**Start thinking about Automated Reports:**

***Example*:** If I had an automated report (or additional reports if you’re already using this feature) it would have the following elements:

Content: **Student Name, Student ID #, and Tutorial Visits**

Do I have a special population I want to capture?:**Yes, first year students**

Goal of Report: **To demonstrate the frequency of first year students utilizing the tutors on campus**

Frequency: **Nightly**

Level of Details: **Time, duration, tutorial notes etc.**

Delivery: **(By Email? To Whom)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Brainstorm Your Automated Reports Report #1**

If I had an automated report (or additional reports if you’re already using this feature) it would have the following elements:

Content:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do I have a special population I want to capture?: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Goal of Report: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Frequency: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Level of Detail/Layout: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Delivery: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Brainstorm Your Automated Reports Report #2**

If I had an automated report (or additional reports if you’re already using this feature) it would have the following elements:

Content:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do I have a special population I want to capture?: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Frequency: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Goal of Report: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Level of Detail/Layout: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Delivery: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**