

Positive Attendance Summary

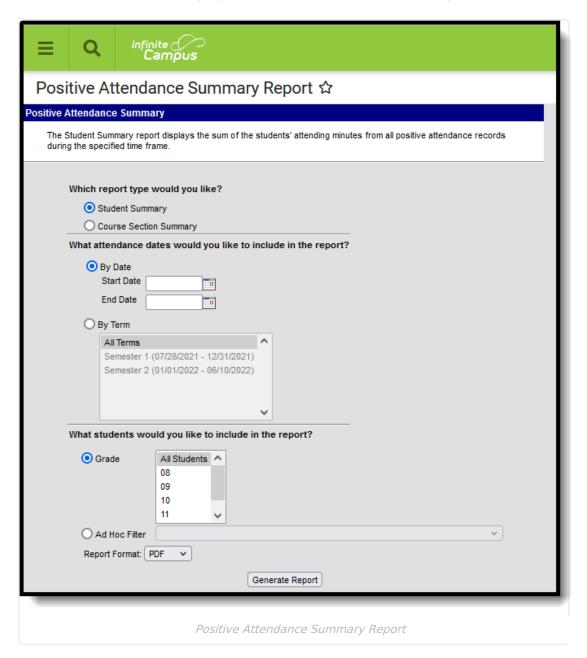
Last Modified on 10/22/2022 9:41 am CDT

Report Logic | Report Editor | Generate the Student Summary Report | Generate the Course Section Summary Report

Classic View: Attendance > Reports > Positive Attendance Summary

Search Terms: Positive, Positive Attendance, Attendance Summary, Positive Summary

The Positive Attendance Summary Report displays the sum of the attending minutes from all positive attendance records during the specified time frame. This report can be generated using the Student Summary option, which lists attendance data alphabetical by the student's name, or the Course Section Summary option, which lists attendance data by course section.





Report Logic

Only positive attendance records are included in this report.

- When the Student Summary option is selected, only students scheduled into a Positive Attendance course are reported.
- When the Course Section Summary option is selected, only Positive Attendance courses and teachers of those courses are available for selection and included in the report.

Attendance data is grouped in the following order:

- (Student Summary) Year, School, Calendar, Teacher, Student OR
- (Course Section Summary) Year, School, Calendar, Course, Student

The calculation of minutes is based on a single time value. If a student drops a course section and re-enrolls in the same section at a later date, the attendance minutes do not duplicate.

Report Editor

Options vary on the Report Editor based on the Report Type selected.

Option	Description			
Report Type	Selection determines the remaining options on the Report Editor and the layout of the report. Options are: • Student Summary • Course Section Summary			
Student Sumr	mary Report Type Options			
Date Selection	Attendance can be reported By Date , entering a date range, making sure the dates are within the dates of the selected calendar. Or, use the By Term option to return attendance for a selected term (or terms). Dates are entered in <i>mmddyy</i> format or can be chosen by using the calendar icon.			
Student Selection	,			
Report Format	Determines how the report generates - in PDF or DOCX format.			
Course Section	Course Section Summary Report Type Options			



Option	Description	
Date Selection	Attendance can be reported By Date, entering a date range, making sure the dates are within the dates of the selected calendar. Or, use the By Term option to return attendance for a selected term (or terms). Dates are entered in <i>mmddyy</i> format or can be chosen by using the calendar icon.	
Student Selection	Students can be selected by choosing the selected teacher and the teachers corresponding course section, or by choosing an ad hoc filter. Only courses that are marked for recording positive attendance are listed; only courses in the ad hoc filter will be returned on the report.	
Sort Options	The report can be sorted alphabetically by the teacher's last name or by the course name.	
Page Break	reak Add a page break to separate the attendance data after each different teacher. If sorting by course, the page break displays after each different course.	
Report Format	Determines how the report generates - in PDF or DOCX format.	

Generate the Student Summary Report

- 1. Select the **Student Summary Report Type**.
- 2. Enter the desired **Start Date** and **End Date**, or select the desired Terms.
- 3. Select the students by choosing either a **Grade Level(s)** or an **Ad hoc Filter**.
- 4. Select the desired **Report Format**.
- 5. Click the **Generate Report** button.

The report includes a header that includes school, section, generation information, and the number of **Expected Hours** for the course, which is entered on the Course tab.

21-22 High School Generated on 01/10/2022 10:00:24 AM Page 1 of 1		Positive Attendance Student Summary Start/End Date: 12/15/2021 - 01/10/2022 All Grades	
rade	Student name (Student#)	Present Time	Expected Hours
	Student, Abel (123456)	0h 25m	0
	Student, Bella (234567)	0h 0m	0
	Student, Charles (345678)	0h 30m	0
	Student, Davina (456789)	0h 0m	0
	Student, Everett (567890)	1h 15m	0

Generate the Course Section Summary Report



- 1. Select the Course Section Summary Report Type.
- 2. Enter the desired **Start Date** and **End Date**, or select the desired Terms.
- Select the students by choosing the Select Teachers and Section option or by choosing an Ad hoc Filter. If sorting by teachers and sections, sort sections by the section number or the section name.
- 4. Determine how the report should be sorted by **Teacher** or by **Course**.
- 5. Select the **Page Break** option based on the selected sort option.
- 6. Select the desired **Report Format**.
- 7. Click the **Generate Report** button.

21-22 High School Generated on 01/10/2022 10:07:22 AM Page 1 of 1		Positive Attendance Section Summary Start/End Date: 12/15/2021 - 01/10/2022	
		3025-1 English III Staff, Kyle	•
Expected Hours: -			
Grade	Student	Present Time	
11	Student, Angela (#123456)	Oh 30m	
11	Student, Brian (#234567)	0h 0m	
11	Student, Caroline (#345678)) Oh 0m	
11	Student, David (#456789)	0h 0m	
11	Student, Emily (#567890)	1h 45m	
11	Student, George (#678901)	0h 0m	
3025-2 English III Staff, Marjorie			
Expected Hours: -			
Grade	Student	Present Time	
11	Student, Heather (#789012)		
11	Student, Isaac (#890123)	0h 30m	
11	Student, Jana (#901234)	0h 45m	
11 11	Student, Kevin (#987654)	1h 0m	
11	Student, Lenora (#876543)	1h 0m 1h 0m	
11	Student, Moses (#765432)	0h 0m	
H	Munoz, Aaron (#106932)	UII UM	