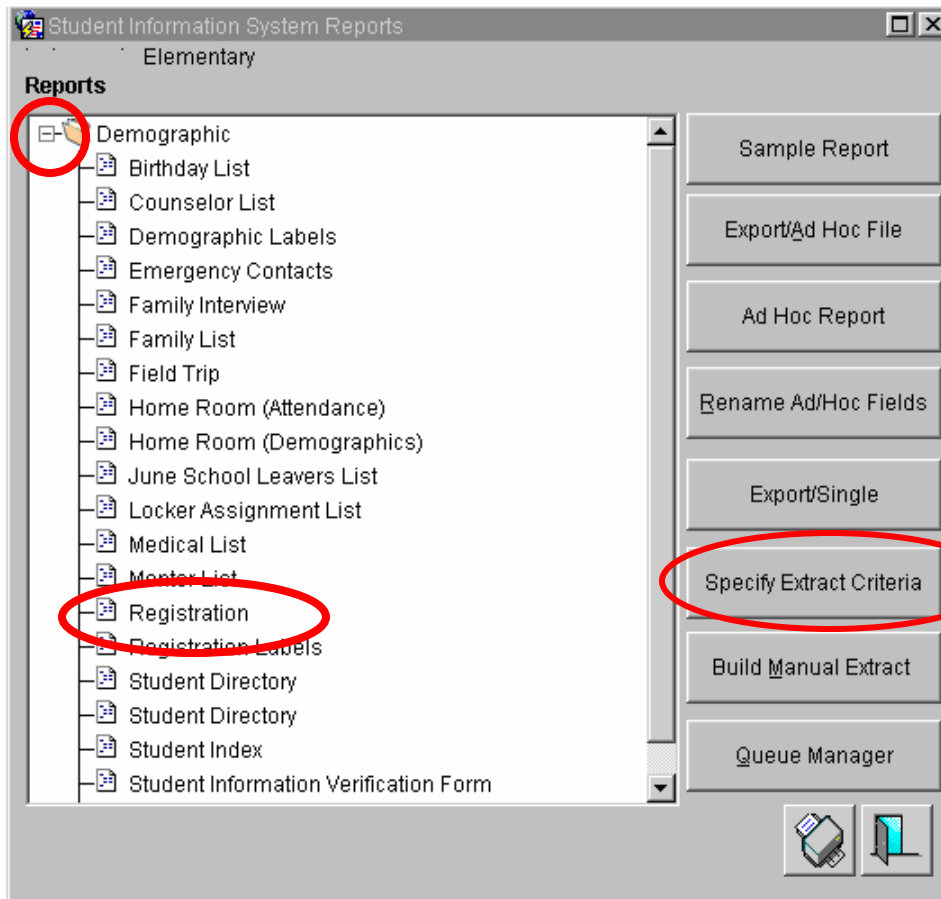


1. Log in to NCWise and go to the ESIS screen (above). If you assign grades to media assistants, you will come to the TAM first. Exit that to get to ESIS.
2. Click on the reports icon at the top of the screen.



3. Click on the plus sign beside demographics.
4. Select Registration from the list.
5. Click the "Specify Extract Criteria" button on the right.

Demographic Extract

Note: Leave field blank implies this selection conditions does not apply.

Basic Courses Misc 1 **Misc 2** Misc 3 Address Attendance Testing Adv. Farms Schools Results

Diploma
 Diploma Granted
 Diploma Date Range

Service Learning Hours
 Service Learning Hrs
 Type

Immunization
 Immunization NOT

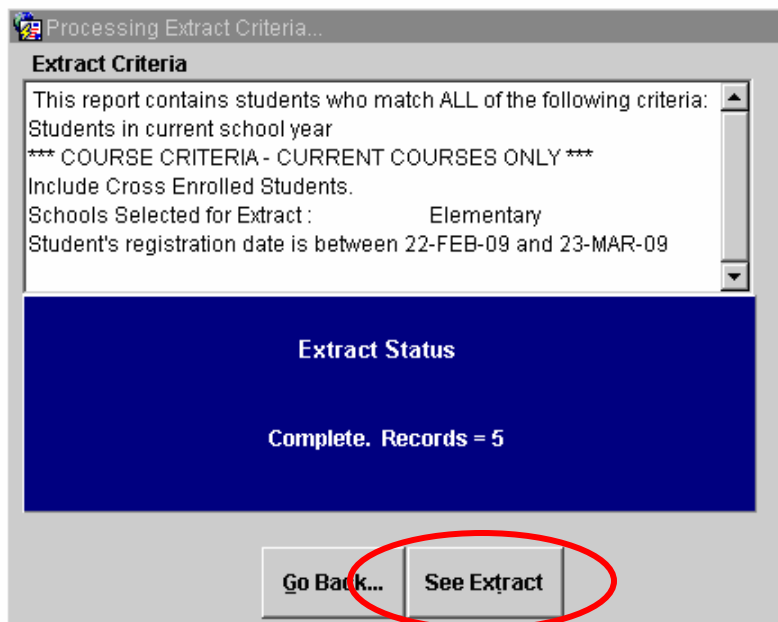
Transportation
 Bus AM # Bus PM # Bus Route #

Fees
 Fee Type
 Fee Date
 Outstanding Balance
 Total Outstanding Balance

Miscellaneous Dates
 Birthdate Range
 Admission Date Range
Withdraw Date Range
Registration Date Range
 Date of Last Demographic Change

Clear Extract Criteria Saved Extracts List **Run Extract**

6. Choose the “Misc. 2” tab at the top of the screen.
7. If you have run reports before, you may want to click on “Clear Extract Criteria” to get a fresh start.
8. On the right side, you will see where you can enter dates. Use Withdraw for students who’ve moved and Registration for new students.
9. Once you’ve typed in the dates (MM/DD/YYYY), click the “run extract” button at the bottom.



10. You will see a small screen pop up. Click "See extract" to see the students' names.