Click on "Cognos Reporting" to the left.

Browser: <https://eschool.doe.k12.de.us/webcms/Content/Admin/Menu/defi> My Home

Page Title: My Home 2012/13

Last refreshed: 11/2/2012 2:12:22 PM

Navigation Menu (Left):

- Student Center
- Registration Center
- Discipline Center
- State Center
- Utilities
- Administration
- DOE Links
- Appointment Entry
- My Appointments
- PerformancePLUS
- EdInsight Dashboard
- My Reports
- Cognos Reporting**
- User Preferences
- Select Theme
- Set Environment

Main Content Area:

My Scheduled Tasks

Task	Scheduled Time	Status	Enable/Disable	Delete
You do not have any tasks scheduled.				

My Current Tasks

Task	Start time	Status	Description
You do not have any tasks running currently.			

My Recent Reports

Showing all available reports.

File Name	Modified	Delete
Incident Report	3/8/2011 10:40:36 AM	<input type="checkbox"/>
Incident Report	3/8/2011 10:36:47 AM	<input type="checkbox"/>
Student Detail	7/17/2012 12:26:36 PM	<input type="checkbox"/>

My Recent Messages

Date	Type	Message	Delete
330390 - Christiana High School			
11/1/2012 11:32:15 AM	NEWSTUD		<input type="checkbox"/>
11/1/2012 9:33:45 AM	NEWSTUD		<input type="checkbox"/>
11/1/2012 9:29:43 AM	NEWSTUD		<input type="checkbox"/>
10/15/2012 1:01:26 PM	NEWSTUD		<input type="checkbox"/>

My Favorites

You do not have any menu favorites.

News

11/1/2012 - Trimester 1 - Elementary RC Entry
Elementary Report Cards are open for grade entry. The Lockdown date will be Monday, December 3rd at 4:00 pm.

10/24/2012 - New Elementary Report Card Format
The new Elementary Report Card Competencies are now available for you to view. They have changed a bit from last year, so please go in and take a look at the new formats. To view them just click on the "Enter Competencies" link.

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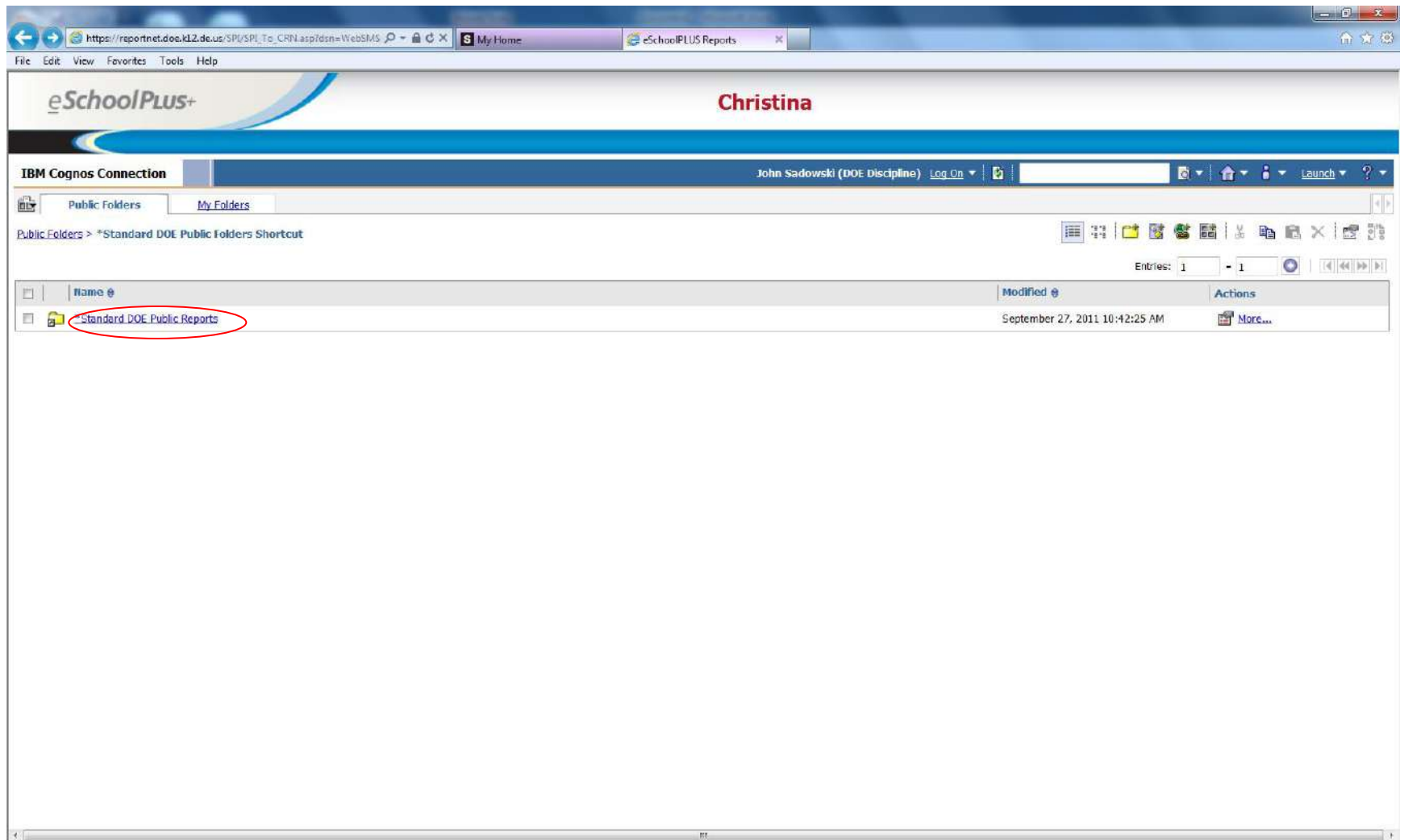
2. Click on “Standard DOE Public Folders Shortcut.”

The screenshot shows the eSchoolPLUS+ web application interface. The browser address bar displays the URL: https://reportnet.doe.k12.de.us/SPI/SPL_To_CRN.asp?dsin=WebSMS. The user is logged in as John Sadowski (DOE Discipline). The interface shows a list of public folders under the heading "Public Folders". The folder "Standard DOE Public Folders Shortcut" is circled in red. The list includes the following folders and their modification dates:

Name	Modified	Actions
Standard DOE Public Folders Shortcut	December 14, 2011 11:35:31 AM	More...
Academy of Dover Reports	August 17, 2011 10:17:38 AM	More...
Appoquinimink Reports	October 12, 2012 8:09:33 PM	More...
Brandywine Reports	March 16, 2012 1:06:15 PM	More...
Cesar Rodney Reports	January 13, 2012 2:25:37 PM	More...
Campus Community Reports	August 22, 2012 1:55:52 PM	More...
Cope Henlopen Reports	August 17, 2011 10:20:11 AM	More...
Capital Reports	September 17, 2012 3:54:57 PM	More...
Charter School of Wilmington Reports	May 10, 2012 10:13:01 AM	More...
Christina Reports	February 10, 2012 3:41:00 PM	More...
Colonial Reports	May 31, 2012 12:32:02 PM	More...
Delaware Academy of Public Safety Reports	August 17, 2011 10:23:05 AM	More...
Delaware Military Academy Reports	August 17, 2011 10:23:30 AM	More...
Delmar Reports	March 15, 2012 2:14:56 PM	More...
DSC	August 24, 2012 2:49:28 PM	More...

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3. Click on "Standard DOE Public Reports."



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4. Click on “Discipline Reports.”

The screenshot displays the eSchoolPlus+ web application interface. The browser address bar shows the URL https://reportnet.doe.k12.de.us/SPI/SPI_To_CRN.asp?dcrn=WebSMS. The user is logged in as John Sadowski (DOE Discipline). The interface shows a list of reports under the 'Public Folders > Standard DOE Public Reports' section. The 'Discipline Reports' folder is highlighted with a red circle. The list includes the following reports:

Name	Modified	Actions
Attendance Reports	January 10, 2012 9:35:06 AM	More...
Career and Technical Education Reports	August 17, 2011 10:42:55 AM	More...
DCAS Reports	September 16, 2011 11:54:53 AM	More...
Discipline Reports	September 6, 2012 3:41:47 PM	More...
DOE Homeless Reporting	June 8, 2012 9:56:06 AM	More...
DOE HOT Verification Reports	August 17, 2011 10:45:24 AM	More...
Dropout Reports	February 10, 2012 8:56:45 AM	More...
DSTP Reports	August 17, 2011 10:47:02 AM	More...
Gradebook Reports	October 24, 2012 9:28:21 AM	More...
Guidance Reports	August 17, 2011 10:47:38 AM	More...
IEP Plus Reports	January 13, 2012 2:22:04 PM	More...
Labels	July 26, 2012 11:38:08 AM	More...
Merk Reporting	March 30, 2012 5:01:41 PM	More...
Medical Reports	October 12, 2012 11:37:36 AM	More...
Migrant Student Reports	May 3, 2010 1:20:48 PM	More...

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5. Click on “Substantiated Bullying Incident Report.” NOTE: You may also run the report beneath it which gives you data on the number of student offenses rather than incidents. Remember, an *incident* of bullying may have several *offenders*.

The screenshot shows a web browser window with the URL https://reportnet.doe.k12.de.us/SPI/SPI_To_CRN.asp?dsn=WebSMS_CI. The browser tabs include "State of Delaware - Delaware D...", "My Home", and "eSchoolPLUS Reports". The page header displays "eSchoolPLUS+" and the user name "Christina". Below the header, the IBM Cognos Connection interface is visible, showing the user "John Sadowski (DOE Discipline)" and a "Log On" button. The breadcrumb path is "Public Folders > Standard DOE Public Reports > Discipline Reports". A table of folders is displayed, with the "Substantiated Bullying Incident Report" folder circled in red. The table includes columns for Name, Modified, and Actions.

Name	Modified	Actions
Development Reports	December 19, 2013 4:10:31 PM	More...
Discipline/FBG Reports	April 8, 2011 4:28:21 PM	More...
DOE Discipline OC Reports	April 27, 2009 3:38:14 PM	More...
DOE Discipline Verification Reports	June 18, 2008 11:03:47 AM	More...
Alleged Bullying Report by Building	October 23, 2013 9:05:05 AM	More...
Alleged Bullying Victim Multiple Incidents Report	September 10, 2012 11:43:22 AM	More...
Substantiated Bullying Incident Report	December 19, 2013 4:16:16 PM	More...
Substantiated Bullying Offense Report	December 19, 2013 4:17:03 PM	More...

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6. Enter the current school year (i.e. 2013-14 school year would be 2014)
7. Click on “OK” at the bottom left of the screen to run the report.

The screenshot shows a web browser window with the URL https://reportnet.doe.k12.de.us/SPL/SPL_To_CRN.asp?dsini=WebSMS_CF. The browser tabs include "State of Delaware - Delaware D...", "My Home", and "eSchoolPLUS Reports". The page header displays the "eSchoolPLUS" logo and the name "Christina".

A dialog box titled "Provide values for the report you are about to run." is open. It contains the following text:

- Provide values for the report you are about to run.
- ★ Indicates a required field.
- ★ Points to missing information.

The "School Year" section is highlighted with a red circle. It contains the text "School Year" and "Provide a number:". Below this, a text input field contains the value "2014" and is also circled in red.

At the bottom left of the dialog box, the "OK" button is circled in red, and the "Cancel" button is visible next to it.

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8. This is what the final report will look like. NOTE: Depending on the size of your district and how many alleged reports have been recorded, you may need to scroll down the page and click on “page down” to see additional school totals. In addition, the red, yellow and orange columns are quick reference points to see if the mandatory parental notification and reason requirements have been recorded.

School Year	District	Building	Incident Totals	Incident Id	Incident Date	Location Name - Incident	Victim Name	Victim Guardian Notified (Y/N)	Victim Guardian Notified How	Victim Guardian Notify Date	REASON	Offender Name	Offender Guardian Notified (Y/N)	Offender Guardian Notified How	Offender Guardian Notify Date	Comments	Change Date Time	Change User
2014	33			200056	12/11/2013			N			Peer Attention		N				Dec 11, 2013 11:21:01 AM	MICHAEL.SCOTT
				200058	12/05/2013	School Bus		N			Peer Attention		N				Dec 11, 2013 11:35:15 AM	MICHAEL.SCOTT
			2															
				199003	10/25/2013	Classroom		N			Peer Attention		N				Oct 29, 2013 9:10:20 AM	PATRICIA.WALLACE
				199866	11/08/2013	Classroom		N			Peer Attention		N				Nov 26, 2013 11:02:31 AM	PATRICIA.WALLACE
			2															
				198869	10/23/2013	Off School Grounds Non-School Function		N			Other		Y	Phone	10/23/2013		Oct 23, 2013 2:56:08 PM	STEVEN.GRUNDY
			1															
				196075	09/04/2013			N			Physical Appearance		N				Sep 4, 2013 10:13:46 PM	GINA.MOODY
			1															
				198721	10/16/2013	Cafeteria		N			Physical Appearance		N				Oct 17, 2013 1:46:39 PM	RAHEEM.HLINTER
			1															
				198147	09/10/2013	Cafeteria		N	Phone	09/13/2013	Peer Attention		N	Phone	09/13/2013		Sep 13, 2013	LILLIAN.DEAL-KOPAN

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Procedures for printing the report:

1. Go to the "view in" drop down at top right.
2. Select "view in excel options" and then select the appropriate format (usually the most recent).

School Year	District	Building	Incident Totals	Incident Id	Incident Date	Location Name - Incident	Victim Name	Victim Guardian Notified (Y/N)	Victim Guardian Notified How	Victim Guardian Notify Date	REASON	Offender Name	Offender Guardian Notified (Y/N)	Offender Guardian Notified How	Offender Guardian Notify Date	Comments	Chg
2013	34			46789	09/11/2012	Hall / Stairway		N					N			Student bumped into student at classroom change.	
				46678	09/18/2012	Classroom		N					N				
				46958	09/19/2012			N					N				
				46961	09/19/2012	Classroom		N					N				
				47136	09/28/2012			N					N				
				47646	10/09/2012	Classroom		N					N				
				47788	09/26/2012			N					N				
			8														
				51822	05/10/2013			N			Other		N				
			1														
Total for All Schools in District			44														

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3. Open (or save then open) the file in excel and print.

