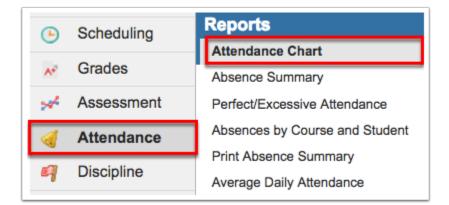
# **Attendance Chart**

The Attendance Chart screen makes it possible to review and edit students' attendance records. Users can set a date range for which to view attendance. Users have the option to review all students, a specific student, or a defined subset of students indicated by the More Search Options feature. In addition to reviewing and editing students' attendance data, users can also export, print, and filter listed data.

### K-12 Attendance Chart

# Student Search

#### 1. From the Attendance menu, click Attendance Chart.



**2.** If searching for specific students by name or student number, type the information directly into the **Student Search** text box.

12.0.2	7	Select Student/Staff  Attendance Chart	Lizette Garcia	Focus High School - 0041	SIS
LL,	1	sWriters02	Admin 🔻	2022-2023 🔻 4th 9 Weeks 🔻	ERP
P		Search Screen Simple List			
â					_
\$		Q Student Search More Search Options		E	3
۲					
A*		Student Group			
×*		Search All Schools			
-		Include Inactive			
9		Previous Years Use Most Recent Enrollment			
=		Se Most Recent Enrollment			- 1
				Use Legacy Search Search	n
9					

#### To generate report cards for all students, leave the **Student Search** text box empty.

**3.** For a more advanced search and the ability to define a specific subset of students, click **More Search Options**. In the example shown, Gradelevel 11 has been selected; therefore, report cards will be generated only for students in 11<sup>th</sup> grade.

Search Screen Simple List		
Q Student Search	More Search Options	
Student Group	Search Absences	
Search All Schools	Calendar	
<ul><li>Include Inactive</li><li>Previous Years</li></ul>	Contact Info Dourse History	
Use Most Recent Enroll	Discipline Þ	
Grade Level 11	Eligibility	Ш
	Florida Fields b	.[[
	Grade Level	
	Grades/GPA/Class Rank/Honor Roll >	
	Name, Student ID, Address, & Schools	

Apply as many search options, as needed.

#### See <u>Searching for Students</u> for details about conducting and saving student searches.

**4.** To run the parameters against a **Student Group**, select the applicable group from the corresponding pull-down.

5. Select the Search All Schools check box to include students from all schools in your search.

**6.** Select the **Include Inactive** check box to include students who do not have an active enrollment record at the selected school or all schools (if Search All Schools is selected).

**7.** Select the **Previous Years** check box to include previous year of inactive data in your search, when Include Inactive is enabled.

**8.** Select the **Use Most Recent Enrollment** check box to use the most recent enrollment records when conducting a search with Include Inactive enabled.

Q abe More Search Options	8
Student Group Focus HS Juniors	
Search All Schools	
<ul> <li>Include Inactive</li> <li>Previous Years</li> <li>Use Most Recent Enrollment</li> </ul>	
⊖ Grade Level 11 ▼	

#### 9. Click Search.

Q Student Search More Search Options	
Student Group	
Search All Schools	
Include Inactive Previous Years Use Most Recent Enrollment	
Grade Level 11	

# The Attendance Chart

Conducting a search navigates to a new Attendance Chart screen where you can set different parameters for reviewing the students' attendance.

1	Select Student/S	Staff V Att	endanc	e Chart				Lizette	e Garcia	Focus High S	school - 00	41 🔻	SI
1	sWriters02		chaune					Admin		2022-2023	▼ 4th 9	Weeks 🔻	EF
Γ	Report Timeframe: 05/04/2023 🔤 - 1	4/04/2023	Daily	Update	•								
	Search Screen Simple List												
	Prev Page: 1 / 15 Next	> Export	B) 🖶	Filter: OFF									
	Student 🛊	Student ID 🛔	Grade	Absences 🛔	4/5 🛔	4/6 🛔	4/7 🛔	4/10 🛔	4/11 🛔	4/12 💺	4/13 🛔	4/14 🛔	
	Abe, Charlie Noel 📩 🍛	879	10	1	Р	Р	Р	Р	Р	Р	?	U	
	Abregan, Kenna Joy 👁 📐	843	10	0	Р	Р	Р	Р	Р	Р	?	?	
	Acevedo, Diem Donna	057	09	1	Р	Р	Р	Р	U	?	?	?	
	Acevedo, Emarald Vonn	443	12	2	Р	U	U	Р	?	?	?	?	
	Acosta, Dexter D	685	10	0	Р	Р	?	Р	?	?	?	?	
	Acosta, Harry P	780	10	0	Р	?	?	Р	?	?	?	?	
	Adams, Peter Kavinsky	236	10	0	Р	?	?	Р	?	?	?	?	
	Adams, Ponyboy Henry	404	09	0	Р	?	?	Р	?	?	?	?	
L	Agregor, Abe Sebastian	059	12	0	Р	?	?	Р	?	?	?	?	

**1.** To adjust the attendance chart to reflect a specific period of time, use the **Report Timeframe** date text boxes to enter a date range. You can also click on the calendar icons to select the dates.

F	Select Student/	Staff	• /	Atte	ndan	ice (	Cha	rt	
P	Report Timeframe: 05/04/2023 🔤 -	14/04/	2023		Daily			Upda	ate
٨	Search Screen Simple List	0	A	pril	2023	~	]	0	
8	<pre>     Prev Page: 1 / 15 Nex </pre>	Su	Мо	Tu	We	Th	Fr	Sa	
	Student							1	
A+*	Abe, Charlie Noel 🛧 🊳	2	3	4	5	6	- 7	8	
	Abregan, Kenna Joy 👁 🎦	9	10	- 11	12	13	14	15	Γ
×*	Acevedo, Diem Donna	16	17	18	19	20	21	22	
-	Acevedo, Emarald Vonn	23	24	25	26	27	28	29	-
9	Acosta, Dexter D	30							
	Acosta, Harry P		05878	0	10		0		

**2.** You have the option to choose whether you'd like to see the attendance by day or by period. This option will default to **Daily**. Use the pull-down to select a period instead.

F	Select Student/S	taff 🔻 Atte	ndance	Chart	
P	Report Timeframe: 05/04/2023 = 14	4/04/2023 📃	Daily	Update	]
ŝ	Search Screen Simple List		Q Filter.		
æ	Prev Page: 1 / 15 Next >	Export B	Daily		
۲	Student	Student ID	Period 1		4/5 븆
A*	Abe, Charlie Noel 📌 🚳	55879	Period 2		Р
	Abregan, Kenna Joy 👁 <b>%</b>	61843	Period 3		Р
*	Acevedo, Diem Donna	23057	Period 4 Period 5		Р
4	Acevedo, Emarald Vonn	56443	Period 6		Р
9	Acosta, Dexter D	36685	Period 7		Р
==	Acosta, Harry P	58780	Period 8		Р
	Adams, Peter Kavinsky	20236	10	0	Р
	Adams, Ponyboy Henry	86404	09	0	Р

1 The Daily attendance code cannot be edited because it is based on Period attendance codes combined.

#### 3. Click Update.

F	Select Student/S	taff 🔻 Atte	endance	e Chart		
P	Report Timeframe: 05/04/2023 = 14	4/04/2023	Period 1	Update	J	
â	Search Screen Simple List			-		
\$	Prev Page: 1 / 15 Next >	Export	<b>3</b> =	Filter: OFF		
۱	Student 💂	Student ID	Grade	Absences 🛔	4/5 븆	4/6 🛔
A+	Abe, Charlie Noel 📩 🚳	55879	10	1	Р	Р
244	Abregan, Kenna Joy 👁 📒	61843	10	0	Р	Р
24	Acevedo, Diem Donna	23057	09	1	Р	Р
	Acevedo, Emarald Vonn	56443	12	2	Р	U
9	Acosta, Dexter D	86685	10	0	Р	Р

In the attendance chart displays the Student name, Student ID, the student's Grade level, the number of Absences reported during the time frame selected, and, in this case, because Daily was selected, each day along with the documented attendance code.

-	CUS Select Student/S	taff ▼ Atta	andance	Chart				Lizette	Garcia	Focus High S	School - 00	41 🔻 s
<b>Y</b>	s Writers02		enuance					Admin	T	2022-2023	▼ 4th 9	Weeks 🔻 🖪
Rep	port Timeframe: 05/04/2023 📃 - 14	4/04/2023	Period 1	Update								
Se	earch Screen Simple List											Save
	<pre> Page: 1 / 15 Next &gt;</pre>	Export	<b>B</b>	Filter: OFF								
St	Student	Student ID 🛔	Grade 🛔	Absences 🛔	4/5 🛔	4/6 🛔	4/7 🛔	4/10 🛓	4/11 🛔	4/12 🛔	4/13 🛔	4/14 🛓
A	Abe, Charlie Noel 📩 🍥	55879	10	1	P	<u>P</u>	Р	Р	PT	<u>C</u>	?	<u>U</u>
	Abregan, Kenna Joy 👁 📒	61843	10	1	2	C	.E	Р	, L	J	?	2
	Acevedo, Diem Donna	23057	09	1	л	<u>c</u>	Р	G	U	2	?	?
A											2	
	Acevedo, Emarald Vonn	56443	12	2	2	<u>U</u>	<u>U</u>	2	2	?	2	?
A	Acevedo, Emarald Vonn Acosta, Dexter D	56443 36685	12 10	2 0	?	U I	<u>U</u> 2	2	?	2	2	?.

**4.** Click the student's name in the **Student** column in order to view and/or edit a breakdown of their attendance. For more information on viewing a specific student's attendance chart, see <u>The Attendance Chart Breakdown per Student</u>.

F	Select Student/	Staff 🔻 Atte	endance	e Chart
Þ	Report Timeframe: 05/04/2023	14/04/2023	Period 1	▼ Update
ŝ	Search Screen Simple List			
æ	<pre> Prev Page: 1 / 15 Next</pre>	> Export	<b>B</b>	Filter: OFF
۲	Student 💂	Student ID	Grade	Absences 🛓
A*	Abe, Charlie Noel 📩 ۿ	55879	10	1
	Abregan, Kenna Joy	61843	10	1
24.	Acevedo, Diem Donna	23057	09	1
	Acevedo, Emarald Vonn	56443	12	2
9	Acosta, Dexter D	36685	10	0
	Acosta, Harry P	58780	10	0

If Protected students are listed, and you do not have permission to **View Protected Students** (Users > <u>Profiles</u>), you will still be able to view student data; however, the protected students' names will not be clickable links. The "DO NOT RELEASE STUDENT INFO" warning will display for all users. For information on how to set up Protected students, see <u>Student Fields: Protected Student</u>.

F		regan, Kenn 843 - 10 👁 🕨		Attendan	ce Chart				ette Garci min		s High Scl -2023 ▼	100l - 004 4th 9 V	1 ▼ /eeks ▼	SI: ER
<i>P</i>	Report Timeframe: 05/04/2023 = Search Screen Simple List	14/04/2023	Tupdate 📑	3										
ß	Demographic Enrollment Schedu	le Request	s Grades	Absences Ac	tivities Refe	rrals Te	est History	Audit Tr	rail Grad	d Files	SSS	Choice	Billing	
<ul> <li>()</li> &lt;</ul>	# )61843)											Summary	Chart	
	Course 🖕	Absences 🛔	Att Periods 🛔	Sched Periods	Daily Att % 🛔	4/5 🛔	4/6 🛔	4/7 🛔	4/10 🛔	4/11 🛔	4/12 🛔	4/13 🛔	4/14 🛔	
1	Daily Attendance	0	-	-	-	Р	Р	Р	Р	P	Р	?	?	
	CHEM 1 HON (2003350) Period 1 - 004 - Adelle Gaga Casanova	1	7	8	87.5	2	Ċ	E	P	1	1	2	?	
> >	ENG 3 (1001370) Period 2 - 004 - Fridda Lizette Roxy	0	8	8	100.0	Ι	2	?	P	2	?	2	?	
	AP SPANISH LANG & CU (0708400)				100.0	?	?	?	?	?	?	?	?	

**5.** Here you can review the attendance codes for each day. While the code and the color can help you decipher the students' attendance, you always have the option to hover over each attendance code for more information.

Export 🐴 🚔 Filter: OFF												
Course 🛓	Absences 🛔	Att Periods 🛔	Sched Periods 🛊	Daily Att % 🛔	4/5 🛔	4/6 🛔	4/7 🛓	4/10 🛔	4/11 🛔	4/12 🛔	4/13 🛔	4/14 🛔
Daily Attendance	0	-	-	-	<b>F</b>				Р	Р	?	?
CHEM 1 HON (2003350) Period 1 - 004 - Adelle Gaga Casanova	1	7	8	87.5	Prese	ent L	<u>.</u>	Ŀ.	1	1	?	?
ENG 3 (1001370) Period 2 - 004 - Fridda Lizette Roxy	0	8	8	100.0	Ι	2	?	<u>P</u> .	2	?	2	?
AP SPANISH LANG & CU (0708400) Period 3 - 001 - Dawkins R Carson	0	8	8	100.0	2	?	?	?	2	?	2	?
AVID 3 (1700410) Period 4 - 002 - Aldous A. Huxley	0	8	8	100.0	?	?	?	?	?	?	?	?

Be sure to scroll all the way to the right to see all of the dates set in the **Report Timeframe**.

The details given in hovering over codes will vary depending on the selection made from the daily or period pull-down. If you selected Daily, the details will simply state the code's meaning: Present and Absent.

If you selected a specific period, such as Period 01, the details will show the Code, the Course, Section, Last updated by, and the day and time the attendance was Last updated.

<pre> Prev Page: 1 / 15 N</pre>	Export	<b>B</b>	Filter: OFF								
Student 🛓	Student ID 🛔	Grade	Absences 🛓	4/5 🛔	4/6 🛔	4/7 🛔	4/10 🛔	4/11 🛔	4/12 🛓	4/13 🛔	4/14 🛔
<u>Abe, Charlie Noel</u> 📩 🚳	55879	10	1	P	.Р.	Р	P	PT	<u>C</u>	2	<u>U</u>
Abregan, Kenna Joy_ 👁 🚬	51843	10	1	2	<u>.C</u>	.E.	P	L.	, L	?	2
Acevedo, Diem Donna	23057	09	1	I	<u>C</u>	Р	G	<u>U</u>	2	2	2
Acevedo, Emarald Vonn	56443	12	2	2	<u>U</u>	U	2	Code: Guidan			2
Acosta, Dexter D	36685	10	0	2	Л	?	?	Course: CHE Section: CHE		350)	?
Acosta, Harry P	58780	10	0	2	2	?	2		11 1 11014 (2005	,550)	?
Adams, Peter Kavinsky	20236	10	0	2	2	.?	2	Period 1 - 004	-		?
Adams, Ponyboy Henry	36404	09	0	2	2	2	2	Last updated			2
Agregor, Abe Sebastian	50059	12	0	2	2	2	?	04	a. 2025-09-15	10.10.50*	2
Aguilar, Emily Dickinson	22481	12	0	?	?	?	?	?	?	?	?

Each district sets up attendance codes via Attendance > <u>Attendance Setup</u>. The district enters each attendance code's Title, Short Name, Sort Order, Type, Color, etc. Therefore, the colors shown in the above examples may differ from district to district.

Depending on your profile permissions, you may or may not have the ability to edit attendance from this screen. If you have Viewing and Editing permissions, then you will also be able to edit students' attendance. This permissions is set via Users > <u>Profiles</u> > Attendance (Attendance Chart).

**6.** When viewing the report based on attendance by period, you can click the existing attendance code or question mark to edit the attendance code. The option to edit daily attendance codes, is not supported because the daily code is based on all period codes combined.

<pre> Prev Page: 1 / 15</pre>	Next>		ort 🛐 🖶	Filter				
Student 븆	Student ID 🛊	Grade 🖨	Absences 🖨	2/11 🛊	2/12 🛊	2/16 🛊	2/17 🛊	2/18 🛊
<u>Abe, Charlie Noel </u>	0055879	10	1	2	Ē	P	?	2
Abregan, Kenna Joy 👁 🕨	0061843	10	0	Р 🗸	P	2	.?	?
Acevedo, Diem Donna	023057	09	1	3	Student is	n assumed	nresent	<u> </u>
Acevedo, Emarald Vonn	056443	12	0	2	Course:		present	
Acosta, Dexter D	086685	10	0	2	Section	ENV SCI (	(2001340)	
<u>Acosta, Harry P</u>	0058780	12	0	?	01 01 - 00	1 - Cather	rine Frier	
Adams, Peter Kavinsky	0020236	10	0	2				1

7. Click Save to apply changes.

eport Timeframe: 05/04/2023	- 14/04/2023	Period 1	Vpdat	е							Sav
Prev Page: 1 / 15	Export Export	<b>8</b>	Filter: OFF								
Student 🛊	Student ID 🛊	Grade 븆	Absences 🜲	4/5 븆	4/6 🛔	4/7 🛔	4/10 🛔	4/11 🛔	4/12 荣	4/13 🛔	4/14 🛓
Abe, Charlie Noel 📌 🊳	055879	10	1	P.	.Р.	P.	P.	PT	<u>C</u>	2	<u>U</u>
Abregan, Kenna Joy 👁 💺	061843	10	1	2	<u>.C</u>	Æ	P.	L.	J	2	2
Acevedo, Diem Donna	023057	09	1	Л	<u>C</u>	.P.	6	<u>.U</u>	2	2	2
Acevedo, Emarald Vonn	056443	12	2	2	<u>.U</u>	U	Р ~	2	2	2	2
Acosta, Dexter D	086685	10	0	2	Ι	?	?	2	?	?	?
Acosta, Harry P	058780	10	0	2	2	?	?	2	2	2	2
Adams, Peter Kavinsky	020236	10	0	2	2	.?	2	2	2	2	?

## The Attendance Chart Breakdown per Student

Clicking the student name and opening the individual student's Attendance Chart is beneficial if more than one period of attendance in a day must be updated. Changing the attendance code for any period will update the daily attendance code.

**1.** Click on the Student name for an Attendance breakdown for that specific student, as shown in the image. From this screen, you have the ability to review the student's daily attendance displayed by period. The Report Timeframe pulls in the dates selected on the previous Attendance Chart screen, but can be changed as needed.

<b>F</b> (		, Charlie N 879 - 10 🛧 ᠖	oel ▼ III ← →	Attendand	ce Chart				ette Garci min		s High Sci -2023 ▼	hool - 004 4th 9 W	1 ▼ s
<i>p</i>	Report Timeframe: 05/04/2023 = - Search Screen Simple List	14/04/2023	TUpdate	)									
р.	Demographic Enrollment Schedu	e Request	s Grades	Absences Ac	tivities Refe	errals Te	st History	Audit Tr	ail Grad	d Files	SSS	Choice	Billing
• **	Attendance breakdown for <u>Abe, Charlie No</u> (# 5879)	<u>əl 🕇</u>										Summary	Sav
1	Export 🐴 🚔 Filter: OFF												
9	Course 🛊	Absences 🛊	Att Periods 🛔	Sched Periods	Daily Att % 븆	4/5 🛔	4/6 💺	4/7 🛔	4/10	4/11 🛊	4/12 🛔	4/13 🛔	4/14 븆
-	Daily Attendance	1	-	-	-	Р	Р	Р	Р	Р	Р	?	U
□ ≱	CHEM 1 HON (2003350) Period 1 - 004 - Adelle Gaga Casanova	1	8	8	100.0	P	P	P	P	PT	C	2	U
<b>)</b>	ENG 3 (1001370) Period 2 - 004 - Fridda Lizette Roxy	1	8	8	100.0	Р	Ċ	Р	PT	P	P	2	U
24	AP SPANISH LANG & CU (0708400) Period 3 - 001 - Dawkins R Carson	1	8	8	100.0	2	2	2	?	?	2	2	U
١	AVID 3 (1700410) Period 4 - 002 - Aldous A. Huxley	1	8	8	100.0	?	2	2	?	?	2	2	<u>U</u>

While reviewing the absence Chart, you have the option to click **Summary** in order to navigate to **Attendance** > <u>Attendance Summary</u>.

-(		, Charlie N	oel 🔻	Attendanc	e Chart			Lize	ette Garci	a Focus	High Sch	100l - 004	1 🔻
	s Writers02	79 - 10 素 🏐	≡ ← →	Accination				Adı	min '	2022	-2023 🔻	4th 9 W	/eeks ▼
β	Report Timeframe: 05/04/2023	14/04/2023	Tupdate	)									
	Search Screen Simple List												
	Demographic Enrollment Schedule	e Request	s Grades	Absences Ac	tivities Refe	rrals Te	st History	Audit Tr	ail Grad	Files	SSS	Choice	Billing
,													Sa
	Attendance breakdown for <u>Abe, Charlie Noe</u> (# 5879)	<u>a 🛧</u> 🚳											
	(* .567.5)											Summary	Chart
	Export 🖳 🚔 Filter: OFF												
	Course 💺	Absences 🛊	Att Periods 🛊	Sched Periods 🛓	Daily Att % 🜲	4/5 븆	4/6 💺	4/7 🛔	4/10 🛔	4/11 🛊	4/12 🛔	4/13 🛔	4/14 🛔
-	Daily Attendance	1		-	-	Р	Р	Р	Р	Р	Р	?	U
	CHEM 1 HON (2003350)	1	8	8	100.0	Р	P	Р	P	PT	<u>C</u>	2	U
:	Period 1 - 004 - Adelle Gaga Casanova ENG 3 (1001370)												
1	Period 2 - 004 - Fridda Lizette Roxy	1	8	8	100.0	<u>P</u>	<u>C</u>	P	PT	<u>P</u>	P	2	<u>U</u>
	AP SPANISH LANG & CU (0708400)	1	8	8	100.0	2	?	2	2	2	2	2	U
		*											
	Period 3 - 001 - Dawkins R Carson AVID 3 (1700410)	1	8	8	100.0	?	?	?	?	?	?	?	U

In a specific student's Attendance Chart, you see the Course, the number of Absences per period/course, Att Periods (the number of attended periods), Sched Periods (the number of periods scheduled), Daily Att %, (daily attendance percentage), and the attendance code per day as listed.

0		e, Charlie N		Attendanc	ce Chart				ette Garcia			hool - 004	1 ▼ Weeks ▼	SI ER
-	Writers02	879 - 10 🛧 🏐						Ad	min y	2022	-2023 🔻	4th 9 v	weeks V	
R	Report Timeframe: 05/04/2023 🔤 -	14/04/2023	C Update	e										
	Search Screen Simple List													
	Demographic Enrollment Schedu	le Request	s Grades	Absences Ac	tivities Refe	rrals	Test History	Audit Tr	ail Grad	Files	SSS	Choice	Billing	
													Sa	ave
At	ttendance breakdown for Abe, Charlie No	el 📌 🚳									_			
(#	055879)											Summary	Chart	
-														_
	Export 🛐 🚔 Filter: OFF													
	Course	Absences 🛔	Att Periods 🛔	Sched Periods 🛊	Daily Att % 🛔	4/5 🚔	4/6 🛔	4/7 🛔	4/10	4/11 🛔	4/12 🛔	4/13 🛔	4/14	
	Daily Attendance	1	-	-	-	Р	Р	Р	Р	Р	Р	?	U	
	CHEM 1 HON (2003350)	1	8	8	100.0	P	P	P	Р	PT	<u>c</u>	2	U	
	Period 1 - 004 - Adelle Gaga Casanova ENG 3 (1001370)	-	-	-										
	Period 2 - 004 - Fridda Lizette Roxy	1	8	8	100.0	P	C	P	PT	<u>P</u>	P	2	U	
	AP SPANISH LANG & CU (0708400)	2	7	8	87.5	Р	Р	<u>c</u>	Р	U	<u>c</u>	2	U	
	Period 3 - 001 - Dawkins R Carson	-	<i>'</i>	0	07.5	_								
	AVID 3 (1700410)	2	7	8	87.5	Р	P	G	P	<u>U</u>	P	?	<u>U</u>	
	Period 4 - 002 - Aldous A. Huxley LEAD SKLS DEV (2400300)					Р	Р	Р	Р	U	Р	2	Ų	
	Period 5 - 003 - Elena Bonnie Samson	2	7	8	87.5		A.,		Å					
	ALG 2 (1200330)	2	7	8	87.5	P	Р	P	P	<u>U</u>	Р	2	<u>U</u>	
	Period 6 - 001 - Kramer Mickey Heller US HIST (2100310)													
	031131 (2100310)			8	87.5	Р	Р	Р	Р	U	Р	?	U	

Notice the totals listed at the bottom of each column. The Total Present and Total Absent numbers are listed along with a total percentage.

emographic Enrollment Sch	edule Request	s Grades	Absences A	Activities Re	ferrals T	est History	Audit T	rail Grad	Files	SSS	Choice	Billing
ndance breakdown for <u>Abe, Charlie</u> 5879)	<u>e Noel</u> 📩 🏐										Summary	Chart
Export 🛃 🚔 Filter: OFF												
Course 🛓	Absences 🛔	Att Periods 🛔	Sched Periods 🛊	Daily Att % 🛔	4/5 🚔	4/6 🜲	4/7 🛔	4/10 🛔	4/11 🛔	4/12 🛔	4/13 🛔	4/14 🛔
Daily Attendance	1		-	-	Р	Р	Р	Р	Р	Р	?	U
CHEM 1 HON (2003350) Period 1 - 004 - Adelle Gaga Casanova	1	8	8	100.0	Р	P	P	P	PT	C	2	U
NG 3 (1001370) Period 2 - 004 - Fridda Lizette Roxy	1	8	8	100.0	Р	C	P	PT	Р	P	2	U
P SPANISH LANG & CU (0708400) Period 3 - 001 - Dawkins R Carson	2	7	8	87.5	P	P	<u>C</u>	<u>P</u>	<u>U</u>	<u>C</u>	2	<u>U</u>
VID 3 (1700410) Period 4 - 002 - Aldous A. Huxley	2	7	8	87.5	P	P	<u>G</u>	<u>P</u>	<u>U</u>	P	2	Ū
EAD SKLS DEV (2400300) Period 5 - 003 - Elena Bonnie Samson	2	7	8	87.5	P	P	P	P	<u>U</u>	Р	2	Ū
NLG 2 (1200330) Period 6 - 001 - Kramer Mickey Heller	2	7	8	87.5	P	P	P	P	Ŭ	P	2	<u>U</u>
JS HIST (2100310) Period 7 - 001 - Suzi Mylene Varela	2	7	8	87.5	P	P	P	P	U	P	2	U
Total P	resent -	44	out of 56	78.6%	7	7	7	7	2	7	7	0
	Absent 12	-	-	-	0	0	0	0	5	0	0	7
Course	Absences	Att Periods	Sched Periods	Daily Att %	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14

**2.** Review the attendance codes for each day. While the code and the color can help you decipher the student's attendance, you always have the option to hover over each attendance code for more information.

Absences 🖨	Att Periods 🖨	Sched Periods 🖨	Daily Att % 븆	4/5 🜲	4/6	4/7 🛓	4/10 🛔	4/11 🛔	4/12 🛓	4/13	4/14
1	-	-	-	Р	Р	Р	Р	Р	Р	?	U
1	8	8	100.0	<u>P</u>	P	P	<u>P</u>	PT	<u>C</u>	?	<u>U</u>
1	8	8	100.0	P	C	P	PT	P	Р	2	Ū
2	7	8	87.5	P	P	<u>C</u>	P	<u>U</u>	<u>C</u>	2	Ū
2	7	8	87.5	P	P	G	P	<u>U</u>	P	?	U
2	7	8	87.5	<u>P</u>	P	<u>P</u>	Course: AV	ID 3		2	U
2	7	8	87.5	P	<u>P</u>	<u>P</u>				2	U
2	7	8	87.5	Р	P	<u>P</u>	Last updat	ed by: Lizet	te Garcia	2	U
nt -	44	out of 56	78.6%	7	7	7		eu. 2023-09	-15 10.27.22		0
nt 12	-	-	-	0	0	0					7 4/14
	1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	ent 12 -	ent 12	Image: second	Image: second	1     8     8     100.0     P     P       1     8     8     100.0     P     C       1     8     8     100.0     P     C       2     7     8     87.5     P     P       2     7     8     87.5     P     P	1       8       8       100.0       P       P       P         1       8       8       100.0       P       C       P         1       8       8       100.0       P       C       P         2       7       8       87.5       P       P       S         2       7       8       87.5       P       P       P         ent -       44       out of 56       78.6%       7       7       0         0       -	1 $8$ $8$ $100.0$ $P$ $P$ $P$ $P$ $P$ $1$ $8$ $8$ $100.0$ $P$	1       8       8       100.0 $\mathbb{P}$	1       8       8       100.0       P       P       P       PI       P	1       8       8       100.0       P       P       P       P       PI       PI       C       2         1       8       8       100.0       P       C       P       PI       PI       P

The details will show the Code, the Course, Section, Last updated by, and the day and time the attendance was Last updated.

Each district sets up their own attendance codes via Attendance > <u>Attendance Setup</u>. The district enters each attendance code's Title, Short Name, Sort Order, Type, Color, etc. Therefore, the colors shown in the example above may differ from district to district.

- Be sure to scroll all the way to the right to see all of the dates originally set in the Report Timeframe.
- Depending on your profile permissions, you may or may not have the ability to edit attendance from this screen. If you have Viewing and Editing permissions, then you will also be able to edit student attendance. This permissions is set via Users > <u>Profiles</u> > Attendance tab > Attendance (Attendance Chart).
- **3.** Click any of the underlined attendance codes or question marks to edit the code.

emographic Enrollment Sche	dule Reques	ts Grades	Absences /	Activities R	eferrals	Test History	Audit Trail	Grad Files	SSS	Choice	Billing
endance breakdown for <u>Abe, Charlie  </u> 5879)	<u>Noel 📩</u> 🏐									Summary	Sa Chart
Export 🐴 🚔 Filter: OFF							N/A				
Course	Absences 🛔	Att Periods 🛔	Sched Periods 🖨	Daily Att %	<b>♦</b> 4/5 <b>♦</b>	4/6 🛔	No Show (DN	IE)		4/13 🛔	4/14 🛔
Daily Attendance	1	-	-	-	Р	Р	Unexcused A			?	U
CHEM 1 HON (2003350) Period 1 - 004 - Adelle Gaga Casanova	1	8	8	100.0	Р	P	✓ Present				<u>~ U</u>
ENG 3 (1001370) Period 2 - 004 - Fridda Lizette Roxy	1	8	8	100.0	Р	Clinic	Unexcused T Excused Tarc			2	Ŭ
AP SPANISH LANG & CU (0708400)	2	7	8	87.5	P	P	Clinic Unexcused A	bs Relat 🙀 to D	iscipline	2	Ŭ
Period 3 - 001 - Dawkins R Carson AVID 3 (1700410) Period 4 - 002 - Aldous A. Huxley	2	7	8	87.5	Р	P	Excused Abs Guidance	ences		2	U
LEAD SKLS DEV (2400300) Period 5 - 003 - Elena Bonnie Samson	2	7	8	87.5	P	P	Hospital Hom In School Sus			2	U
ALG 2 (1200330) Period 6 - 001 - Kramer Mickey Heller	2	7	8	87.5	P	P	Juvenile Dete Unexcused A	ention Center bs not related t	o Discipline	?	<u>U</u>
US HIST (2100310) Period 7 - 001 - Suzi Mylene Varela	2	7	8	87.5	Р	P	Out of Schoo Alternative to			2	Ŭ
Total Pre	esent -	44	out of 56	78.6%	7	7	School Activi	tv		7	0
Total At		-	-	-	0	0	Excused Doc			0	7
Course	Absences	Att Periods	Sched Periods	Daily Att %	4/5	4/6	Agency Place			4/13	4/14

4. Click **Save** to apply changes made.

emographic Enrollment Scheo	lule Reques	ts Grades	Absences A	Activities Ref	errals T	est History	Audit Tr	rail Gra	d Files	SSS	Choice	Billing
endance breakdown for <u>Abe, Charlie 1</u> 5879)	<u>loel 📩</u>										Summary	Chart
Export 🛐 🚔 Filter: OFF												
Course	Absences 🛔	Att Periods 🛔	Sched Periods 🛊	Daily Att % 🛔	4/5 🜲	4/6	4/7 🛔	4/10	4/11 🛔	4/12 🛔	4/13 🛔	4/14 🛔
Daily Attendance	1	-	-	-	Р	Р	Р	Р	Р	Р	?	U
CHEM 1 HON (2003350) Period 1 - 004 - Adelle Gaga Casanova	1	8	8	100.0	P	P	РТ	<u>P</u>	PT	<u>c</u>		<u>~</u> <u>U</u>
ENG 3 (1001370) Period 2 - 004 - Fridda Lizette Roxy	1	8	8	100.0	P	Clinic	<u> </u>	PT	P	P	2	<u>U</u>
AP SPANISH LANG & CU (0708400) Period 3 - 001 - Dawkins R Carson	2	7	8	87.5	Р	P	<u>C</u>	P	<u>U</u>	<u>C</u>	2	<u>U</u>
WID 3 (1700410) Period 4 - 002 - Aldous A. Huxley	2	7	8	87.5	Р	P	G	P	<u>U</u>	Р	?	Ŭ
EAD SKLS DEV (2400300) Period 5 - 003 - Elena Bonnie Samson	2	7	8	87.5	Р	P	P	P	<u>U</u>	Р	2	Ŭ
ALG 2 (1200330) Period 6 - 001 - Kramer Mickey Heller	2	7	8	87.5	P	P	P	P	U	P	2	<u>U</u>
JS HIST (2100310) Period 7 - 001 - Suzi Mylene Varela	2	7	8	87.5	Р	P	P	P	<u>U</u>	Р	2	U
Total Pre		44	out of 56	78.6%	7	7	7	7	2	7	7	0
Total Ab		-	-	-	0	0	0	0	5	0	0	7
Course	Absences	Att Periods	Sched Periods	Daily Att %	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14

# Additional Features

If the chart contains several pages of information, Page numbers display. Click the **Prev** and **Next** buttons to sift through pages. Click the **Page** text box to enter a page number. Press **Enter** to jump to that page.

F	Select Student/S	Staff 🔻 Atto	endance	e Chart		
B	Report Timeframe: 05/04/2023 = 1	4/04/2023	Period 1	Update		
â	Search Screen Simple List					
\$	Prev Page: 1 / 15 Next :	Export	<b>8</b> =	Filter: OFF		
۱	Student 🖕	Student ID	Grade	Absences 🛔	4/5 🛔	4/6 🛔
A*	Abe, Charlie Noel 📌 🚳	55879	10	1	Р	Р
	Abregan, Kenna Joy 👁 🎦	61843	10	0	Р	Р
	Acevedo, Diem Donna	23057	09	1	Р	Р
	Acevedo, Emarald Vonn	56443	12	2	Р	U
9	Acosta, Dexter D	86685	10	0	Р	Р

To export the attendance chart data to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.

To print data, click on the **Printer** icon in the **Export** section.

F	Select Student/S	Staff 🔻 Atte	endance	e Chart
P	Report Timeframe: 05/04/2023 = - 1	4/04/2023	Period 1	Vpdate
ŝ	Search Screen Simple List			
\$	Prev Page: 1 / 15 Next	Export	<b>B</b> =	Filter: OFF
۲	Student 🛓	Student ID	Grade	Absences 🛔
A*	Abe, Charlie Noel 📌 🚳	55879	10	1
*	Abregan, Kenna Joy 👁 📐	61843	10	0
	Acevedo, Diem Donna	23057	09	1
	Acevedo, Emarald Vonn	56443	12	2
9	Acosta, Dexter D	86685	10	0

Click **Filters** feature to further breakdown data.

Export 🔮 🚔 🛛 Filter: (	N				
🔁 char 🛛 🔻	T	10 🔻	1 🕄 🔍 🔍	🔁 🔻	Ð
		😑 09 🔍	Contains	Not	
Student 🛊	Student ID 🖨	Grade	Equals	Not Not	/12 🛊
Abe, Charlie Noel 🕕	055879	10	Starts with	Not	E
Benavides,	056876	09	Ends with	Not	?
Contreras,	086965	10	Has value	Not	?
Jones.	073718	10	Greater	Not	2
Jones, A Montenegro,	086973	10	Greater or e	qual Not Not	
			Less or equa		. 7
Pichardo,	061929	10	Between		· ·
Razo,	057745	09	-	Not	?
Renteria,	086371	10	0	?	?
Richter,	055990	10	0	?	?
Tapia,	021107	10	0	?	?

- **a.** To add more than one filter to a column, click on the **green plus sign**.
- **b.** To delete an added filter, click on the **red minus sign**.
- **c.** Select the **gray arrow** for more filtering options.

#### For more information, see <u>Filters</u>.

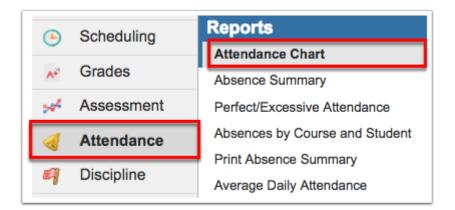
You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

eport Timeframe: 05/04/2023	- 14/04/2023	Period 1	V Updat	е							Sa
earch Screen Simple List											Sa
<pre></pre>	Next > Export	<b>B</b>	Filter: OFF								
Student 🛊	Student ID 🖨	Grade 🖨	Absences 🛔	4/5 🜲	4/6 🜲	4/7 븆	4/10 🛔	4/11 💺	4/12 🛔	4/13 🛊	4/14 븆
Acevedo, Emarald Vonn	6443	12	2	2	<u>.U</u>	<u>.U</u>	2	?	?	?	?
Abe, Charlie Noel 📩 🊳	5879	10	1	P.	.Р.	PT	P	PT	<u>C</u>	2	<u>.U</u>
Abregan, Kenna Joy 👁 🎦	1843	10	1	2	<u>.</u>	E	P.	L.	J.	2	2
Acevedo, Diem Donna	3057	09	1	π	<u>.C</u>	<u>P</u>	G	<u>.U</u>	2	2	2
Acosta, Dexter D	6685	10	0	2	I.	2	2	?	2	2	2
Acosta, Harry P	8780	10	0	2	2	?	2	2	?	?	2

Postsecondary Attendance Chart

### Student Search

1. From the Attendance menu, click Attendance Chart.



**2.** Enter student search criteria. If searching for specific students by name or student number, you can simply type the information directly into the **Student** text box.

Search Screen Simple List
Student Search
Student
More Search Options

To generate the Attendance Chart for all students, leave the **Student Search** text box empty.

**3.** For a more advanced search and the ability to define a specific subset of students, click **More Search Options**. In the example shown, Grade 31 has been selected; therefore, the Attendance Chart will be generated only for students in grade 31.

Last Name	
First Name	
Student ID	
Address	
	06 07 08
	09 🗌 10 🔲 11
Grade	🔲 12 🔲 PK 🔲 KG
Grade	01 02 03
_	04 05 030
	✓ 31
Calendar	N/A \$

**4.** Before conducting your search, you have the ability to select a **Student Group** from the provided pull-down.

Search Screen Simple List	
Student Search Student More Search Options	Student Group District Seniors
	Search Reset

Student groups must be set up beforehand in order to use this functionality via Students > <u>Student Groups</u>.

**5.** Select the check box to **Include Inactive Students**. Selecting to Include Inactive Students will display two other options as well: **Include Previous Years Inactive Students** and **Use Most Recent Enrollment**.

Student Group N/A Include Inactive Students Include Previous Years Inactive Students Use Most Recent Enrollment

**6.** When the Student Search and/or More Search Options has been defined, click **Search** to go on to the next page. If needed, you can **Reset** to clear everything on the page and start over.



### The Attendance Chart (Postsecondary)

Conducting a search navigates to a new Attendance Chart screen where you can set different parameters for reviewing the students' attendance.

Report Timeframe: 05/01/2022	05/31/2022	Daily	y 🔻	Update	•							
Search Screen Simple List												
<pre> Prev Page: 1 / 2 Nex</pre>	t) Exp	ort 🐴	Filte	· OFF								
Student 🛊	Student ID 🛊	Grade	Absences	5/2 🛊	5/3 🛊	5/4 ♦	5/5 🛊	5/6 🛊	5/9 🛊	5/10 🛊	5/11 🛊	5/12
Allen a B CR	213897	10	2	0	Р	Р	Х	?	-	-	-	-
Bah,	211002	07	3	х	Р	Х	Х	?	-	-	-	-
Banks, E 18 B CR	154110	10	3	Х	Р	Х	х	?	-	-	-	-
Bennett,	170927	07	1	Р	Р	х	Р	?	-	-	-	-
Brantman,	216782	10	0	Р	Р	Р	Р	?	-	-	-	-
Brown, I CR 🛠	164025	09	0	-	?	Р	Р	?	-	-	-	-
Brown, E B	162707	10	3	E	х	Q	Р	?	-	-	-	-
Brvant. 5 B HEP	175513	06	1	Р	Р	Р	х	?	-	-	-	-

The colors set for each attendance code via <u>Attendance Setup</u> > Codes tab > Attendance tab displays as customized by the district, as shown in the image above.

**1.** To adjust the attendance chart to reflect a specific period of time, use the **Report Timeframe** date text boxes to enter a date range. You can also click on the calendar icons to select the dates.

Display Scheduled and Attended	d Hours	0	Ma	arch	2022	! •	•	0		
Search Screen Simple List		Su	Мо	Tu	We	Th	Fr	Sa		
<pre> Page: 1 / 6</pre>	Nex			1	2	3	4	5	0	DFF
Student 🛊	Sti	6	7	8	9	10	11	12	•	3/2
Abernath		13	14	15	16	17	18	19		?
SWD		20	21	22	23	24	25	26		F
Adlinc D		27	28	29	30	31				

**2.** You have the option to choose whether you'd like to see the attendance by day or by period. This option will default to **Daily**. Use the pull-down to select a period instead.

Report Timeframe: 03/01/2022	<u>- 03/31/202</u>	2 📃	Daily 🔻	Update
isplay Scheduled and Attended I	Hours as Decima	d: 🗆	Filter	
Search Screen Simple List			Daily	
<pre> Prev Page: 1 / 6 </pre>	Next>	Export	Period 0 Period 1	OFF
Student \$	Student ID		Bariad 2	3/2 ♦
Abernat	0206500	31	Period 3	?
Adling b	7091877	11	Period 5 Period 6	Р
Andrev	9045971	31	All Day	Р
Annand, Arianna Grace PMP	4074922	12	PT AM	Р

The Daily attendance code cannot be edited because it is based on Period attendance codes combined.

#### 3. Click Update.

eport Timeframe: 03/01/2022	<u> </u>	2 📃 🗖	aily 🔽 🔽	pdate		
isplay Scheduled and Attended H	ours as Decima	l: 🗆				
Search Screen Simple List						
<pre> Prev Page: 1 / 6</pre>	Next>	Export	Filter:	OFF		
Student 🛊	Student ID	Grade 🖨 A	bsences <b>‡</b> 3/1 <b>‡</b>	3/2 ♦	3/3 🛊	3/4 🛊
Abernathy, ]	206500	31 0	P	?	?	?
Adling, 1	091877	11 1	Р	Р	Р	Р
Andrews, n.	045971	31 6	5	Р	5	Р

**4.** Select the **Display Scheduled and Attended Hours as Decimal** check box for the display of the **Att Hrs** and **Sched Hrs** columns as a decimal values instead of in the HH:MM format, which will appear on the report and in the exported file. If this feature is selected, you must click the **Update** button again to apply changes. Once selected, the check box will remain selected by default.

eport Timeframe: 03/01/2022	<u> </u>		Period 1	Vpdate	е											
splay Scheduled and Attended H	ours as Decima	ıl: 🗹							_							
earch Screen Simple List							Mark a	ll present	:							Sav
<pre> Prev Page: 1 / 6</pre>	Next>	Export	<b>3</b> =	Filter: OFF	)											
Student 🛊	Student ID	Grade	Absences	Sched Hrs	Att Hrs 🕯	3/1‡	3/2 ≑	3/3 ♦	3/4 ≹	3/7 🛊	3/8 🛊	3/9 🛊	3/10 🛊	3/11 🛊	3/22 🛊	3/23
Annan	4074922	12	1	31.2	26	P 2:36	<u>Р</u> 2:36	<u>5</u> 0:00	P 2:36	P 2:36	<u>Р</u> 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
Bauman	3018021	12	1	31.2	26	1 0:00	P 2:36	P 2:36	P 2:36							
Bell,	9050141	12	0	31.2	26	P 2:36	<u>L</u> 0:00	<u>Р</u> 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	<u>Р</u> 2:36
Blodgett	1056128	11	0	31.2	28.6	P 2:36	<u>Р</u> 2:36	<u>2</u> 2:36	<u>C</u> 2:36	<u>P</u> 2:36	<u>Р</u> 2:36	P 2:36	<u>Р</u> 2:36	P 2:36	P 2:36	<u>8</u> 2:36
Boswell,	9046389	12	0	31.2	28.35	P 2:36	F 2:21	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	L 2:36	P 2:36	P 2:36	P 2:36
Byrd,	5077809	12	0	31.2	28.6	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
Castillo,	9200082	11	0	31.2	28.6	P 2:36	<u>P</u> 2:36	<u>8</u> 2:36	<u>P</u> 2:36	P 2:36	<u>P</u> 2:36	<u>P</u> 2:36	P 2:36	<u>P</u> 2:36	P 2:36	<u>P</u> 2:36

The **Display Scheduled and Attended Hours as Decimal** option can only function if a **Period** is selected from the Daily pull-down. If Daily is selected, no changes will display.

The attendance chart displays the Student name, Student ID, the student's Grade level, and the number of Absences reported during the time frame selected. You will also see the days entered in the Report Timeframe listed along with the attendance code and number of hours present during that period.

eport Timeframe: 03/01/2022 splay Scheduled and Attended Ho search Screen Simple List	☐ - 03/31/2022 ours as Decima		Daily	V	odate		
Prev Page: 1 / 6	Next>	Export	A 🗐	Filter:	DFF		
Student 🛊	Student ID	Grade	Absences 🖨	3/1 🛊	3/2 ♥	3/3 🛊	3/4 🛊
Abernathy,	206500	31	0	Р	?	?	?
Adling 5	091877	11	1	Р	Р	Р	Р
Andrews on G	045971	31	6	5	Р	5	Р
Annand	074922	12	1	Р	Р	А	Р
Arcadia al	204465	12	0	Р	Р	Р	Р
Arthur,	201023	12	1	Р	Р	Р	Р
Avey,	094069	12	2	Р	Р	Р	Р
Bacon	078592	31	1	Р	5	Р	Р

**5.** Click on a **Student** in order to view and/or edit a breakdown of his/her attendance. For more information on viewing a specific student's attendance chart, see <u>The Attendance Chart</u> <u>Breakdown per Student (Postsecondary)</u>.

eport Timeframe: 03/01/2022	- 03/31/2022	_	Daily	V U	pdate		
isplay Scheduled and Attended Ho Search Screen Simple List	urs as Decima	1: 🗹					
<pre> Prev Page: 1 / 6</pre>	Next>	Export	<b>3</b> 5	Filter:	OFF		
Student 🛊	Student ID	Grade	Absences 🖨	3/1 🛊	3/2 ≹	3/3 🛊	3/4 🛊
Abernathy	206500	31	0	Р	?	?	?
Adling	091877	11	1	Р	Р	Р	Р
Andrew: on G	045971	31	6	5	Р	5	Р
Annand	074922	12	1	Р	Р	А	Р
Arcadia al	204465	12	0	Р	Р	Р	Р
Arthur,	201023	12	1	Р	Р	Р	Р
Avey,	094069	12	2	Р	Р	Р	Р
Bacon,	078592	31	1	Р	5	Р	Р

**6.** Here you can review the attendance codes for each day. While the code and the color can help you decipher the students' attendance, you always have the option to hover over each attendance code for more information.

Grade	Absences	Sched Hrs	Att Hrs	3/1 🛊	3/2 🛊	3/3 🛊	3/4 🛊	3/7 🛊	3/8 🛊	3/9 🛊	3/10 🛊
12	1	30	25	P 2:30	<u>P</u> 2:30	<u>P</u> 2:30	P 2:30	P 2:30	P 2:30	<u>5</u> 0:00	P 2:30
11	0	30	27.5	P 2:30	<u>P</u> 2:30	8 2:30	P Code: T	P	P	<u>P</u>	<u>P</u> 2:30
11	0	30	27.5	P 2:30	<u>P</u> 2:30	<u>P</u> 2:30	Course	ELECTRIC	CITY 3 CITY 3 (87	27230)	<u>P</u> 2:30
12	1	30	25	P 2:30	P 2:30	P 2:30	02 03 - 2		OGEA		P 2:30
11	2	30	22.5	P 2:30	<u>P</u> 2:30	<u>P</u> 2:30		dated by dated: 20		GEA 09:58:26-	<u>P</u> 2:30
12	2	30	22.5	P 2:30	<u>P</u> 2:30	<u>P</u> 2:30	P 2:30	5 0:00	P 2:30	P 2:30	<u>P</u> 2:30

# Be sure to scroll all the way to the right to see all of the dates set in the Report Timeframe.

The details given in hovering over codes will vary depending on the selection made from the daily or period pull-down. If you selected Daily, the details will simply state the code's meaning: Present and Absent.

Grade	Absences 🖨	3/1 🛊	3/2 🛊	3/3 🛊	3/4 🛊	3/7 🛊	3/8 🛊	3/9 ♦
31	0	Р	?	?	?	?	Р	?
11	1	Р	Р	Р	Р	1	Р	Р
31	6	5	Р	5	Р	1	1	1
12	1	Р	Р	А	Р	Р	Р	Р
12	0	Р	Р	Р	Р	Р	Р	Р
12	1	Р	Р	Р	P P	Р	Р	Р
12	2	Р	Р	Р	Present			P
31	1	Р	5	Р	Р	Р	Р	Р
31	1	Р	5	Р	Р	Р	Р	Р

If you selected a specific period, such as Period 01, the details will show the Code, the Course, Section, Last updated by, and the day and time the attendance was Last updated.

3/1 🛊	3/2 🛊	3/3 🛊	3/4	3/7 🛊	3/8 🛊	3/9 🛊	3/10 🛊
Р	. <u>P</u>	<u>P</u>	Р	P	<u>P</u>	.5	P
2:30	2:30	2:30	2:30	2:30	2:30	0:00	2:30
P	<u>.P</u>	.8	P	P	P	<u>P</u>	<u>P</u>
2:30	2:30	2:30	Code: Ta	ardy			2:30
P	<u>.P</u>	P	Course	ELECTRIC	TTY 3		<u>P</u>
2:30	2:30	2:30	Section	: ELECTRIC	CITY 3 (87)	27230)	2:30
Р	P	Р			0.054		P
2:30	2:30	2:30	02 03 - 2	23 - dated by	OGEA	GEA	2:30
P	P	P			22-03-03		P
2:30	2:30	2:30	06				2:30
Р	P	Р	P	.5	P	P	Р
2:30	2:30	2:30	2:30	0:00	2:30	2:30	2:30

Each district sets up attendance codes via Attendance > <u>Attendance Setup</u>. The district enters each attendance code's Title, Short Name, Sort Order, Type, Color, etc., as shown in the image below. Therefore, the colors shown in the above examples may differ from district to district.

Depending on your profile permissions, you may or may not have the ability to edit attendance from this screen. If you have Viewing and Editing permissions, then you will also be able to edit students' attendance. This permissions is set via Users > <u>Profiles</u> > Attendance tab > Attendance Chart.

**7.** You may notice that the attendance codes are underlined; this means that they are editable. Click on any of the codes to change it.

Grade	Absences 🖨	Sched Hrs	Att Hrs	3/1 🛊	3/2 🛊	3/3 🛊	3/4 🛊	3/7	3/8 🛊	3/9 ♦	3/10 🛊
12	1	31.2	26	P 2:36	<u>Р</u> 2:36	<u>5</u> 0:00	P 2:36	Р <u>2:36</u>	<u>Р</u> 2:36	<u>Р</u> 2:36	<u>Р</u> 2:36
12	1	31.2	26	<u>1</u> 0:00	<u>P</u> 2:36	<u>P</u> 2:36	P 2:36	P 2:36	<u>Р</u> 2:36	<u>Р</u> 2:36	<u>Р</u> 2:36
12	0	31.2	26	1 ▼ 2:36 J	<u>L</u> 0:00	<u>P</u> 2:36	<u>Р</u> 2:36	<u>Р</u> 2:36	<u>P</u> 2:36	<u>P</u> 2:36	<u>P</u> 2:36
11	0	31.2	28.6	P 2:36	P 2:36	2 2:36	<u>C</u> 2:36	P 2:36	P 2:36	<u>Р</u> 2:36	P 2:36
12	0	31.2	28.35	<u>P</u> 2:36	<u>F</u> 2:21	<u>P</u> 2:36	P 2:36	P 2:36	<u>Р</u> 2:36	<u>Р</u> 2:36	L 2:36

**8.** If any changes have been made to the students' attendance codes, click **Save** to apply changes.

l: 🗹	Period 1	Vpdate					_							
					Mark a	ll present								Save
Export	<b>B</b>	Filter: OFF												
Grade	Absences	Sched Hrs	Att Hrs	3/1 🛊	3/2 🛊	3/3 🛊	3/4 ♦	3/7 🛊	3/8 🛊	3/9 🛊	3/10 🛊	3/11 🛊	3/22 🕏	3/23 🛊
12	1	31.2	26	<u>P</u> 2:36	<u>P</u> 2:36	<u>5</u> 0:00	P 2:36	<u>Р</u> 2:36						
12	1	31.2	26	1 0:00	P 2:36	Presev 1:36	P 2:36							
12	0	31.2	26	Exc / 🗸 2:36	L 0:00	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
11	0	31.2	28.6	P 2:36	P 2:36	2 2:36	C 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	8 2:36
12	0	31.2	28.35	P 2:36	<u>F</u> 2:21	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	L 2:36	P 2:36	P 2:36	<u>P</u> 2:36

# The Attendance Chart Breakdown per Student (Postsecondary)

Clicking the student name and opening the individual student's Attendance Chart is beneficial if more than one period of attendance in a day must be updated. Changing the attendance code for any period will update the daily attendance code.

**1.** Click on the **Student** name for an Attendance breakdown for that specific student, as shown in the image. From this screen, you have the ability to review the student's daily attendance displayed by period. The Report Timeframe pulls in the dates selected on the previous Attendance Chart screen, but can be changed as needed.

eport Timeframe: 03/01/2022	- 03/31/2022	2 📰	Daily	V U	pdate		
isplay Scheduled and Attended Ho	urs as Decima	il: 🗹					
Search Screen Simple List							
< Prev Page: 1 / 6	Next>	Export	<b>B</b>	Filter:	OFF		
Student 🛊	Student ID	Grade 🕯	Absences 🖨	3/1 🛊	3/2 ♥	3/3 🛊	3/4 🛊
Abernathy,	206500	31	0	Р	?	?	?
Adling	091877	11	1	Ρ	Р	Р	Р
Andrew: on 🧐	045971	31	6	5	Р	5	Р
Annand	074922	12	1	Р	Р	Α	Р
Arcadia al	204465	12	0	Р	Р	Р	Р
Arthur,	201023	12	1	Р	Р	Р	Р
Avey,	094069	12	2	Ρ	Р	Р	Р
Bacon,	078592	31	1	Р	5	Р	Р

	Acosta, Giavanna Thom	At	tendano	ce Chart							
1	SWriters02 3917 - 31 🕇 📃	<b>← →</b>				Ad	min 🔻	2022-202	23 V T	erm D	V E
	Report Timeframe: 10/04/2023 🔤 - 14/04/2023 📄 Up	odate									
-	Display Scheduled and Attended Hours as Decimal:										
	Search Screen Simple List										
	Demographic Enrollment Schedule Requests Grade	es Absence	es Activit	ies Referrals	Test History	Audit G	arad ISP Page	Files	SSS	Choice	Bill
											Sa
	Attendance breakdown for <u>Acosta, Giavanna Thomas</u> 📌										
A (									Summar	ry	
									Summar	ry	Chart
									Summar	ry	Chart
	# 33917) Export 🖳 👼 Filter: OFF	Absences 荣	Att Hrs 🛊	Sched Hrs 🛔	Hourly Att % 🖨	4/10 🛓	4/11 ♣	4/12 🛊	Summar 4/13 🛊	ry 4/14	
	# 33917) Export 🖳 👼 Filter: OFF	Absences 🖕				4/10 ≹		4/12 🛊	4/13 🛔		Chart 4 🛊
	# 33917) Export 🗐 📄 Filter: OFF Course 🛊 INFO TECH ASST (OTA0040A)	Absences 🛓	Att Hrs 🛊 0:00	Sched Hrs 🖕 4:00	Hourly Att % 🛊 0.0	-	P	-	4/13 <b>↓</b> ₽	4/14	4 🔹
	# 33917) Export   Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush	Absences 🛊 2				- 0:00	P 5:00	- 0:00	4/13 <b>∳</b> <u>P</u> <u>7:00</u>	4/14	4 <b>\$</b> - 0:00
	# 33917) Export   Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M)	Absences 4 2 3				- 0:00 -	P 5:00 P	- 0:00 ?	4/13 <b>↓</b> <u>P</u> <u>7:00</u> A	4/14	4 <b>\$</b> - 0:00 -
	# 33917) Export   Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M) Period 99 - D - TWH - 001 - Elaine Benes Bush	2 3	0:00	4:00	0.0	- 0:00 - 0:00	P 5:00 P 4:00	- 0:00 ? <u>0:00</u>	4/13 <b>‡</b> <u>P</u> <u>7:00</u> <u>A</u> <u>0:00</u>	4/14	4 <b>\$</b> - 0:00
	# 33917) Export    Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M) Period 99 - D - TWH - 001 - Elaine Benes Bush Total Present	2 3	0:00	4:00	0.0	- 0:00 - 0:00	P 5:00 P 4:00	- 0:00 ? <u>0:00</u> 0	4/13 <b>↓</b> <u>P</u> 7:00 <u>A</u> 0:00 0	4/14	4 <b>\$</b> - 0:00 -
	# 33917) Export   Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M) Period 99 - D - TWH - 001 - Elaine Benes Bush	2 3 t - t 5	0:00	4:00	0.0	- 0:00 - 0:00	P 5:00 P 4:00	- 0:00 ? <u>0:00</u>	4/13 <b>‡</b> <u>P</u> <u>7:00</u> <u>A</u> <u>0:00</u>	4/14	4 <b>\$</b> - 0:00 - 0:00

While reviewing the absence Chart, you have the option to click **Summary** in order to navigate to Attendance > <u>Attendance Summary</u>.

7	Writers02	<b>← →</b>	cerraerie	ce Chart		Ad	min 🔻 🔻	2022-202	23 🔻 Te	erm D	▼
		date				_		<b>A</b>			
	Display Scheduled and Attended Hours as Decimal:										
Ľ											
	Search Screen Simple List										
ſ	Demographic Enrollment Schedule Requests Grade	s Absence	es Activit	ies Referrals	Test History	Audit Trail G	arad ISP Page	Files	SSS	Choice	В
1											
	Attendance breakdown for <u>Acosta, Giavanna Thomas</u> 📌										
A (#									Summar	$\sim$	
									Summar	y	
	# 33917)								Summar	Y	Cha
									Summar	γ	Cha
	# 33917) Export 🖳 👼 Filter: OFF	Absences 荣	Att Hrs 🛊	Sched Hrs 👙	Hourly Att % 🛔	4/10 ≹	4/11 💺	4/12 🕏	Summar	4/14	
	# 33917) Export   Filter: OFF Course \$	Absences 🛓	Att Hrs 🕏		Hourly Att % 🛔	4/10 ≹			4/13 🛊		1 <b>‡</b>
	# 33917)       Export I I I I I I I I I I I I I I I I I I I	Absences ≰ 2	Att Hrs 🛊 0:00	Sched Hrs 🛊 4:00	Hourly Att % 🛊	-	P	•	4/13 <b>↓</b> ₽	4/14	l <b>‡</b> -
	# 33917) Export   Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush	Absences 🐇 2				4/10 <b>\$</b> - 0:00	<u>P</u> <u>5:00</u>	- 0:00	4/13 <b>≰</b> ₽ <u>7:00</u>	4/14	l <b>‡</b> -
	# 33917)       Export I I I I I I I I I I I I I I I I I I I	Absences $\ddagger$ 2	0:00	4:00	0.0	- 0:00 -	P 5:00	- 0:00 <u>?</u>	4/13 <b>↓</b> <u>P</u> <u>7:00</u> <u>A</u>	4/14	- 0:00
	# 33917) Export   Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush	Absences 🛊 2 3				- 0:00	<u>P</u> <u>5:00</u>	- 0:00	4/13 <b>≰</b> ₽ <u>7:00</u>	4/14	- 0:00
	33917)      Export   Fitter: OFF Course      INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M) Period 99 - D - TWH - 001 - Elaine Benes Bush Total Present Total Present	2 3	0:00	4:00	0.0	- 0:00 - 0:00 0	P 5:00 P 4:00	- 0:00 ? 0:00	4/13 <b>↓</b> <u>P</u> <u>7:00</u> <u>A</u> <u>0:00</u> 0	4/14	- 0:00
		2 3 	0:00	4:00	0.0	- 0:00 - 0:00	P 5:00 P 4:00	- 0:00 ? <u>0:00</u>	4/13 <b>∳</b> <u>P</u> <u>7:00</u> <u>A</u> <u>0:00</u>	4/14	- 0:00 - 0:00

In a specific student's Attendance Chart, you can review the Course, the number of Absences per period/course, Attn Hrs (number of attended hours), Sched Hrs (the number of scheduled hours), Hourly Att % (hourly attendance percentage), and the attendance code per day as listed.

ndance breakdown for <u>Acosta, Giavanna Thomas</u> 📩 33917)								Summary	Chart
Export 🗟 👼 Filter: OFF									
Course 🛔	Absences 🛔	Att Hrs 🛔	Sched Hrs 🛔	Hourly Att % 🛔	4/10 🛔	4/11 🛔	4/12 🛔	4/13 🛔	4/14 🛔
NFO TECH ASST (OTA0040A) D5:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush	0	12:00	4:00	300.0	- 0:00	<u>P</u> 5:00	- 0:00	<u>P</u> <u>7:00</u>	- 0:00
ABE LANG (990003M) Period 99 - D - TWH - 001 - Elaine Benes Bush	2	4:00	0:00	inf	- 0:00	<u>P</u> 4:00	<u>?</u> 0:00	<u>A</u> 0:00	- 0:00
Total Present	-	-	-	-	0	2	0	1	0
Total Absent	2	-	-	-	0	0	1	1	0
Total Hours	-	16:00	out of 4:00	400.0%	0:00	9:00	0:00	7:00	0:00
Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	4/10	4/11	4/12	4/13	4/14

If More Search Options have been defined from the Scheduling tab (as described in <u>Student Search</u>), you will only see attendance for the course/section specified in the scheduling search criteria when viewing the attendance breakdown for a single student.

The totals are listed at the bottom of each column. The Total Present, Total Absent, and the Total Hours are listed along with a total percentage.

splay Scheduled and Attended Hours as Decimal: 🗌									
earch Screen Simple List									
emographic Enrollment Schedule Requests Grade	s Absences	Activities	s Referrals	Test History	Audit Trail	Grad ISP Page	Files	SSS (	Choice Bil
									S
ndance breakdown for <u>Acosta, Giavanna Thomas</u> 🛣 190033917)									
90033917)								Summary	/ Chart
Export 🍓 👼 Filter: OFF									
	Absences 🛔	Att Hrs 🛔	Sched Hrs 🛔	Hourly Att % 🛔	4/10 🛔	4/11 🛊	4/12 \$	4/13 🛔	4/14 🛊
Course 🛊	Absences	Att Hrs	Sched Hrs 🛔	Hourly Att % 븆	4/10 💺		4/12 ≰	4/13 ≹	4/14 ♣
Course \$ NFO TECH ASST (OTA0040A)	Absences 0	Att Hrs 🛊 2:00	Sched Hrs ≹ 4:00	Hourly Att % 🗍	-	P	-	P	-
Course 🛊 INFO TECH ASST (OTA0040A) D5:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush	Absences 🛊 0				4/10 <b>↓</b> - 0:00				
Course 🛊 INFO TECH ASST (OTA0040A) D5:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush	Absences 0	2:00	4:00	50.0	-	P	-	P	-
Course 🛊 INFO TECH ASST (OTA0040A) D5:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M)	Absences 🛊 0	2:00			-	<u>P</u> <u>1:00</u>	0:00	<u>P</u> <u>1:00</u>	- 0:00
Course & NFO TECH ASST (OTA0040A) D5:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M) Period 99 - D - TWH - 001 - Elaine Benes Bush	0	2:00	4:00	50.0	- 0:00 - 0:00	<u>Р</u> <u>1:00</u> <u>Р</u>	- 0:00 <u>P</u>	<u>Р</u> <u>1:00</u> А	- 0:00 - 0:00
Course NFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M)	0	2:00	4:00	50.0	- 0:00 -	<u>Р</u> <u>1:00</u> <u>Р</u>	- 0:00 <u>P</u>	<u>Р</u> <u>1:00</u> А	- 0:00 -
Course INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M) Period 99 - D - TWH - 001 - Elaine Benes Bush Total Present	0 1 - 1	2:00 1:30	4:00	50.0	- 0:00 - 0:00 0	P 1:00 P 1:00 2	- 0:00 <u>P</u> 0:30	<u>Р</u> <u>1:00</u> А	- 0:00 - 0:00

**2.** Review the attendance codes for each day including the code and the color. Hover over each attendance code for more information.

Sched Hrs 🖨	Hourly Att % 🖨	3/1 🛊	3/2 🏺	3/3 🛊	3/4 🛊	3/7 🛊	3/
136:00	0.0	- 0:00	- 0:00	- 0:00	- 0:00	- 0:00	
10:33	100.0	P 3:31	- Code: P	-	-	-	Ц
- - out of 146:33 Sched Hrs		1 0 3:31 3/1		PLUMBIN PLUMBIN			
				dated by	мос		
			06	dated: 20	22-03-01	20:37:55-	

The details show the Code, the Course, Section, Last updated by, and the day and time the attendance was Last updated.

Each district sets up their own attendance codes via Attendance > <u>Attendance Setup</u>. The district enters each attendance code's Title, Short Name, Sort Order, Type, Color, etc., as shown in the image below. Therefore, the colors shown in the example above may differ from district to district.

Be sure to scroll all the way to the right to see all of the dates originally set in the **Report Timeframe**.

Depending on your profile permissions, you may or may not have the ability to edit attendance from this screen. If you have Viewing and Editing permissions, then you will also be able to edit student attendance. This permissions is set via Users > <u>Profiles</u> > Attendance tab > **Attendance Chart**.

**3.** You may notice that the attendance codes are underlined; this means that they are editable. Click on any of the codes to change it.

Hourly Att %	3/1 🛊	3/2 🛊	3/3 🛊	3/4 븆	3/7 🛊	3/8 🛊	3/9 🛊	3/10
0.0	- 0:00	- 0:00	- 0:00	- 0:00	- 0:00	- 0:00	- 0:00	- 0:00
100.0	Prese V 3:31	- 0:00	- 0:00	- 0:00	- 0:00	Р 3:31	- 0:00	- 0:00
-	1	0	0	0	0	1	0	0
-	0	0	0	0	0	0	0	0
7.2%	3:31	0:00	0:00	0:00	0:00	3:31	0:00	0:00
Hourly Att %	3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10

#### 4. Click **Save** to apply changes.

emographic Enrollment Schedule R	040000 0		Autorio Autori		1001110	ory on		Billing				ľ	Search		
andance breakdown for <u>Abernathy. 1</u> )206500) Summary Chart															
Export 🖳 🥃 Filter: OFF	Absences	Att Hrs	Sched Hrs 븆	Hourly Att %	3/1 4	3/2 ≜	3/3	3/4	3/7 ∳	3/8	3/9 ≜	3/10 4	3/11 ≜	3/14 🛊	3/15
PLUMBING TECH-APPR (I46052R)	Reserves	V ALC IN S V	Selled IIIS ¥	nouny see so	-	5/24			-	5/0 ¥	5/5 ¥			5/14	
07 - MTWHF - 316 - MOORE	0	0:00	136:00	0.0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
PLUMBING TECH-APPR (I46052R)	_				Prese	-	-	-	-	Р	-	-	-	-	
10 - T - 394 - MOORE	0	10:33	10:33	100.0	3:31	0:00	0:00			3:31	0:00	0:00	0:00		0:00
Total Present		-	-	-	1	0	0	0	0	1	0	0	0	0	0
Total Absent		-	-	-	0	0	0	0	0	0	0	0	0	0	0
Total Hours	- Absences	10:33	out of 146:33		3:31	0:00	0:00	0:00	0:00	3:31	0:00	0:00	0:00	0:00	0:00
Course		Att Hrs	Sched Hrs	Hourly Att %	3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10	3/11	3/14	3/15

## Additional Features

From this screen, you also have the ability to navigate to the students <u>Demographic</u>, <u>Enrollment</u>, <u>Schedule</u>, <u>Requests</u>, <u>Grades</u>, <u>Absences</u>, <u>Activities</u>, <u>Referrals</u>, <u>Test History</u>, <u>Grad</u>, <u>SSS</u>, and <u>Billing</u>. These tabs are listed in gray across the top of the page. Please note that in doing so, you will be navigating away from the Absence Chart.

1	Writers02	← →				Ad	min 🔻	2022-202	23 V Te	erm D 🔻	
	Report Timeframe: 10/04/2023 = 14/04/2023 U	pdate									
Ľ	Display Scheduled and Attended Hours as Decimal:										
1	Search Screen Simple List										
Г	Demographic Enrollment Schedule Requests Grad	es Absenc	es Activit	ies Referrals	Test History	Audit G	irad ISP Page	Files	SSS (	Choice	в
h											-
	ttendance breakdown for Acosta, Giavanna Thomas 🟋										
А (;									Summary	y Ch	
									Summary	y Ch	
									Summary	y Ch	har
	# 33917)	Absences 🔶	Att Hrs 🛊	Sched Hrs 🔶	Hourly Att % 🔷	4/10 🕏	4/11 💺	4/12 🕏	Summary 4/13 ≹	y Ch  4/14 <b>↓</b>	
	# 33917)  Export 🗟 👼 Filter: OFF	Absences 🛓				4/10 🕏		4/12 🛓	4/13 🛓	4/14 🛊	
	# 33917) Export 🛐 💭 Filter: OFF Course 🛊 INFO TECH ASST (OTA0040A)	Absences 🛊 2	Att Hrs 🛊 0:00	Sched Hrs 4:00	Hourly Att % 🛊		P		4/13 <b>↓</b> ₽	4/14 🔹	;
	# 33917) Export   Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush	Absences 🖕 2				- 0:00	<u>P</u> <u>5:00</u>	- 0:00	4/13 ≹ ₽ <u>7:00</u>	4/14 <b>\$</b> 0:0	-
	# 33917)           Export         Image: Comparison of the second seco	Absences $\stackrel{A}{\Psi}$ 2 3				- 0:00 -	<u>Р</u> <u>5:00</u> <u>Р</u>	- 0:00 ?	4/13 <b>↓</b> <u>P</u> <u>7:00</u> A	4/14 <b>↓</b> 0:0	- :00
	# 33917) Export S → Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M) Period 99 - D - TWH - 001 - Elaine Benes Bush	2 3	0:00	4:00	0.0	- 0:00 - 0:00	P 5:00 P 4:00	- 0:00 <u>?</u> <u>0:00</u>	4/13 <b>∳</b> <u>P</u> <u>7:00</u> <u>A</u> <u>0:00</u>	4/14 <b>\$</b> 0:0 0:0	-
	# 33917) Export   Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M) Period 99 - D - TWH - 001 - Elaine Benes Bush Total Presen	2 3 t -	0:00	4:00	0.0	- 0:00 - 0:00	P 5:00 P 4:00	- 0:00 ? <u>0:00</u> 0	4/13 <b>↓</b> <u>P</u> 7:00 <u>A</u> 0:00 0	4/14 ¢ 0:0 0:0	- :00
	# 33917) Export S → Filter: OFF Course ↓ INFO TECH ASST (OTA0040A) 05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush ABE LANG (9900003M) Period 99 - D - TWH - 001 - Elaine Benes Bush	2 3 t- t5	0:00	4:00	0.0	- 0:00 - 0:00	P 5:00 P 4:00	- 0:00 <u>?</u> <u>0:00</u>	4/13 <b>∳</b> <u>P</u> <u>7:00</u> <u>A</u> <u>0:00</u>	4/14 <b>\$</b> 0:0 0:0	- :00

If the chart contains several pages of information, Page numbers display. Click the **Prev** and **Next** buttons to sift through pages. Click the **Page** text box to enter a page number. Press **Enter** to jump to that page.

F	Select Student/Staff  Attendance Chart										
P	Report Timeframe: 10/04/2023 = 14/04/202	23 📄 Period 9	99 🔽 Up	date							
<u>é</u>	Display Scheduled and Attended Hours as Decima	al: 🗆									
\$	Search Screen Simple List										
۲	<pre> Prev Page: 1 / 2 Next &gt;</pre>	Export 🐴 🚔	Filter: OFF								
A*	Student	Student ID 🛔	Grade 🛔 🛛 /	Abser							
×*	🛆 <u>Acosta, Giavanna Thomas</u> 📌	33917	31 0	D							
4	Adams, Debra Morgan	37615	31 0	D							
	Amal, Anderson Neo 🛧	37707	31 0	D							

To export the attendance chart data to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.

To print data, click on the **Printer** icon in the **Export** section.

F	FOR Select Student/Staff  Attendance Chart										
ß	Report Timeframe: 10/04/2023 🔤 - 14/04/2023	Period 9	9 🔽 (	Jpdate							
ŝ	Display Scheduled and Attended Hours as Decimal:										
æ	Search Screen Simple List										
۲	< Prev Page: 1 / 2 Next > Exp	oort 🖪 🖶	Filter: OFF								
AF	Student 荣	Student ID	Grade	Abser							
**	🔺 <u>Acosta, Giavanna Thomas</u> 🛧	33917	31	o							
4	Adams, Debra Morgan	37615	31	o							
<b>4</b>	🛆 Amal, Anderson Neo 📌	37707	31	о							

Click **Filters** feature to further breakdown data.

Export 🖺 🚔 Filter: 0	ON				
🔁 char 🔹 🔻	•	🔁 10 🔍	•	• • •	Đ
		<b>O</b> 9 <b>V</b>	Contains	Not	
Student 🛊	Student ID 🛊	Grade	Equals	Not	/12 🛊
<u>Abe, Charlie Noel </u>	055879	10	Starts with	Not	E
Benavides,	056876	09	Ends with	Not	?
Contreras,	086965	10	Has value	Not	- ?
Jones.	073718	10	Greater	Not	2
Jones, X Montenegro,	086973	10	Greater or e Less		-
			Less Less or equa	Not Not	
Pichardo,	061929	10	Between	Not	_
Razo,	057745	09	-	NOL	?
Renteria,	086371	10	0	?	?
Richter,	055990	10	0	?	?
Tapia,	021107	10	0	?	?

- **a.** To add more than one filter to a column, click on the **green plus sign**.
- **b.** To delete an added filter, click on the **red minus sign**.
- **c.** Select the **gray arrow** for more filtering options.

#### For more information, see <u>Filters</u>.

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

earch Screen Simple List													
<pre>     Prev Page: 1 / 15 Next      Export      Filter: OFF </pre>													
Student 🛊	Student ID 🖨	Grade	🛊 Absences 🛊	2/11 🛊	2/12 🛊	2/16 🛊	2/17 🛊	2/18 🛊	2/19 🛊	2/22 🛊	2/23 🛊	2/24 🛊	2/25
Castile,	23462	11	1	?	U	Р	?	?	Р	?	?	?	?
Abe, Charlie Noel 🕕	)55879	10	1	Р	Е	Р	Р	?	Р	?	?	?	?
Acevedo, Diem Donna	)23057	09	1	?	U	?	?	?	?	?	?	?	?
Acevedo, Emarald Vonn	)56443	12	0	?	?	?	?	?	?	?	?	?	?
Acosta, Harry P 👁	)58780	12	0	?	?	?	?	?	?	?	?	?	?
Aguilar, Emily Dickinson	22481	12	0	?	?	?	?	?	?	?	?	?	?
Ahrens, Edgar Allan 🌺	57390	12	0	?	?	?	?	?	?	?	?	?	?
Alarcon,	60094	12	0	?	?	?	?	?	?	?	?	?	?