

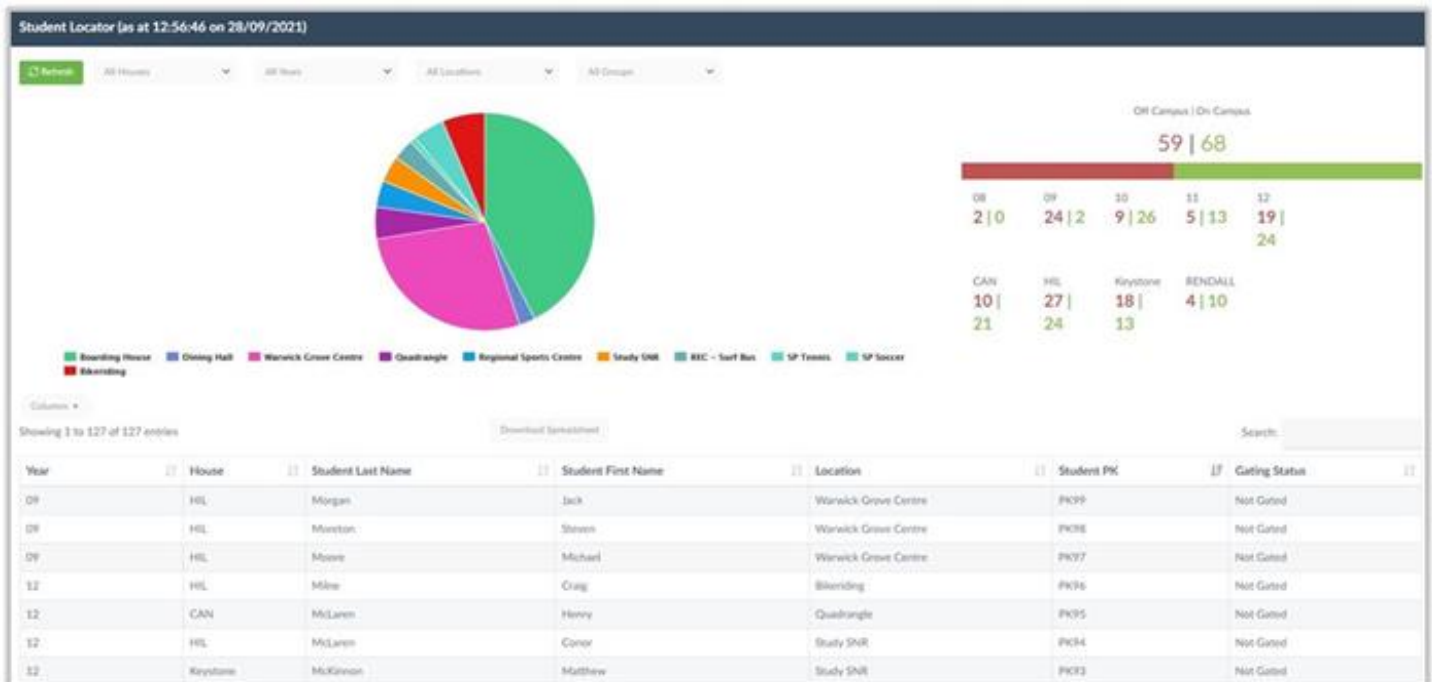
Student Locator

The **Student Locator** provides a detailed dashboard view of your student population and their location. This Locator screen by default shows **all** current on/off campus locations of **all** students, you can then refine the view using the filters provided, or search for an individual student.

Locations and their corresponding colours presented here and throughout the Reach Portal are created and managed by your school.

ARTICLE: [Locations and How they work in Reach](#)

Go To: [Dashboards >> Student Locator](#)



How to Navigate

Top Row Selector Fields

The top of the Student Locator screen provides the standard Reach drop-down selectors to refine your search of the student population as required, all items in each list are created/managed by your school. All viewable data will auto-update as you select/deselect any item.

- House/Dorm - Year/Grade
- Locations - Groups



You are also provided with a **Refresh** button to force the search again to update.

For example

When multiple staff members are using Reach from different devices at the same time, adjusting student locations via the Kiosk screen, will affect the search results, click **Refresh** to update.



Chart Columns and Download

Additional options to refine your search are available in the Chart View and above it, these include;

- **Columns** drop-down selector allows you to select/deselect any/all columns to filter the Chart View
- **Download Spreadsheet** button, when clicked, will directly download the current Chart View to your device
- **Search Bar** is provided for a quick, direct search for a particular student
- **Up/Down** arrows in each column header to filter the Chart View by that selected column



How to view the Student Location Data

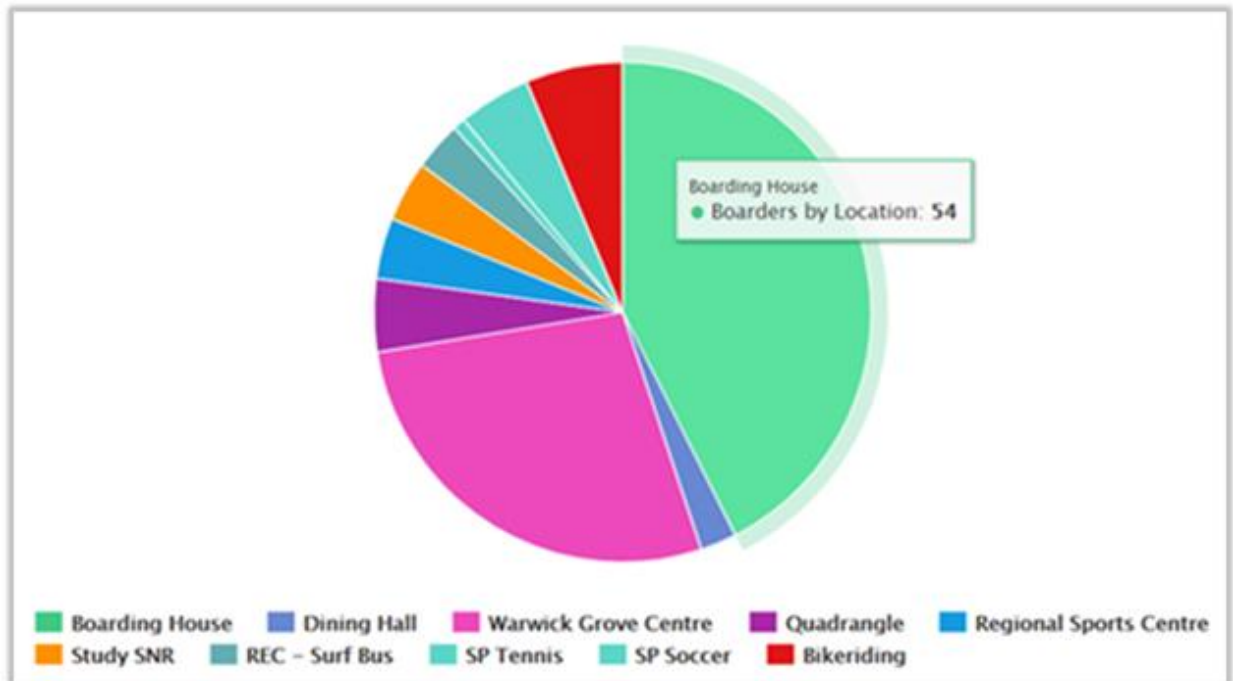
There are three main areas to utilise;

1. The Pie Chart
2. OFF/ON Campus Indicator
3. Chart View

The Pie Chart

The Pie Chart displays the entire student population as a simple interactive colour-coded view, these colours reflect the portion of students currently checked-in to each location.

- Hover your mouse over a slice of the Pie to show quick data for that location
- Click on any slice to display the data of that location, this will auto-update all data areas
- Click the slice again to return to the full selection



OFF/ON Campus Indicator

The Campus Indicator is a view-only area that clearly splits the student data into **Off-Campus** and **On-Campus** locations for a quick view, by Red/Green colour separation.

- The top line shows the total number of students split over Off/On Campus **locations**
- The middle line shows the split of Off/On Campus students by **Year/Grade**
- The bottom line shows the split of Off/On Campus students by **House/Dorm**

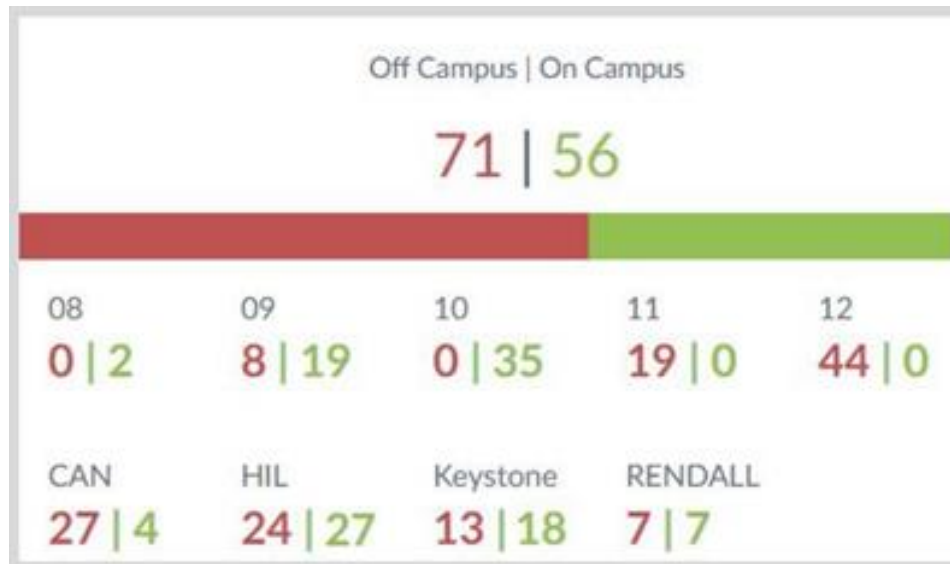


Chart View

The Chart View shows more data and using the Columns selector and Up/Down Arrows per column, you can view the data as you wish, then download as required.

Year	House	Student Last Name	Student First Name	Location	Student PK	Rating Status
09	HIL	Morgan	Jack	Warwick Grove Centre	PK39	Not Rated
09	HIL	Moreton	Steven	Warwick Grove Centre	PK38	Not Rated
09	HIL	Moore	Michael	Warwick Grove Centre	PK37	Not Rated
12	HIL	Miles	Craig	Blenheim	PK36	Not Rated
12	CAN	McLaren	Henry	Quadrangle	PK35	Not Rated
12	HIL	McLaren	Conor	Study SNE	PK34	Not Rated
12	Keystone	McKinnon	Matthew	Study SNE	PK33	Not Rated

