# 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**.
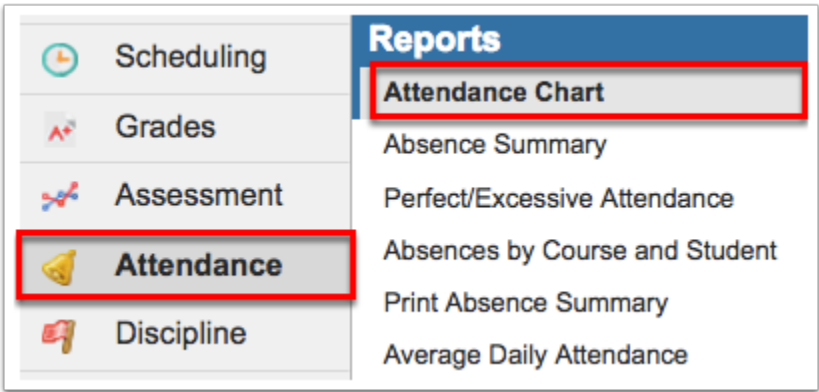
2. If searching for specific students by name or student number, type the information directly into the **Student Search** text box.
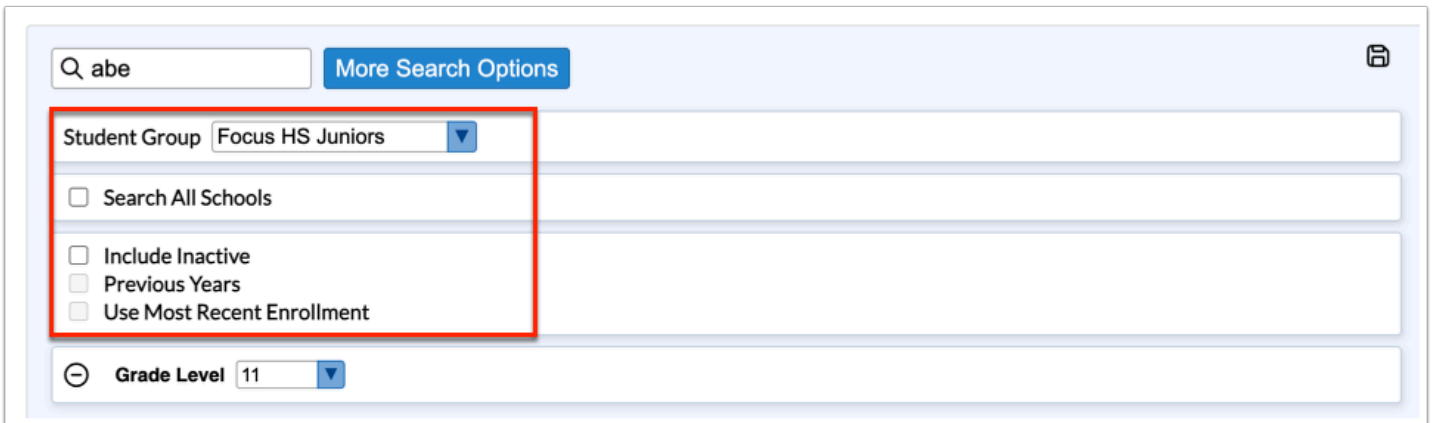
To generate report cards for all students, leave the **Student Search** text box empty.

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 11th grade.

Apply as many search options, as needed.

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.
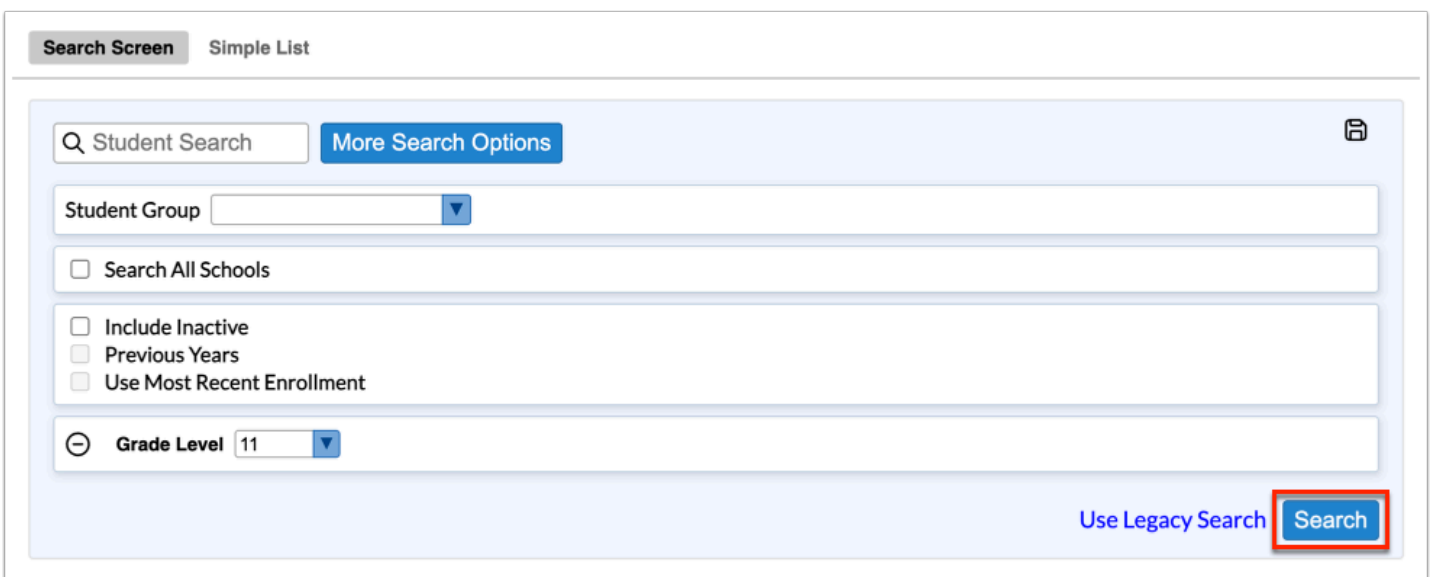
9. Click **Search**.

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. 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.

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.

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

3. Click **Update**.

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.

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 The Attendance Chart Breakdown per Student.

ℹ️ If Protected students are listed, and you do not have permission to **View Protected Students** (Users > Profiles), 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 Student Fields: Protected Student.

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.

💡 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.

Each district sets up attendance codes via Attendance > Attendance Setup. 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 > Profiles > 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.

7. Click **Save** to apply changes.

The Attendance Chart Breakdown per Student

ℹ️ 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.

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

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.

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

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	-	-	-	P	P	P	P	P	P	?	U
CHEM 1 HON (2003350) Period 1 - 004 - Adelle Gaga Casanova	1	8	8	100.0	P	P	P	P	PT	C	?	U
ENG 3 (1001370) Period 2 - 004 - Fridda Lizette Roxy	1	8	8	100.0	P	C	P	PT	P	P	?	U
AP SPANISH LANG & CU (0708400) Period 3 - 001 - Dawkins R Carson	2	7	8	87.5	P	P	C	P	U	C	?	U
AVID 3 (1700410) Period 4 - 002 - Aldous A. Huxley	2	7	8	87.5	P	P	G	P	U	P	?	U
LEAD SKLS DEV (2400300) Period 5 - 003 - Elena Bonnie Samson	2	7	8	87.5	P	P	P	P	U	P	?	U
ALG 2 (1200330) Period 6 - 001 - Kramer Mickey Heller	2	7	8	87.5	P	P	P	P	U	P	?	U
US HIST (2100310) Period 7 - 001 - Suzi Mylene Varela	2	7	8	87.5	P	P	P	P	U	P	?	U
Total Present	-	44	out of 56	78.6%	7	7	7	7	2	7	7	0
Total 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.

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	-	-	-	P	P	P	P	P	P	?	U
CHEM 1 HON (2003350) Period 1 - 004 - Adelle Gaga Casanova	1	8	8	100.0	P	P	P	P	PT	C	?	U
ENG 3 (1001370) Period 2 - 004 - Fridda Lizette Roxy	1	8	8	100.0	P	C	P	PT	P	P	?	U
AP SPANISH LANG & CU (0708400) Period 3 - 001 - Dawkins R Carson	2	7	8	87.5	P	P	C	P	U	C	?	U
AVID 3 (1700410) Period 4 - 002 - Aldous A. Huxley	2	7	8	87.5	P	P	G	P	U	P	?	U
LEAD SKLS DEV (2400300) Period 5 - 003 - Elena Bonnie Samson	2	7	8	87.5	P	P	P				?	U
ALG 2 (1200330) Period 6 - 001 - Kramer Mickey Heller	2	7	8	87.5	P	P	P				?	U
US HIST (2100310) Period 7 - 001 - Suzi Mylene Varela	2	7	8	87.5	P	P	P				?	U
Total Present	-	44	out of 56	78.6%	7	7	7					0
Total Absent	12	-	-	-	0	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

Code: Guidance
Course: AVID 3
Section: AVID 3 (1700410)
Period 4 - 002 - Aldous A. Huxley
Last updated by: Lizette Garcia
Last updated: 2023-09-15 10:27:22-04

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 > Attendance Setup. 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**.

ℹ️ 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 > [Profiles](#) > Attendance tab > Attendance (Attendance Chart).

3. Click any of the underlined attendance codes or question marks to edit the code.

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

| | Demographic | Enrollment | Schedule | Requests | Grades | Absences | Activities | Referrals | Test History | Audit Trail | Grad | Files | SSS | Choice | Billing |

Attendance breakdown for **Abe, Charlie Noel** 🏃 🌐
(#_____5879)

[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	-	-	-	P	P	P	P	P	P	?	U
CHEM 1 HON (2003350) Period 1 - 004 - Adelle Gaga Casanova	1	8	8	100.0	P	P	PT	P	PT	C		U
ENG 3 (1001370) Period 2 - 004 - Fridda Lizette Roxy	1	8	8	100.0	P	Clinic	P	PT	P	P	?	U
AP SPANISH LANG & CU (0708400) Period 3 - 001 - Dawkins R Carson	2	7	8	87.5	P	P	C	P	U	C	?	U
AVID 3 (1700410) Period 4 - 002 - Aldous A. Huxley	2	7	8	87.5	P	P	G	P	U	P	?	U
LEAD SKLS DEV (2400300) Period 5 - 003 - Elena Bonnie Samson	2	7	8	87.5	P	P	P	P	U	P	?	U
ALG 2 (1200330) Period 6 - 001 - Kramer Mickey Heller	2	7	8	87.5	P	P	P	P	U	P	?	U
US HIST (2100310) Period 7 - 001 - Suzi Mylene Varela	2	7	8	87.5	P	P	P	P	U	P	?	U
Total Present	-	44	out of 56	78.6%	7	7	7	7	2	7	7	0
Total 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

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.

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.

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

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 Filters.

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

Postsecondary Attendance Chart

Student Search

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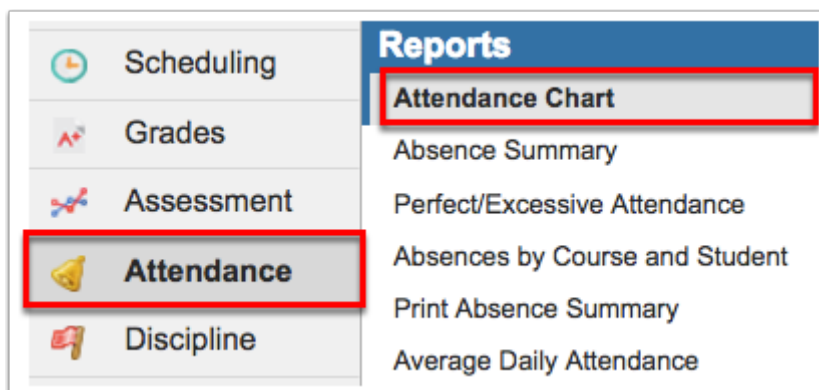
2. Enter student search criteria. If searching for specific students by name or student number, you can simply type the information directly into the **Student** text box.

> ℹ️ 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.

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

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

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**.

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.

> ℹ️ The colors set for each attendance code via [Attendance Setup](link) > 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.

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.

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

3. Click **Update**.

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.

> ⚠️ 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.

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 The Attendance Chart Breakdown per Student (Postsecondary).

Student ⬍		Student ID ⬍	Grade ⬍	Absences ⬍	3/1 ⬍	3/2 ⬍	3/3 ⬍	3/4 ⬍
Abernathy		206500	31	0	P	?	?	?
Adling,	SWD	091877	11	1	P	P	P	P
Andrews	G	045971	31	6	5	P	5	P
Annand	PMP	074922	12	1	P	P	A	P
Arcadia	SWD	204465	12	0	P	P	P	P
Arthur,	SWD	201023	12	1	P	P	P	P
Avey,	SWD	094069	12	2	P	P	P	P
Bacon,		078592	31	1	P	5	P	P

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.

> 💡 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.

Each district sets up attendance codes via Attendance > Attendance Setup. 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.

> ℹ️ 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 > Profiles > 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	P 2:36	5 0:00	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
12	1	31.2	26	1 0:00	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
12	0	31.2	26	1 2:36	L 0:00	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
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

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

Period 1   ▼ Update

I: ☑

Mark all present   Save

Export   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	P 2:36	P 2:36	5 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
12	1	31.2	26	1 0:00	P 2:36	Pres 1:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
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	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

The Attendance Chart Breakdown per Student (Postsecondary)

ℹ 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.

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

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.

ℹ If More Search Options have been defined from the Scheduling tab (as described in Student Search), 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.

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

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 > Attendance Setup. 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**.

> **ℹ** 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 > Profiles > 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.

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

Additional Features

From this screen, you also have the ability to navigate to the students Demographic, Enrollment, Schedule, Requests, Grades, Absences, Activities, Referrals, Test History, Grad, SSS, and Billing. 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.

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.

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.

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

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.

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