

Matrix History Report

Last Modified on 10/22/2022 9:42 am CDT

The Scanning toolset is part of the [Campus Workflow Suite](#).

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The Matrix History report is used to generate a historical report of resolutions assigned using the Behavior Resolution Matrix tool.

Behavior-Resolution Matrix History Report

Historical Records for "19-20 Newton Senior High School"

Start Date * 02/13/2020 End Date * 02/17/2020 Resolution Set * All Resolutions

Load

Student Number	Last Name	First Name	Matrix Name	Incident ID	Resolution Assigned	Duration (min)	Date Assigned
207003	Albertson	Cody	Truancy	61862	Contact Police	0	02-13-2020 12:47 PM
2594	Aagard	Mark	Truancy	61863	Contact Police	0	02-13-2020 12:47 PM
207006	Antie	Ann	Truancy	61864	Contact Police	0	02-13-2020 12:47 PM
216042	Bautista	Donald	Truancy	61865	Contact Police	0	02-13-2020 12:47 PM
204015	Carter	Sarah	Truancy	61866	Contact Police	0	02-13-2020 12:47 PM
203001	Fifer	Betty	Truancy	61867	Contact Police	0	02-13-2020 12:47 PM
204019	Avery	Geri	Truancy	61868	Contact Police	0	02-13-2020 12:47 PM
204022	Anderson	Lisa	Truancy	61869	Contact Police	0	02-13-2020 12:47 PM

Export to Excel

Matrix History Report

1. Enter a **Start Date**.
2. Enter an **End Date**.
3. Select a **Resolution Set**: either **All Resolutions** or **Pending**. Pending resolutions are resolutions that do not have an assigned Resolution Start Date. See the [Behavior Management Tool](#) documentation for additional information.
4. Click **Load** to generate results. The columns can be rearranged by clicking and dragging the column names to a different orientation.

Report Results

Field	Description
Student Number	The student's personal identification number. Click the student number to navigate to the Student Summary. See the Student Summary documentation for additional information.
Last Name	The student's last name.

Field	Description
First Name	The student's first name.
Middle Name	The student's middle name.
Incident ID	The incident ID associated with the behavior event. Click the incident ID number to navigate to the Incident Detail on the Behavior Management Tool. See the Behavior Management Tool documentation for additional information.
Resolution Assigned	The name of the resolution assigned to the student.
Duration (min)	The duration of the resolution in minutes. A Duration is only applied to resolutions with a sub-type of Detention.
Date Assigned	The date the resolution was assigned to the student.

Click **Export to Excel** to view the list of results in Excel.
