



## Create an analytic definition

To create a new analytic definition:

1. Log on to the District view.
2. Select **Tools > Analytic Definitions**.
3. Select **Options > Add**.
4. Use the following table to complete the fields:

Field	Description
<b>Name</b>	Type a name for the analytic definition.
<b>ID</b>	Type an identifying number or code for the analytic. Aspen does not require a specific syntax or naming convention, but it is good practice have an accepted naming convention for your analytic IDs for the sake of consistency and clarity.
<b>Menu group</b>	Type the name of the <b>Options</b> sub-menu the analytic will appear in.
<b>Sequence number</b>	Type a number to indicate the analytic's placement on the Options menu.
<b>Weight</b>	Type a number to indicate the analytic's priority when multiple analytics are running simultaneously.
<b>Comment</b>	Type a comment about the analytic, such as a note regarding its purpose.
<b>Schedulable</b>	Select this checkbox to enable the analytic to be scheduled to run as a job.
<b>Primary table</b>	Click  to select the primary table. The table you select in this field must be the root table in the <b>SQL Definition</b> field.
<b>Related table foreign key</b>	Click  to select the related table foreign key. The analytic results will have a reference to the related table. If selecting Student or Staff as the related table, field sets can utilize any field from that table. The available options in this field are determined by the selection you made in the Primary table field.
<b>SQL Definition</b>	Type the SQL query. Standard SQL syntax and Prompted Query syntax are acceptable in this field. The use of Prompted Query syntax allows for year-to-year reuse of the analytic without the need to edit the query.
<b>Validate</b>	Click <b>Validate</b> to validate the SQL code. An error message appears if there is a problem with the code. If you do not click Validate before saving, a validation is run at that time.
<b>Custom</b>	Select this checkbox if you have customized this analytic definition and want to preserve the changes after any future Aspen updates.

5. Click **Save**. If you have not clicked **Validate** to validate the SQL, a validation is run before saving. Now you can define where the analytic appears, and define access by school and/or user role.

## Define where analytics appear

Once the analytic is created on the **General** sub-tab, use the **Navigation**, **School**, and **Roles** sub-tabs to define who can use the analytic and where it can be used.



## Define locations for analytics

In the details of an analytic, click the **Navigation** sub-tab. Here you can add, edit and delete locations where users can run the analytic from the **Options** menu.

To add a new location:

1. Click **Add**.
2. In the **NavID** field, type the NavID of the list page you want the data analytic to appear on.
3. Select the checkboxes for the views where the analytic appears.
4. Click **OK**.
5. Click **Save**.

To change views where the analytic appears:

1. Click the NavID of a location.
2. Select or deselect the checkboxes for the views to be changed.
3. Click **OK**.
4. Click **Save**.

To delete a location where the analytic appears:

1. Select the checkbox for the NavID.
2. Click **Delete**.
3. Click **Save**.

## Locate the NavID

1. Navigate to the list page for which you want the NavID.
2. In your browser's URL, locate the equals sign (=) in the web address. The NavID is everything after the =.

## Define access by schools

By default, all schools have the ability to run the analytic from the Options menu. In the details of the analytic, click the **School** tab to edit which schools have this ability.

### To give or deny a school access to an analytic:

1. Click the **Visibility type** drop-down.
2. To give schools access, select **Include**. To deny schools access, select **Exclude**.
3. Click **Add**.
4. Select the desired school(s) from the School Pick List.
5. Click **OK**.
6. Click **Save**.

**Note:** If you add schools to the Include list, all other schools are denied access.

## Define access by roles


Click the **Roles** sub-tab to edit which user roles have the ability to run the analytic from the Options menu.

### To give or deny specified user roles access to an analytic:

1. Click the **Role visibility type** drop-down.
2. To give users access to an analytic, select **Include**. To deny users access, select **Exclude**.
3. Click **Multi-Add...**
4. Select the desired user role(s) from the User Role Pick List.
5. Click **OK**.
6. Click **Save**.

**Note:** If you add user roles to the Include list, all other user roles are denied access.

## View analytics results

1. Log on to the District or School view.
2. Select **Global > Analytics**.
3. Click  at the **Analytic Definition** field.
4. In the pick list that appears, select the appropriate analytic definition. A table of results from the query appears. The Options menu lets you refine the results.