
ProgressBook GradeBook Attendance User Guide



ProgressBook GradeBook Attendance User Guide

(This document is current for ProgressBook v13.5 or later.)

© 2013 Software Answers, Inc. All Rights Reserved. All other company and product names included in this material may be Trademarks, Registered Trademarks or Service Marks of the companies with which they are associated. Software Answers, Inc. reserves the right at any time and without notice to change these materials or any of the functions, features or specifications of any of the software described herein.

Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook GradeBook Attendance User Guide* have been made.

Product Version	Heading	Page	Reason
13.5	<i>"Change Password"</i>	56	Added video for changing your password.
13.3.1	Throughout Guide	N/A	Updated screen shots to show application quick launch.
13.3.1	<i>"Sign Out of GradeBook"</i>	3	Updated information and screen shot for signing out of ProgressBook applications.
13.3.1	<i>"Use the Application Quick Launch"</i>	4	Added information about the application quick launch.
13.3.1	<i>"Change Password"</i>	56	Updated information about changing your password.
13.2	<i>"Log In to GradeBook"</i>	1	Updated information about logging in to ProgressBook applications.
13.2	<i>"Sign Out of GradeBook"</i>	3	Added information about signing out of ProgressBook applications.
13.2	<i>"Attendance Home Page"</i>	3	Added information about selecting a district and updated screen shot.
13.2	<i>"Change Password"</i>	56	Updated information about changing your password.
12.3	Entire Guide	N/A	Updated Login screen and logos for screen shots.
12.3	<i>"Log In to GradeBook"</i>	1	Updated screen shot to show, "This Site works best with IE 8 and above."
12.3	<i>"Add Absence Comments"</i>	17	Updated screen shot to show correct favicon on the URL.
12.3	<i>"Student Demographics Report"</i>	37	Updated screen shots to display Report Viewer instead of ProgressBook Report Viewer, and Updated screen shot to display Printed from ProgressBook instead of old ProgressBook logo.

This page intentionally left blank.

Table of Contents

Change Log	i
Welcome to GradeBook	1
Log In to GradeBook	1
Sign Out of GradeBook	3
Navigate GradeBook	3
Attendance Home Page	3
Web Site Banner	4
Maintain Attendance	7
Absence Queue and Attendance by Student List Overview	7
Attendance Symbols	8
Search for Attendance Records in Absence Queue	9
Add Contact Attempts	11
Update Absence Information	12
Update Attendance Records for Multiple Days at Once	15
View Individual Student's Attendance in Calendar Format	16
Add Absence Comments	17
Edit Class or Period Attendance Records	17
Assign Absence Types to Individual Class	18
Assign Same Absence Type to Multiple Classes at One Time	18
Reconcile Attendance Records in Absence Queue	19
Add Attendance Records in Attendance by Student List	20
Customize Absence Queue or Attendance by Student List	23
Modify Columns that Display on Screen	23
Customize Sort Option for Records that Display on Screen	24
Reports	25
Classic Reports	25
Staff Attendance Audit Report	25
Daily ProgressBook Attendance Report	26
Period Attendance Report	28
Period Attendance Audit Report	30
Print the Absence Queue	31
Attendance Detail Year to Date Report	32

Daily Audit Report	34
Report Builder Reports	35
Student Demographics Report.....	37
Attendance Export to Student Information System	43
Export Attendance Data	43
Homerooms	45
Maintain Homerooms.....	45
Add Homerooms	47
Maintain Homeroom Roster	49
Set Required Homerooms for Daily Attendance	50
Period/Block Codes	53
Maintain Period/Block Codes.....	53
Account Maintenance	55
Update Email Address	55
Change Password.....	56

Welcome to GradeBook

GradeBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education and parent communication into one comprehensive, web-based system. GradeBook provides a user-friendly interface for teachers, school administrators, cafeteria personnel and others to track and maintain student information. Class and student data is automatically imported into GradeBook from the school district's student information system, if it is integrated with one, eliminating the need for data re-entry. GradeBook supports standards-based reporting which is essential in today's education environment.

This guide provides the information necessary to help Attendance staff perform tasks more productively.

Log In to GradeBook

Before you start using GradeBook, you will need to log in. Before you log in, contact your GradeBook system manager for the login address or URL of the GradeBook Web site, as well as your login information.

1. On the login screen, in the Domain list, select your **domain**.

Note: *Once you select a domain, the system remembers the last domain accessed.*

Note: *If you do not select a domain, you receive the following message: "Please select your domain."*

2. In the User Name field, enter your user name.

Note: *If you do not enter a user name, you receive the following message: "Please enter your user name."*

3. In the Password field, enter your password.

Note: *By default, ProgressBook authenticated password requirements are eight characters with at least one uppercase letter, one lowercase letter, one number and one special character; however, your district may have different requirements.*

Note: *If you do not enter a password, you receive the following message: "Please enter your password."*

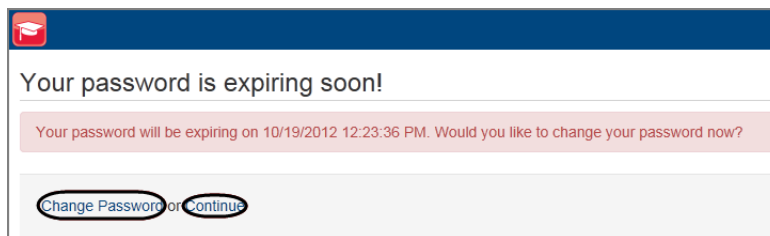
4. Click **Sign In**.

Note: *Signing in to any ProgressBook application signs you in to all ProgressBook applications to which you have access.*

The image shows a web browser window with a blue header bar containing a small red graduation cap icon. The main content area is white. On the right side, there is a login form. At the top of the form is the 'ProgressBook SUITE' logo. Below the logo is a 'Domain' dropdown menu with 'Beta' selected. Underneath is a 'User Name' text box containing 'hindsgr'. Below that is a 'Password' text box with masked characters. At the bottom of the form is a blue 'Sign In' button.

Login Screen for ProgressBook Applications

Note: For ProgressBook authenticated users, once you log in, if your password is soon to expire, the *Your password is expiring soon!* screen displays. The following message displays: “Your password will be expiring on ‘MM/DD/YYYY’ ‘H:M:S’ ‘AM/PM’”. Would you like to change your password now?” Underneath the message, you have the following options: *Change Password* or *Continue*.

The image shows a web browser window with a blue header bar containing a small red graduation cap icon. The main content area is white. At the top, the text 'Your password is expiring soon!' is displayed. Below this is a red message box containing the text: 'Your password will be expiring on 10/19/2012 12:23:36 PM. Would you like to change your password now?'. At the bottom of the screen, there are two buttons: 'Change Password' and 'Continue', both of which are circled in the image.

Your password is expiring soon! Screen

Note: If your password is expired, CentralAdmin displays the *Password Expired* screen, and you must change your password to access ProgressBook applications.

Note: If you enter your user name and/or password incorrectly or if your account is locked, you receive the following message: “The User Name or Password supplied is invalid or your account may be locked.”

Note: If your account is locked, the amount of time it is locked is based on system settings. By default, it remains locked for 5 minutes; however, your district may have different settings.

Sign Out of GradeBook

When you click Logout, in the upper-right corner of any GradeBook screen, you are logged out of all ProgressBook applications, and the CentralAdmin sign out screen displays.

Note: Click *Sign In* to log in to GradeBook again.

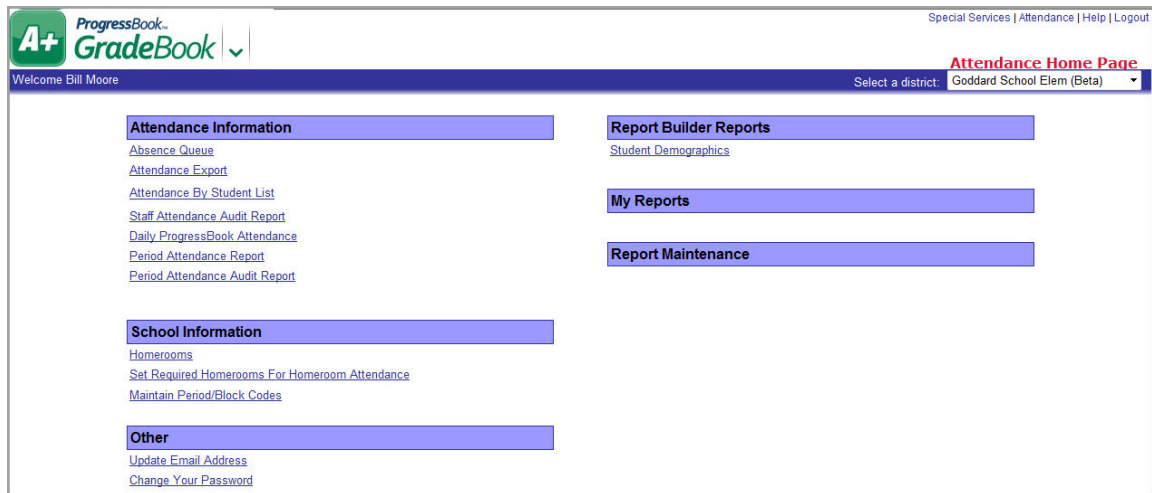


Sign Out of GradeBook

Navigate GradeBook

Attendance Home Page

The Attendance Home Page is the first screen that appears when you log in to GradeBook. The Attendance Information section allows you to maintain and resolve student attendance records, and run several attendance-related reports. The School Information section enables you to maintain homeroom and period/block code information. The Other section enables you to update your GradeBook email address and password, if the Staff Password Changes option has been enabled for your district. If you have access to more than one district, under Attendance Home Page, you can change the district in the Select a district list. The Report Builder Reports section provides access to Report Builder reports if they have been enabled for your school. The My Reports section provides access to any customized Report Builder reports you have created. The Report Maintenance section allows you to delete customized Report Builder reports you have created.



Attendance Home Page

Web Site Banner

You can use the links in the Web site banner to navigate through GradeBook screens.



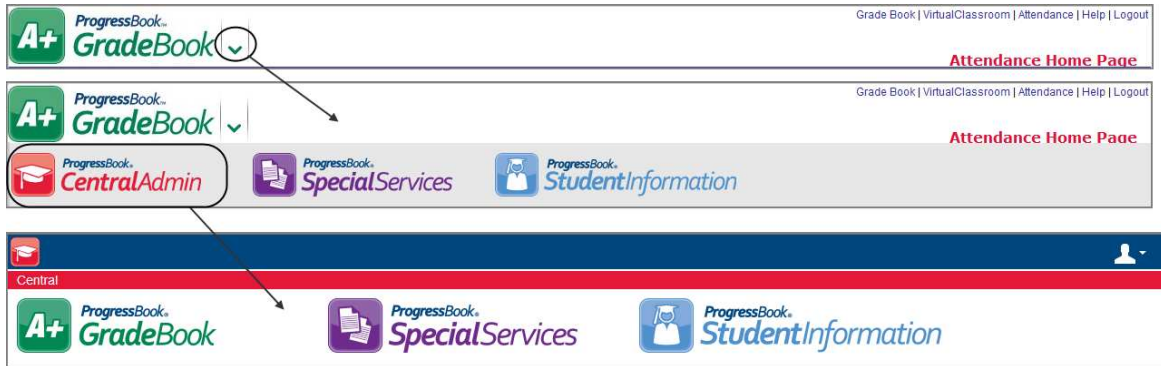
Web Site Banner

Use the Application Quick Launch

You can use the application quick launch to easily navigate between ProgressBook applications.

1. In the banner, to the right of the GradeBook logo, click the application quick launch icon.
In the application quick launch area, logos display for all other ProgressBook applications that are registered in CentralAdmin.
2. To open another application that you are authorized to use, click the application's logo.
The application opens in another window or tab depending on your browser's settings.

Note: To close the application quick launch without navigating to another application, click the application quick launch icon again, or click the screen anywhere outside the application quick launch area.



Application Quick Launch

This page intentionally left blank.

Maintain Attendance

The Attendance section allows you maintain and resolve student attendance records, and run several attendance-related reports.

Absence Queue and Attendance by Student List Overview

The Absence Queue and Attendance by Student List views are the main work areas for school administrators to view update and reconcile students' attendance records.

The Absence Queue view displays existing attendance records where students have already been marked absent or tardy in GradeBook.

ProgressBook
GradeBook

Special Services | Attendance | Help | Logout

Absence Queue

*School: LVHS *Year: 2007 *Calendar: [District Calendar] Date: 1/31/2008

Gr: -- Select -- HR: -- Homerooms----- All Name (L/F): ID:

Absence Status: ☐ Complete ☒ Incomplete ☐ All Student Status: ☒ Active * = Required Sort: Name, date Search

Completed processing of last request Check Uncheck

Name	School	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
(Agarwal, Nicole)	LVHS		1/31/2008	A							<input type="checkbox"/>
(Albert, Joseph)	LVHS		1/31/2008	A							<input type="checkbox"/>
(Arai, Jacquelyn)	LVHS	214	1/31/2008	A							<input type="checkbox"/>
(Disbennett, Terrence)	LVHS	205	1/31/2008	A							<input type="checkbox"/>
(Dove, Mary)	LVHS	202	1/31/2008	A							<input type="checkbox"/>
(Ihrig, Brooks)	LVHS	238	1/31/2008	A							<input type="checkbox"/>
(Jenkins, Christian)	LVHS	200	1/31/2008	A							<input type="checkbox"/>

Absence Queue

The Attendance by Student List view allows you to search for a specific student and create the appropriate absence record. Use the fields in the banner near the top of the screen to filter the attendance records or students you want to view. The Edit Period Attendance icon may or may not display depending on whether or not the Offer Period Attendance feature has been enabled for your school.

A+ ProgressBook™ GradeBook Special Services | Attendance | Help | Logout

Attendance by Student List

*School: LVPR *Year: 2009 *Calendar: [District Calendar] Date: 3/9/2010

Gr: -- Select -- HR: -- Homerooms----- All Name (L/F): ID:

Absence Status: ☐ Complete ☐ Incomplete ☐ All Student Status: ☐ Active * = Required Rows: 10 Sort: -- Custom -- Search

Completed processing of last request [Check](#) [Uncheck](#)

Name	School	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
Boop, Beatrice	LVPR	10									
Boop, Betty	LVPR										
D'Souza, Jack	LVPR	22									
Dawood, Supta	LVPR	22									
Day, James	LVPR	22									
DeCapite, Jarred	LVPR	22									
Decrane, Jayla	LVPR	22									
Deem, Jordan	LVPR	005A									
Denes, Clair	LVPR	22									
Diehl, Mary	LVPR	22									

Save Previous Next

[View the queue](#) | [Customize this page](#)

Attendance by Student List


Attendance Symbols

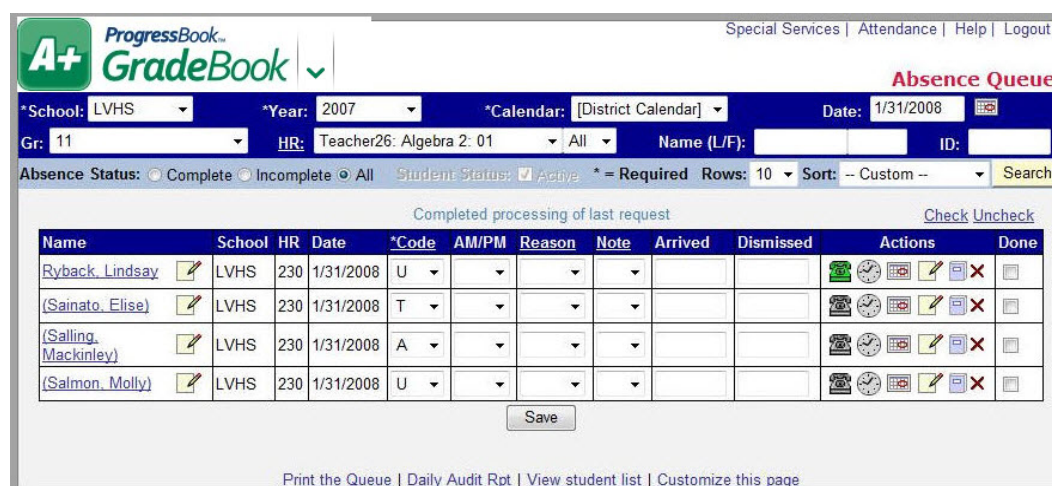
The following symbols or icons display in the Actions columns on the Absence Queue and Attendance by Student List screens.

Symbol	Description	Symbol	Description
	Opens Student Attendance comments window to insert a new student attendance comment.		Opens absence comments window to insert a new absence comment.
	Opens absence comments window to edit an existing absence comment.		Opens Absences by Student calendar to view attendance in calendar format and provide access to print a student's absence report.
	Opens contact tracking window to insert new contact attempt.		Opens contact tracking window to edit contact attempts or add additional contact attempts.
	Opens update Absence Information window enter new or edit existing attendance information.		Opens update Absence Information window to edit multiple attendance records for students for one day.
	Opens Delete from Queue window to delete an attendance record from the Queue.		Opens Class Attendance window to edit period attendance by class and by block.

Search for Attendance Records in Absence Queue

You can view all the attendance records for all the students in a school for the entire school year or only attendance records for a single day for a single student. The Absence Queue and Attendance by Student List provide many filter options including grade, class, student name, student ID number and attendance record status to enable you to define your search. Notice that an asterisk (*) next to a field denotes that it is a required field. You can also customize the information that displays for the resulting records and the way in which they are sorted. See “Customize Absence Queue or Attendance by Student List”.

1. On the Absence Queue or Attendance by Student List, select the appropriate **school** in which to view attendance records.
2. Select the appropriate **school year**.
3. Select the appropriate school district **calendar**. The school district default calendar developed by the GradeBook administrator displays by default.
4. Today's date displays in the **Date** field by default. To view attendance records for another date, type the date in the Date field or click  to select the appropriate date on the Calendar window. If you leave the Date field blank, all the attendance records for the year display.
5. Choose any of the following optional search criteria to further narrow your results:
 - **Grade Level** – Select the desired grade level from the list.
 - **Homeroom or Class** – Select the desired homeroom or class from the HR list to limit the search to one specific class or homeroom. Change the All selection to CL or HR to designate all classes or all homerooms.
 - **Student** – Type the whole or partial name in the Name (L/F) field or type the student's district identification number in the ID field.
 - **Absence Status** – Select complete or incomplete attendance records.
 - **Student Status** – When viewing Attendance by Student List you can choose to view either active or inactive students.



ProgressBook
GradeBook

























Special Services | Attendance | Help | Logout

Absence Queue

*School: LVHS *Year: 2007 *Calendar: [District Calendar] Date: 1/31/2008
Gr: 11 HR: Teacher26: Algebra 2. 01 All Name (L/F): ID:

Absence Status: ☐ Complete ☐ Incomplete ☒ All Student Status: ☒ Active * = Required Rows: 10 Sort: -- Custom -- Search

Completed processing of last request [Check](#) [Uncheck](#)

Name	School	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
Ryback, Lindsay	LVHS	230	1/31/2008	U						     	<input type="checkbox"/>
(Sainato, Elise)	LVHS	230	1/31/2008	T						     	<input type="checkbox"/>
(Salling, Mackinley)	LVHS	230	1/31/2008	A						     	<input type="checkbox"/>
(Salmon, Molly)	LVHS	230	1/31/2008	U						     	<input type="checkbox"/>

Save

[Print the Queue](#) | [Daily Audit Rpt](#) | [View student list](#) | [Customize this page](#)

Search for Attendance Records in the Absence Queue

6. Select the desired number of rows to display in the Rows list. Ten is the default; 200 is the maximum.
7. Select the desired **sort** option:
 - **Custom** – Choose this option, and then designate the number of rows to display on the screen. Use the Customize this page link to set custom sort criteria. Search results are limited to the number of rows selected to display; 50 is the maximum.
 - **Name, date** – Sorts records by student name, then ascending by date. Displays all records that meet the selection criteria, 10 records per screen, and allows navigation using Previous and Next buttons.
 - **Name, date desc** – Sorts records by student name, then descending by date. Displays all records that meet the selection criteria, 10 records per screen, and allows navigation using Previous and Next buttons.
 - **Date desc, Name** – Sorts records descending by date, then by student name. Displays all records that meet the selection criteria, 10 records per screen, and allows navigation using Previous and Next buttons.
 - **HR, name, date** – Sorts records by homeroom first, student name, then ascending by date.
 - **HR, name, date desc** – Sorts records by homeroom first, student name, then descending by date.
8. Click **Search**.

The attendance records meeting your search criteria display. Use the Next or Previous buttons, if necessary, to view more records.

ProgressBook GradeBook

Special Services | Attendance | Help | Logout

Absence Queue

*School: LVHS *Year: 2007 *Calendar: [District Calendar] Date: 1/31/2008

Gr: 11 HR: Teacher26: Algebra 2: 01 All Name (L/F): ID:

Absence Status: ☐ Complete ☐ Incomplete ☐ All Student Status: ☒ Active * = Required Rows: 10 Sort: Name, date Search

Completed processing of last request Check Uncheck

Name	School	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
Ryback, Lindsay	LVHS	230	1/31/2008	U							
(Sainato, Elise)	LVHS	230	1/31/2008	T							
(Salling, Mackinley)	LVHS	230	1/31/2008	A							
(Salmon, Molly)	LVHS	230	1/31/2008	U							

Save


[Print the Queue](#) | [Daily Audit Rpt](#) | [View student list](#) | [Customize this page](#)

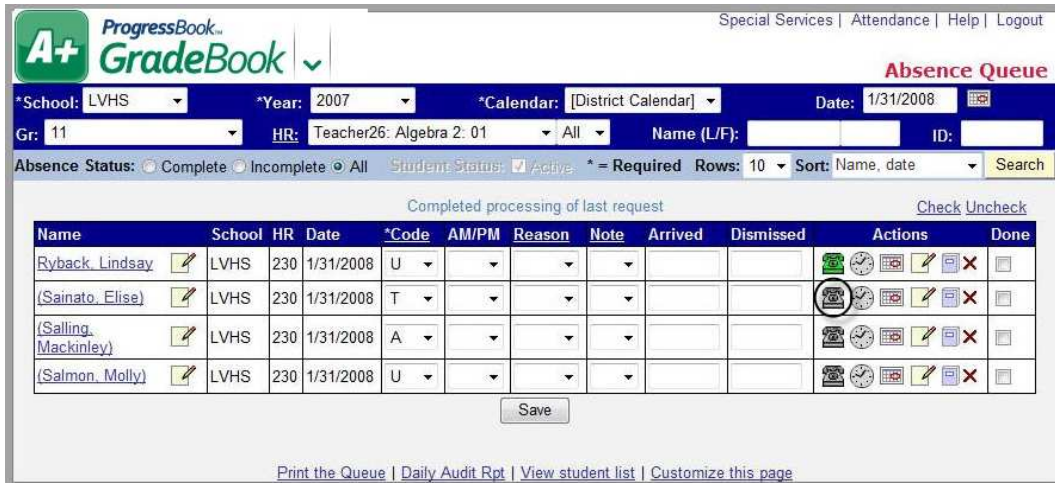
Sort Option in Absence Queue

Note: You can click the student's name to view addresses, enrollment and contact information from the student information system.

Add Contact Attempts

You can enter outgoing attempts to contact parents and guardians about an absence, as well as incoming contact attempts.

1. On the Absence Queue or Attendance by Student List screen, click  in the Actions column for the student for whom you want to add a contact attempt record.



ProgressBook GradeBook

Special Services | Attendance | Help | Logout





















Absence Queue

*School: LVHS *Year: 2007 *Calendar: [District Calendar] Date: 1/31/2008

Gr: 11 HR: Teacher26: Algebra 2. 01 All Name (L/F): ID:

Absence Status: ☐ Complete ☐ Incomplete ☒ All Student Status: ☒ Active * = Required Rows: 10 Sort: Name, date Search


Completed processing of last request [Check](#) [Uncheck](#)

Name	School	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
Ryback, Lindsay	LVHS	230	1/31/2008	U						    	
(Sainato, Elise)	LVHS	230	1/31/2008	T						    	
(Salling, Mackinley)	LVHS	230	1/31/2008	A						    	
(Salmon, Molly)	LVHS	230	1/31/2008	U						    	

Save

[Print the Queue](#) | [Daily Audit Rpt](#) | [View student list](#) | [Customize this page](#)

Contact Attempts Icon in Absence Queue

2. On the Contact Tracking window, today's date displays in the Contact Date column by default. To change the **date**, click  and select the appropriate date, or type it in the field.
3. Select one of the following options in the Direction column:
 - **Incoming** – Parent or guardian contacted the school about the absence.
 - **Outgoing** – School attendance staff attempted to contact the parent or guardian about the absence.
4. Select the appropriate **method of contact** in the Method column.
5. Select in the appropriate **contact name** in the Contact column.

The contact name, type and phone number displays near the bottom of the screen.

Note: If your school is not integrated with a student information system, you must type a comment about the contact in the Notes column.

6. Click **Save**.


A new contact row displays on the Contact Tracking window.

Contact Tracking Close						
Name: Lindsay Ryback School: LVHS Gr: 11 HR: 230						
Absent: 1/31/2008 Code: Unexcused Absence Reason: Note:						
*Contact Date	*Direction	*Method	*Contact	Notes	Play	Del
1/31/2008	Incoming	Phone	-- Select --	Mom called and Lindsay is sick.		
1/31/2008	-- Select --	-- Select --	-- Select --			

Contact Tracking Window

Note: The Play link is not currently functional. This feature is planned to integrate with the school's phone system at a future date so that phone messages can be heard.

7. Close the Contact Tracking window.


The contact tracking icon  (green) displays on the Absence Queue indicating that a contact attempt record has been added. Click this icon to edit or add additional contact attempt records.

<div style="display: flex; justify-content: space-between;"> A+ ProgressBook GradeBook Special Services Attendance Help Logout </div>											
Absence Queue											
*School: LVHS *Year: 2007 *Calendar: [District Calendar] Date: 1/31/2008 Gr: 11 HR: Teacher26: Algebra 2: 01 All Name (L/F): ID:											
Absence Status: <input type="radio"/> Complete <input type="radio"/> Incomplete <input checked="" type="radio"/> All Student Status: <input checked="" type="checkbox"/> Active * = Required Rows: 10 Sort: -- Custom -- Search											
Completed processing of last request Check Uncheck											
Name	School	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
Ryback, Lindsay	LVHS	230	1/31/2008	U							
(Sainato, Elise)	LVHS	230	1/31/2008	T							
(Salling, Mackinley)	LVHS	230	1/31/2008	A							
(Salmon, Molly)	LVHS	230	1/31/2008	U							
Save											
Print the Queue Daily Audit Rpt View student list Customize this page											

View Contact Attempt Information in Absence Queue

Update Absence Information

When reconciling attendance records, it may be necessary to add multiple absence codes for a student on one day or for multiple days.

1. On Absence Queue or Attendance by Student List screen, search for the attendance records you want to view.
2. Click  in the Actions column for the student whose attendance record you want to edit.

ProgressBook GradeBook

Special Services | Attendance | Help | Logout

Absence Queue

*School: LVHS *Year: 2007 *Calendar: [District Calendar] Date: 1/31/2008

Gr: 11 HR: Teacher26: Algebra 2: 01 All Name (L/F): ID:

Absence Status: ☐ Complete ☐ Incomplete ☒ All Student Status: ☒ Active * = Required Rows: 10 Sort: Name, date Search

Completed processing of last request Check Uncheck

Name	School	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
Ryback, Lindsay	LVHS	230	1/31/2008	U							<input type="checkbox"/>
(Sainato, Elise)	LVHS	230	1/31/2008	T							<input type="checkbox"/>
(Salling, Mackinley)	LVHS	230	1/31/2008	A							<input type="checkbox"/>
(Salmon, Molly)	LVHS	230	1/31/2008	U							<input type="checkbox"/>

Save

[Print the Queue](#) | [Daily Audit Rpt](#) | [View student list](#) | [Customize this page](#)

Update Absence Information in Absence Queue

- On the Update Absence Info window, select the appropriate **absence type code** in the list in the Code column.

Note: An absence type code is required in the Code column to save the attendance record.

- Select the **AM** or **PM** option in the AM/PM column.
- Select the appropriate **absence reason code** in the list in the Reason column.
- Select the appropriate **attendance note code** in the list in the Note column.
- Type the **time the student arrived** to school in the Arrived column, if applicable.
- Type the **time the student was dismissed** from school in the Dismissed column, if applicable.
- Click to add comments about the absence, if necessary.
- Click to add a contact attempt, if necessary.
- If there are multiple absences for the student for the day, select the option button in the Primary column for the attendance record that is the primary attendance reason.

Note: The absence code for the primary attendance record displays on the teacher's attendance screens.

- Click **Save**.

Note: You can click the **View Student Notes** link in the upper right corner of the screen to view the Student Attendance comment for the student.

Update Absence Info

Close

Student: **Lindsay Ryback**
Date: **1/31/2008**
[View Student Notes](#)

*Code	AM/PM	Reason	Note	Arrived	Dismissed	Value	Comments	Contacts	Primary	Done	Delete
A	AM	DOC	01	10:00 PM		1.00			<input type="radio"/>	<input type="checkbox"/>	
A	PM	DOC	01		1:30 PM	1.00			<input type="radio"/>	<input checked="" type="checkbox"/>	
										<input checked="" type="checkbox"/>	New

Additional Days:

December 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2008


Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

☐ Apply all

Save

Update Absence Info Window

13. Close the Update Absence Info window.

The update absence icon  (green) displays on the Absence Queue if multiple attendance records have been recorded for a student for one day. Click this icon to edit an attendance record.

A+

ProgressBook

GradeBook










Special Services | Attendance | Help | Logout

School: **LVHS**
Year: **2007**
Calendar: **[District Calendar]**
Date: **1/31/2008**

Gr: **11**
HR: **Teacher26: Algebra 2: 01**
All
Name (L/F):
ID:

Absence Status: ☐ Complete ☐ Incomplete ☒ All
Student Status: ☒ Active
* = Required
Sort: Name, date
Search

Completed processing of last request
[Check](#)
[Uncheck](#)

Name	School	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
Ryback, Lindsay	LVHS	230	1/31/2008	A	AM	DOC	01	10:00 PM		  	<input type="checkbox"/>
(Sainato, Elise)	LVHS	230	1/31/2008	T						 	<input type="checkbox"/>
(Selling, Mackinley)	LVHS	230	1/31/2008	A						 	<input type="checkbox"/>
(Salmon, Molly)	LVHS	230	1/31/2008	U						 	<input type="checkbox"/>

Save

Previous

Next

[Print the Queue](#) | [Daily Audit Rpt](#) | [View student list](#) | [Customize this page](#)

Edit an Attendance Record in the Absence Queue

Update Attendance Records for Multiple Days at Once

1. Perform steps 2 through 12 in the previous section.
2. Select the appropriate **days** on the calendar(s) to which the attendance record applies.
3. Click the **Apply all** check box.
4. Click **Save**.
5. Close the Update Absence Info window.

Update Absence Info [Close](#)

Student: **Mackinley Salling** Date: 1/31/2008 [View Student Notes](#)

*Code	AM/PM	Reason	Note	Arrived	Dismissed	Value	Comments	Contacts	Primary	Done	Delete
A	AM	VAC	02			1.00				<input type="checkbox"/>	
										<input checked="" type="checkbox"/>	New

Additional Days:

December 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

☒ Apply all


[Save](#)

Update Attendance Records for Multiple Days on the Update Absence Info Window

Note: If an error occurs in the system while you are attempting to save the attendance record, a red question mark (?) displays next to the record with the error. Hover over this icon to display an explanation of the error.

View Individual Student's Attendance in Calendar Format

The Absences by Student window displays the student's attendance in a monthly calendar format. Absence codes display on each day an absence occurred. The absence type codes and descriptions display at the bottom of the screen as well as the attendance days color codes and descriptions.

1. On the Absence Queue or Attendance by Student List screens, click  to open the Absences by Student window.
2. You can perform any of the following options:
 - Click the **absence code on a specific date** to open the Update Absence window to view the absence details. See *"Update Absence Information"*.
 - Click a **specific date** to open the Update Absence window to create an attendance record for the student on that date. See *"Add Attendance Records in Attendance by Student List"*.
 - Click the **Print** link in the upper right corner of the window to display the Attendance Detail Year to Date Report in a separate window. See *"Attendance Detail Year to Date Report"*.
3. Close the Absences by Student window.

Absences by Student Choose a day

Close

Name: Lindsay Ryback School: LVHS Gr. 11 HR: 230 Calendar: District Calendar

Print


August 2007							September 2007							October 2007							November 2007							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4							1		1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27								
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31											
							30																					

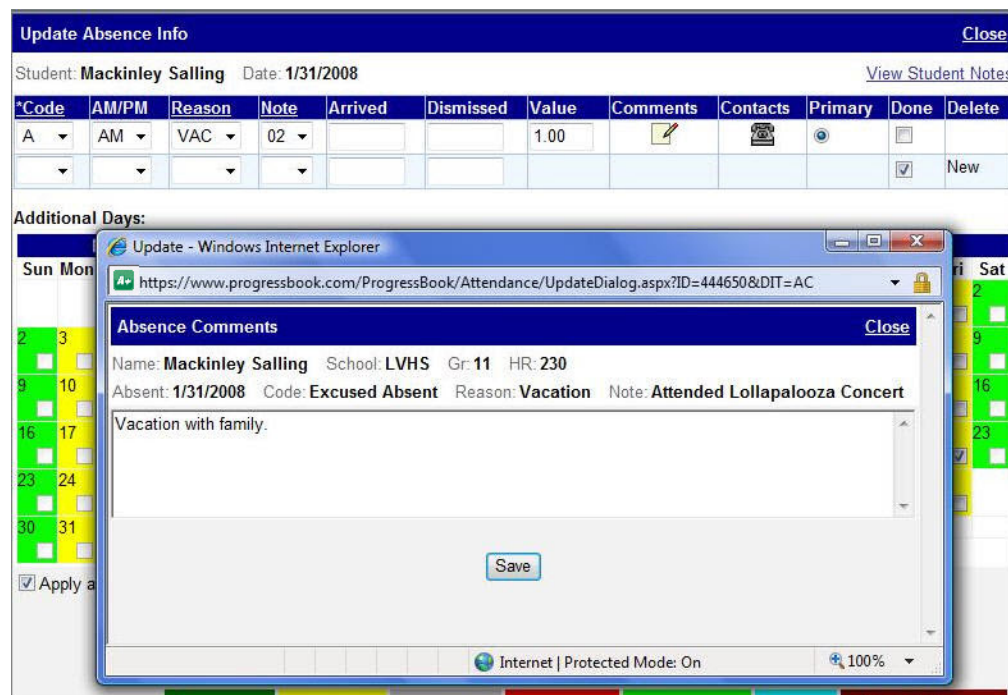
December 2007							January 2008							February 2008							March 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1				1	2	3	4	5						1	2						1
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29		23	24	25	26	27	28	29
30	31																				30	31					

Absence Codes on the Absence by Student Window

Add Absence Comments

You can add and edit comments regarding an individual absence for a student per date.

1. On the Absence Queue or Attendance by Student List screen, click  in the Actions column.
2. On the Absence Comments window, type the **comment** in the text box. For example, "Absent due to family funeral."




Add Comments about an Individual Absence

3. Click **Save**.
4. Close the Absence Comments window.

Edit Class or Period Attendance Records

If your school has enabled the Offer Period Attendance feature, you may enter period attendance for a student's classes. You can add or change an absence type in a student's classes individually or for multiple classes at once. Only the classes that are scheduled to meet that day in the schools to which you have access display on the Class Attendance window. If the Allow Attendance by Block feature is enabled and the class meets for multiple blocks, a separate row displays for each block the class meets in order of block meeting time. The absence type codes used here by attendance staff will display on the Period Attendance and Seating Chart screens, Grade Book Grid, Progress tab of the Student Profile screen and, if your school is using Parent Access, on the Progress Details tab.















Assign Absence Types to Individual Class

1. On the Absence Queue or Attendance by Student List screen, click .
2. On the Class Attendance window, select the appropriate **absence type code** in the Attendance list for a specific class.
3. If the class meets for multiple blocks, select an **absence type code** in the Attendance list for each block.
4. Click **Save**.

Class Attendance Close



Name: SARA M CROFT School: NTHS Gr: 11 HR:
 Absent: 9/15/2008 Code: EXC ABSE Reason: Note:

Set the attendance code for all classes: Go

Course	Section	Teacher Name	Room	Time	Attendance	
HEALTH	51		248	7:00 AM	<input type="text"/>	 
PUBLIC SAFETY I	1		BBB	7:45 AM	Absent	 
PUBLIC SAFETY I	1		BBB	8:39 AM	Absent	 
PUBLIC SAFETY I	1		BBB	9:33 AM	Absent	 
GEOMETRY	43		236	10:27 AM	<input type="text"/>	 
ENVIRONMENTAL SCIENCE	6		115	12:51 PM	<input type="text"/>	 
LANG ART III	7		249	1:45 PM	<input type="text"/>	 

Save

Class Attendance Window

Note: To populate the absence type in the classes above or below the selected class, click  or .

Assign Same Absence Type to Multiple Classes at One Time

1. On the Class Attendance window, select the appropriate **absence type code** in the Set the attendance code for all classes list, and then click **Go**.
2. Click **Save**.

Class Attendance						Close
Name: Brian Aboukhaled School: LVHS Gr: 11 HR: 214						
Absent: 3/19/2010 Code: Reason: Note:						
Set the attendance code for all classes: Tardy						Go
Course	Section	Teacher Name	Room	Time	Attendance	
Algebra 2	01		214	7:00 AM	Tardy	↓ ↑
English Gr 11	01		214	8:40 AM	Tardy	↓ ↑
Save						

Same Absence Type to Multiple Classes on the Class Attendance Window

Reconcile Attendance Records in Absence Queue

You must reconcile students' attendance records daily. The attendance records remain in the Absence Queue until they are reconciled or complete. An attendance record is considered reconciled when it includes, at a minimum, an absence code and reason has been marked completed.

1. On the Absence Queue screen, search for the attendance records you want to view. See *"Search for Attendance Records in Absence Queue"*.

Attendance records meeting your search criteria display.

2. Select the appropriate **absence code** in the list in the Code column.

Note: For a specific student, you can click the Code, Reason and Note column headings to view the list of appropriate codes and descriptions.

3. Select the **AM** or **PM** option in the AM/PM column, if necessary.
4. Select the appropriate **reason code** in the list in the Reason column.

Note: Teachers can see the absence and reason codes on their attendance screens, but cannot view the note code.

5. Select the appropriate **note code** in the list in the Note column, if desired.
6. Type the **time the student arrived** to school in the Arrived column, if necessary.
7. Type the **time the student was dismissed** from school in the Dismissed column, if necessary.

Note: Time displays in the time fields as AM or PM by default based on the current time of day when the time is entered. For example, if you enter "9:15" in the field prior to noon, 9:15 AM displays. You can also enter time in the military time format, but do not use a colon (:).

8. Select the **check box in the Done column** to mark the attendance record complete.

Note: If a student has multiple attendance records for one day, you must reconcile them on the Update Absence Info window.

- Click **Save**.

ProgressBook GradeBook

Special Services | Attendance | Help | Logout

Absence Queue

*School: LVHS *Year: 2007 *Calendar: [District Calendar] Date: 2/22/2008

Gr: 09 HR: -- Homerooms----- All Name (L/F): ID:

Absence Status: ☐ Complete ☐ Incomplete ☐ All Student Status: ☒ Active * = Required Rows: 10 Sort: -- Custom -- Search

One moment please...

Name	School	GR	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
(Kauuckel, Ryan)	LVHS	09	200	2/22/2008	A	AM	DOC	01	9:45 AM			<input checked="" type="checkbox"/>
(Koskinen, Cody)	LVHS	09	200	2/22/2008	A							<input type="checkbox"/>
(MacRaid, Raymond)	LVHS	09	239	2/22/2008	A							<input type="checkbox"/>
(Majemik, David)	LVHS	09	120	2/22/2008	A							<input type="checkbox"/>
(Marion, Justin)	LVHS	09	121	2/22/2008	A							<input type="checkbox"/>
(Match, Jessica)	LVHS	09	119	2/22/2008	A							<input type="checkbox"/>
(McCartney, Megan)	LVHS	09	118	2/22/2008	A							<input type="checkbox"/>
(McQuaid, Michael)	LVHS	09	116	2/22/2008	A							<input type="checkbox"/>
(Mormsey, Cameron)	LVHS	09	112	2/22/2008	A							<input type="checkbox"/>

Reconcile Attendance Records in Absence Queue

Note: If an error occurs in the system while you are attempting to save the attendance record, a red question mark (?) displays next to the record with the error. Hover over this icon to display an explanation of the error.

- You may perform any of the following optional steps while reconciling an attendance record:
 - Add or edit contact attempt records. See “Add Contact Attempts”.
 - Update absence information and add additional attendance records. See “Update Absence Information”.
 - View student attendance by calendar and print student attendance report. See “View Individual Student’s Attendance in Calendar Format”.
 - Add or edit attendance record comments. See “Add Absence Comments”.
 - Edit class or period attendance. See “Edit Class or Period Attendance Records”.
 - Delete attendance records.

Note: You can click the student’s name to view addresses, enrollment and contact information from the student information system.

Add Attendance Records in Attendance by Student List

If you need to create an attendance record for a student who does not already have one, you can create it on the Attendance by Student List screen.

- On the Attendance by Student List screen, **search for the student** you want to view. See “Search for Attendance Records in Absence Queue”.
- Click in the Actions column for the student whose attendance record you want to add.

ProgressBook GradeBook

Special Services | Attendance | Help | Logout

Attendance by Student List

*School: LVHS *Year: 2007 *Calendar: [District Calendar] Date: 1/31/2008

Gr: -- Select -- HR: -- Homerooms----- All Name (L/F): salmon ID:

Absence Status: ☒ Complete ☐ Incomplete ☐ All Student Status: ☐ Active * = Required Rows: 10 Sort: -- Custom -- Search

Completed processing of last request Check Uncheck

Name	School	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
(Salmon, Molly)	LVHS	230	1/31/2008	U							

Save

[View the queue](#) | [Customize this page](#)

Add Attendance Records on the Attendance by Student List Screen

- On the Update Absence Info window select the appropriate **absence type code** in the list in the Code column.

Note: An absence type code is required in the Code column to save the attendance record.

- Select the **AM** or **PM** option in the AM/PM column.
- Select the appropriate **absence reason code** in the list in the Reason column.
- Select the appropriate **attendance note code** in the list in the Note column.
- Type the **time the student arrived** to school in the Arrived column, if applicable.
- Type the **time the student was dismissed** from school in the Dismissed column, if applicable.
- Click **Save**.
- Click to add comments about the absence, if necessary. See "Add Absence Comments".
- Click to add a contact attempt, if necessary. See "Add Contact Attempts".
- If there are multiple absences for the student for the day, select the option in the Primary column for the attendance record that is the primary attendance reason.

Note: The absence code for the primary attendance record displays on the teacher's attendance screens.

- To apply an absence to multiple days at once, click the **check box on the appropriate days** on the calendar, and then click the **check box for Apply all**.
- Click **Save**.

Update Absence Info

Close

Student: **Molly Salmon** Date: **1/31/2008** [View Student Notes](#)

*Code	AM/PM	Reason	Note	Arrived	Dismissed	Value	Comments	Contacts	Primary	Done	Delete
U	AM			8:30am		1.00				<input checked="" type="checkbox"/>	
										<input checked="" type="checkbox"/>	New

Additional Days:

December 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	


☐ Apply all

Save

Update Absence Info Window

Note: You can click the [View Student Notes](#) link in the upper right corner of the screen to view the Student Attendance comments for that student.

- Close the Update Absence Info Window.

The update absence icon  (green) displays on the Attendance by Student List screen if multiple attendance records have been recorded for a student for one day. Click this icon to edit an attendance record.

Note: If an error occurs in the system while you are attempting to save the attendance record, a red question mark (?) displays next to the record with the error. Hover over this icon to display an explanation of the error.

Customize Absence Queue or Attendance by Student List

You can choose to display or remove columns on the Absence Queue and Attendance by Student List screens based on the way in which your district manages attendance records. Using the Custom option in the Sort list, allows you to customize the way records are sorted on each screen.

Modify Columns that Display on Screen

1. On the Absence Queue or Attendance by Student List screen, click the **Customize this page** link at the bottom of the screen.

Customize the Absence Queue Screen

2. On the Customize page window, click the **check box in the Show?** column to specify the columns you want to display.
3. Click **Save**.

Customize page: Absence Queue				Close
Column	Show?	Sort Order	Sort Type	
Student Name	<input checked="" type="checkbox"/>	2	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	
School	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending	
Grade Level	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending	
Home room	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending	
Attendance Date	<input checked="" type="checkbox"/>	1	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	
Attendance Code	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending	
AM/PM	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending	
Attendance Reason	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending	
Attendance Note	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending	
Arrived	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending	
Dismissed	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending	

Customize Page Absence Queue Window

Customize Sort Option for Records that Display on Screen

1. On the Absence Queue or Attendance by Student List screen, select the **Custom** option in the Sort list.
2. Click the **Customize this page** link at the bottom of the screen.
3. On the Customize page window, type the appropriate **number** in the Sort Order column that represents the priority in which you want to sort the records.

Note: For example, type 1 next to the Attendance Code field and 2 next to the Student Name field to indicate that the records should be sorted by Attendance Code first, and then by Student Name.

4. To designate the **order** in which the **information is sorted**, select one of the following options in the Sort Type column for the fields by which you will be sorting the records:
 - Ascending
 - Descending
5. Click **Save**.

Note: The custom display options you choose only apply to the screen you were on when you clicked the Customize this page link.

Customize page: Absence Queue Close			
Column	Show?	Sort Order	Sort Type
Student Name	<input checked="" type="checkbox"/>	2	<input type="radio"/> Ascending <input type="radio"/> Descending
School	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending
Grade Level	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending
Home room	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending
Attendance Date	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending
Attendance Code	<input checked="" type="checkbox"/>	1	<input type="radio"/> Ascending <input type="radio"/> Descending
AM/PM	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending
Attendance Reason	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending
Attendance Note	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending
Arrived	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending
Dismissed	<input checked="" type="checkbox"/>		<input type="radio"/> Ascending <input type="radio"/> Descending

Specify Priority in Which to Sort the Absence Queue

Reports

A variety of Classic and Report Builder reports are available on the Attendance Home Page and Absence Queue.

Classic Reports

Some report criteria selection screens provide various options from which you can select one or more. Where this option is available, use the <Shift> or <Control> keys on your keyboard to select more than one option in the list.

A common report parameter is date selection, either by reporting period or date range.

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the report criteria selection screens may appear differently because they are defined by the school district.

To view and modify the report you must have the appropriate application installed on your computer. Classic reports can be displayed in the following formats:

- **PDF** – Portable document file format that cannot be edited.
- **Excel** – Format provides full functionality of Microsoft Excel.
- **RTF** – Formatted document file type that can be edited.
- **TIFF** – Large graphic file format that may take longer to open than other file types, and cannot be edited.

When you have selected the appropriate report parameters on the criteria selection screen, click **Run the Report** or **Submit** to display the report. All reports open in a separate browser window. After you have viewed the report, close the report window and return to the Report screen.

Classic reports cannot be deleted.

To print the report you must select the print option from within the software application it is displayed.

Staff Attendance Audit Report

The Staff Attendance Audit Report lists homerooms or classes for which daily attendance was taken or not taken.

1. On the Attendance Home Page under the Attendance Information area, click **Staff Attendance Audit Report**.
2. On the Staff Attendance Report screen, select the appropriate **school** on which to run the report.

3. Select one of the following Homerooms to View **options**:
 - HR Attendance Not Taken
 - HR Attendance Taken
 - All Homerooms
4. Type a **date** in the Date field.
5. Select one of the following **output formats**:
 - PDF
 - Excel
 - TIFF
 - RTF
6. Click **Run the Report**.
7. Review the **report**, and then close the **report window**.

The screenshot shows the 'Staff Attendance Audit Report' screen. At the top, there is a navigation bar with 'Special Services | Principal | Help | Logout' and a 'Welcome Mr. John Principal1' message. The main content area has a title 'Staff Attendance Audit Report' in red. Below the title, a red instruction box says 'Select the Report Options, then Click the "Run" Button'. The form contains four sections: 'Select a School:' with a dropdown menu showing 'Lake View High School' and 'Lake View Primary School'; 'Select Homerooms to View:' with three radio buttons: 'HR Attendance Not Taken' (selected), 'HR Attendance Taken', and 'All Homerooms'; 'Select Date:' with a text field containing '2/8/2008'; and 'Select the Output Format:' with four radio buttons: 'PDF' (selected), 'Excel', 'TIFF', and 'RTF'. A 'Run the Report' button is located at the bottom center of the form.

Staff Attendance Audit Report Screen

Daily ProgressBook Attendance Report

The Daily ProgressBook Attendance Report displays daily student absences by homeroom.

1. On the Attendance Home Page under the Attendance Information area, click **Daily ProgressBook Attendance**.
2. On the Daily Attendance Report screen, select the appropriate **school** on which to run the report, if necessary.

ProgressBook
A+ GradeBook ✓

Attendance | Special Services | Help | Logout


Daily Attendance Report

Welcome Ms. Attendance

Choose a School:

School Name
<input checked="" type="radio"/> LVHS
<input type="radio"/> LVJR
<input type="radio"/> LVPR

Daily Attendance Report Screen

3. Click **Next**.
4. Click  to select the **date**, or type it in the Date field.


ProgressBook
A+ GradeBook ✓

Attendance | Special Services | Help | Logout

Daily Attendance Report

Welcome Ms. Attendance

Enter a date for the report:

Date: 

Enter the Appropriate Report Date for the Daily ProgressBook Attendance Report

5. Click **Next**.
6. Select one of the following **output formats**:
 - PDF
 - Excel
 - RTF
 - TIFF
7. Click **Next**.
8. Review the **report**, and then close the **report window**.

Period Attendance Report

The Period Attendance Report provides numerous options for presenting summary- and detail-level period attendance data. Three detailed report versions display attendance information using a variety of grouping and filtering combinations. A summary report version displays attendance information by teacher, class and student. The Basic Details – Two Column report version does not allow filtering.

1. On the Attendance Home Page under the Attendance Information area, select **Period Attendance Report**.
2. On the Admin Period Attendance Report screen, select the appropriate **school** on which to run the report.
3. Select the appropriate **reporting period**, or type **dates** in the Start Date and End Date fields to span several reporting periods or limit the date range to less than a reporting period.
4. Select the appropriate **grade level**.
5. Select the appropriate **student(s)**.

Note: Select the All Students option to include all the students in the class.

6. Select one of the following **versions**:
 - **Basic Details - Two Column** – Displays attendance information in two columns alphabetically by student's last name.
 - **Details by Student/Class/Date** – Displays attendance information grouped alphabetically by student's last name, class, and then date of absence.
 - **Details by Student/Date/Class** – Displays attendance information grouped alphabetically by student's last name, date of absence, and then class.
 - **Details by Teacher/Class/Date/Student** – Displays attendance information grouped by teacher, class, date of absence, and then alphabetically by student's last name.
 - **Summary by Teacher/Class/Student** – Displays attendance information by teacher, class, and then alphabetically by student's last name.
7. If you selected any of the report version options except for Basic Details in the previous step, you may select from the following absence type **filter options**:
 - Excused Absences
 - Unexcused Absences
 - Total Absences
 - Excused Tardies
 - Unexcused Tardies
 - Total Tardies
 - Show checked column values only

Note: Only the absence types for which your district is calculating totals displays on as options in the Check the box to apply the section criteria area of the screen.

Select the Report Options, then Click the "Run" Button

Select a School: Lake View Intermediate School Lake View Primary School	Select Time Frame: Select A Reporting Period: <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4 Enter a Range: Start Date: <input type="text"/> End Date: <input type="text"/>
Select a Grade Level: All Grade Levels 0-2 Years Pre-School 01 02 03 04 05 06	Select Students: All Students Daw, William De Bacco, Jillian Dean, Amanda DeAngelis, Mary Deberry, Bailey Deckert, Charbel Diaz, Ian
Select the Version: <input type="radio"/> Basic Details - Two Column <input checked="" type="radio"/> Details by Student/Class/Date <input type="radio"/> Details by Student/Date/Class <input type="radio"/> Details by Teacher/Class/Date/Student <input type="radio"/> Summary by Teacher/Class/Student	Check the box to apply the selection criteria: <input type="checkbox"/> Excused Absences <input type="text"/> > <input type="text"/> 0 <input type="checkbox"/> Unexcused Absences <input type="text"/> > <input type="text"/> 0 <input type="checkbox"/> Total Absences <input type="text"/> > <input type="text"/> 0 <input type="checkbox"/> Excused Tardies <input type="text"/> > <input type="text"/> 0 <input type="checkbox"/> Unexcused Tardies <input type="text"/> > <input type="text"/> 0 <input type="checkbox"/> Total Tardies <input type="text"/> > <input type="text"/> 0 <input type="checkbox"/> Show checked column values only <input type="radio"/> And <input checked="" type="radio"/> Or
Select the Output Format: <input checked="" type="radio"/> PDF <input type="radio"/> Excel <input type="radio"/> TIFF <input type="radio"/> RTF	

Report Options

8. Select one of the following qualifiers next to the **absence type** option(s) selected in the previous step, and then type a number in the blank field next to it.
 - > – Greater than
 - < – Less than
 - = – Equal to
9. If multiple absence types are selected, choose one of the following options:
 - **And** – Report will include ALL of the selection criteria.
 - **Or** – Report will include any, but not all of the selection criteria.
10. Select one of the desired **output formats**:
 - PDF
 - Excel
 - TIFF
 - RTF
11. Click **Run the Report**.

Note: If a message displays asking to open or save the file, click Open to view the report. This message may display depending on your browser's security settings.

12. Review the **report**, and then close the **report window**.

Period Attendance Audit Report

The Period Attendance Audit Report lists classes for which class attendance has been taken or not taken.

1. On the Attendance Home Page under the Attendance Information area, select **Period Attendance Audit Report**.
2. On the Admin Period Attendance Report screen, select the appropriate **school** on which to run the report.
3. Select the appropriate **teacher(s)**.
4. Type a **date** in the Start Date and End Date fields.
5. Select one of the following **sort** versions:
 - **Sort by Date, Teacher, Period** – Displays attendance information grouped by date, then sorted by teacher and period.
 - **Sort by Teacher, Date, Period** – Displays attendance information grouped by teacher, then sorted by date and period.
6. Select one of the following **output formats**:
 - PDF
 - Excel
 - TIFF
 - RTF
7. Select one of the following **attendance** options:
 - Show attendance not taken
 - Show attendance taken

The screenshot shows the 'Admin Period Attendance Report' interface. At the top, there's a navigation bar with 'Special Services | Attendance | Help | Logout'. Below it, a header says 'Welcome Ms. Attendance'. The main title is 'Admin Period Attendance Report'. A red instruction bar says 'Select the Report Options, then Click the "Run" Button'. The form is divided into several sections:

- Select a School:** A list box containing 'Lake View High School', 'Lake View Middle School', and 'Lake View Primary School'.
- Select Teacher(s):** A list box containing teachers from 'Teacher105, (Tea105)' to 'Teacher112, (Tea112)', with 'Teacher107, (Tea107)' selected.
- Select Time Frame:** A section with 'Enter a Range:' and 'Start Date:' and 'End Date:' input fields.
- Select the Version:** Two radio buttons: 'Sort by Date, Teacher, Period' (selected) and 'Sort by Teacher, Date, Period'.
- Select the Output Format:** Four radio buttons: 'PDF' (selected), 'Excel', 'TIFF', and 'RTF'.
- Attendance Options:** Two radio buttons: 'Show attendance not taken' (selected) and 'Show attendance taken'.
- Run the Report:** A button at the bottom center.

Options for the Period Attendance Audit Report

8. Click **Run the Report**.

Note: If a message displays asking to open or save the file, click Open to view the report. This message may display depending on your browser's security settings.

- Review the **report**, and then close the **report window**.

Print the Absence Queue

The Absence Queue report allows you to print the displayed attendance records sorted by student name and also grouped by grade, homeroom or both.

- On the Absence Queue screen, search for the **attendance records** you want to view. See “Search for Attendance Records in Absence Queue”.
- Click the **Print the Queue** link at the bottom of the screen.

Print the Absence Queue Report

- On the Print the Queue window, select the appropriate **grouping** options:
 - Grade Level and Home Room
 - Select the Show option in the Visibility column for both Grade Level and Home Room.
 - Designate the desired sort options for each. This is the default setting.
 - Grade Level only
 - Deselect the Show option in the Visibility column for Home Room.
 - Designate the desired sort options for Grade Level.
 - Home Room only
 - Deselect the Show option in the Visibility column for Grade Level.
 - Designate the desired sort options for Home Room.
 - None – Deselect the Show option in the Visibility column for both Grade Level and Home Room.
- Select the desired Student **Sort Order** options.

5. Select one of the following **Done Status** options:
 - **All** – Includes both Complete and Incomplete attendance records.
 - **Done** – Includes only Complete attendance records.
 - **Not Done** – Includes only Incomplete attendance records.
6. Select one of the following **output types**:
 - Excel
 - PDF
 - RTF
 - TIFF

ProgressBook...
A+ GradeBook ✓

Special Services | Attendance | Help | Logout

Progress Book

Select the Report Options, then Click the "Run" Button

School	Group	Sort order	Visibility	Student Sort Order	Done Status	Output Type
Lake View High School	Grade Level	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	<input checked="" type="checkbox"/> Show	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	<input type="radio"/> All <input checked="" type="radio"/> Done <input type="radio"/> Not Done	<input type="radio"/> Excel <input checked="" type="radio"/> PDF <input type="radio"/> RTF <input type="radio"/> TIFF
	Home Room	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	<input checked="" type="checkbox"/> Show			


Run

Printing the Absence Queue Report

7. Click **Run**.
The Absence Queue Report displays.
8. Close the **report window**.

Attendance Detail Year to Date Report

The Attendance Detail Year to Date Report displays a student's absences for the year including attendance codes, reasons, notes, and arrival and dismissal times.

1. On the Absence Queue or Attendance by Student List, search for the student you want to view. See *"Search for Attendance Records in Absence Queue"*.
2. Click  in the Actions column for the student you want to display the attendance report.
The Student Calendar Absences by Student window appears.
3. Click the **Print** link in the upper right corner of the screen.

Absences by Student Choose a day																												Close
Name: Lindsay Ryback School: LVHS Gr: 11 HR: 230 Calendar: District Calendar																												Print
August 2007							September 2007							October 2007							November 2007							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4							1		1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
							30																					
December 2007							January 2008							February 2008							March 2008							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1			1	2	3	4	5							1	2								
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29		23	24	25	26	27	28	29	
30	31																				30	31						

Absences by Student Window

The Attendance Detail Year to Date Report displays in a separate Print window.

Print

Close

Student: **Ryback, Lindsay** School: **LVHS** Year: **2007** GR: **11** HR: **230** ID: **99984335** Report date: **2/3/2008**

Date	Type	AM/PM	Reason	Note	Arrived	Dismissed
8/23/2007	U					
9/8/2007	T					
10/10/2007	A					
1/3/2008	A					
1/21/2008	T					
1/30/2008	T	AM	DOC	01	11:00 AM	
1/31/2008	A	AM	DOC	01	10:00 PM	
1/31/2008	A	PM	DOC	01		1:30 PM
2/22/2008	U					
3/28/2008	A					
6/4/2008	T					
6/23/2008	A					

Absence Types:

A: Excused Absent

FT: FIELD TRIP

HA: HALF DAY AM

HP: HALF DAY PM

T: Tardy

U: Unexcused Absence

UA: Unexcused AM

UP: Unexcused PM

Attendance Detail Year to Date Report

- Click **Print** to print the report.
- Close the **Print** window.
- Close the **Student Calendar Absences by Student** window.

Daily Audit Report

The Daily Audit Report displays all additions and changes made to any attendance records on the current day.

1. On the Absence Queue screen, search for the attendance records you want to view. See *“Search for Attendance Records in Absence Queue”*.
2. Click the **Daily Audit Report** link at the bottom of the screen.

ProgressBook GradeBook

Special Services | Attendance | Help | Logout

Absence Queue

*School: LVHS *Year: 2007 *Calendar: [District Calendar] Date: 1/31/2008

Gr: 11 HR: Teacher26: Algebra 2: 01 All Name (L/F): ID:

Absence Status: Complete Incomplete All Student Status: Active * = Required Sort: Name, date Search

Completed processing of last request Check Uncheck

Name	School	HR	Date	*Code	AM/PM	Reason	Note	Arrived	Dismissed	Actions	Done
Ryback, Lindsay	LVHS	230	1/31/2008	A	AM	DOC	01	10:00 PM			
(Sainato, Elise)	LVHS	230	1/31/2008	T							
(Salling, Mackinley)	LVHS	230	1/31/2008	A	AM	VAC	02				
(Salmon, Molly)	LVHS	230	1/31/2008	U							

Save Previous Next

[Print the Queue](#) **[Daily Audit Rpt](#)** [View student list](#) | [Customize this page](#)

Print the Attendance Records for the Current Day

3. On the screen, select the appropriate **school**.
4. Select the appropriate **grouping** options:
 - Grade Level and Home Room
 - i. Select the Show option in the Visibility column for both Grade Level and Home Room.
 - ii. Designate the desired sort options for each. This is the default setting.
 - Grade Level only
 - i. Deselect the Show option in the Visibility column for Home Room.
 - ii. Designate the desired sort options for Grade Level.
 - Home Room only
 - i. Deselect the Show option in the Visibility column for Grade Level.
 - ii. Designate the desired sort options for Home Room.
 - None – Deselect the Show option in the Visibility column for both Grade Level and Home Room.
5. Select the desired **Student Sort Order** options.

ProgressBook...
A+ GradeBook ✓

Special Services | Attendance | Help | Logout

Progress Book

Select the Report Options, then Click the "Run" Button

School	Group	Sort order	Visibility	Student Sort Order	Done Status	Output Type
<input checked="" type="checkbox"/> Lake View High School	Grade Level	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	<input checked="" type="checkbox"/> Show	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	All	<input type="radio"/> Excel <input checked="" type="radio"/> PDF <input type="radio"/> RTF <input type="radio"/> TIFF
<input type="checkbox"/> Lake View Intermediate School	Home Room	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	<input checked="" type="checkbox"/> Show			
<input type="checkbox"/> Lake View Middle School						
<input type="checkbox"/> Lake View Primary School						
<input type="checkbox"/> Lake View Baby School						
<input type="checkbox"/> Wake Elementary						
<input type="checkbox"/> Wake2 Elementary						
<input type="checkbox"/> Graduated Seniors						
<input type="checkbox"/> Crestview						
<input type="checkbox"/> Buckey North Middle School						

Run

Options for the Daily Audit Report

6. Select one of the following **output types**:

- Excel
- PDF
- RTF
- TIFF

7. Click **Run**.


The Daily Audit Report displays.

8. Close the **report window**.

Report Builder Reports










Report Builder reports offer numerous filter options for defining customized student demographic information, as well as numerous column options for displaying the results. Once users have selected the desired settings, they can save the report with those settings to use in the future. These reports are available based on your user privileges. The Student Demographics report, described below, is available to the attendance user role.

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the Report Viewer screen are defined by the school district.



The appearance of this icon  in the top right corner of the banner indicates that the report is core report—provided by ProgressBook—or a user-defined version of a core report. This icon does not display for add-on reports—reports that have been customized and then uploaded by your support staff.

Once you have generated the report, numerous features are available:

- To view the report, click  **View Report** or .

- To show report headers, required parameters, optional filters and columns, click  **Show Setup**. To hide this area, click  **Hide Setup**.
- To save the report with the selected parameters, filters and columns, click  **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.
- To navigate to a specific student on the report, click  to open the Document Map pane, and click the student's name. This feature is only available when using Internet Explorer.
- To view a specific page in the report, use these icons   to navigate to the next page or last page, or use these icons   to navigate to the previous page or first page. You can also type the page number in the field, and then press **<Enter>**.
- To view a report in a smaller or larger size, select the desired percentage in the list that represents the display size. This feature is only available when using Internet Explorer.
- To search for a word or phrase in the report, type it in the blank field next to Find and then click **Find**. Click **Next** to search for the next instance of the word or phrase. This feature is only available when using Internet Explorer.
- To export a report to a specific file format, select the desired format in list, and then click **Export**. When you are prompted, click either **Open** or **Save**. If you select Open, the report opens in the software application associated with the file format you selected. You must have the appropriate application installed on your computer to read and modify the report file. The following file formats are available:
 - **XML file with report data** – Extensible Markup Language file format includes only data; no page formatting, headers, footers, lines or graphic images. This file format can be viewed in a Web browser.
 - **CSV** – Comma-separated values file format in plain text format.
 - **Acrobat (PDF) file** – Portable document file format that can only be viewed and not edited. This file format can be viewed in Adobe Reader.
 - **MHTML (web archive)** – Short for MIME HTML file format and also referred to as MHT. MHTML is a web page archive format used to bind images, Flash animations, Java applets, audio files, etc. together with HTML code into a single file. This file format can be viewed in a Web browser and is supported in the following browser versions: IE 5.5 and later, Firefox 1.5 and later, and Safari 3.0 and later.
 - **Excel** – Format provides full functionality of Microsoft Excel.
 - **TIFF** – Large graphic file format that may take longer to open than other file types, and cannot be edited.
 - **Word** – Format provides full functionality of Microsoft Word.
- To print the report, click . If you are prompted to install SQL Server Reporting Services 2008 ActiveX control, continue to install it on the computer so that you can print the report. The print feature is only available when using Internet Explorer. If you are not

able to install the ActiveX control, proceed to export the report to an acceptable file format, and then print the report from that software application.

- To sort the columns in ascending or descending order, click .
- To delete any report you have customized, select the report in the Report Maintenance section and click  next to the report.

Student Demographics Report

The Student Demographics report provides numerous options for displaying student demographic information for individual or multiple classes, class groups or homerooms. For example, you can apply specific filter options to create a report that displays student addresses for specific classes or schools. Once you save the report with your desired filter options, you can run it as often as you like.

1. On the Attendance Home Page under the Report Builder Reports area, click **Student Demographics**.
2. Enter the **name of the report** in the Report Header field. Student Demographics displays by default, but you may change the name, if desired.
3. In the Set Required Parameters area, select the appropriate **school(s)** in the Schools list.

Note: Only the schools to which you have access display in the list.

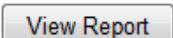
Note: If there are no available choices in which to select, then No school available displays with a red background.

Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.


4. In the Set Optional Filters area, select the appropriate **option(s)** in the Field Name list. See “Student Demographics Report – Field Name Options” for descriptions of all the available options.
5. Select one of the following **options** in the Operation list if it is available. The available options may vary depending on the option you selected in the Field Name list.
 - Is Equal To
 - Is Not Equal To
 - Begins With
 - Does Not Begin With
 - Ends With
 - Does Not End With
 - Contains
 - Does Not Contain
 - Has a Value
 - Does Not Have a Value
6. Type the appropriate **value** in the Value field.

Note: The available options and acceptable values vary depending on the option you selected in the Field Name list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the Field Name list. If you selected an option in the Field Name list that ends in "Indicator," then you must select the Yes or No option in the Value field. If you selected an option in the Field Name list that requires a date, a calendar becomes available in the Value field.

- Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the Field Name list and you want that information to display on the report, make sure to select the corresponding column name in the Columns list. Options in the Field Name list that end in "Indicator" do not have a corresponding column to display.

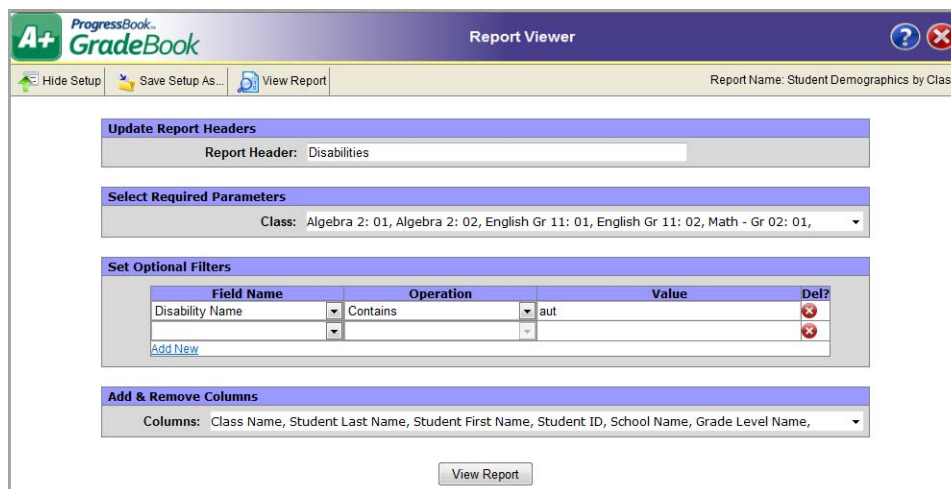
- Click  .

The report displays at the bottom of the window.

- To save the report with the selected parameters, filters and columns, click  **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

The following message displays at the bottom of the window, "Report setup saved successfully."

The report displays in the My Reports and Report Maintenance sections on the Attendance Home Page after you have refreshed the screen.

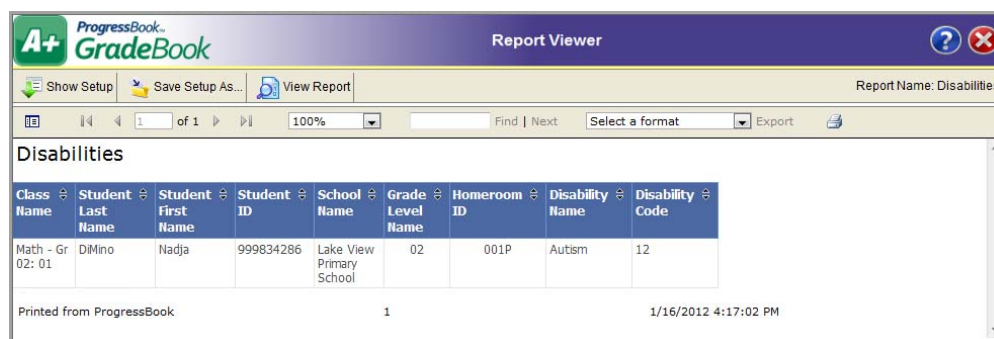


The screenshot shows the "Report Viewer" window for "ProgressBook GradeBook". The title bar includes "Report Name: Student Demographics by Class". The interface has several sections:

- Update Report Headers:** A text field labeled "Report Header:" with the value "Disabilities".
- Select Required Parameters:** A dropdown menu labeled "Class:" with the selected value "Algebra 2: 01, Algebra 2: 02, English Gr 11: 01, English Gr 11: 02, Math - Gr 02: 01,".
- Set Optional Filters:** A table with columns "Field Name", "Operation", "Value", and "Def?". It contains one filter: "Disability Name" with the operation "Contains" and value "aut". There is an "Add New" link below the table.
- Add & Remove Columns:** A dropdown menu labeled "Columns:" with the selected value "Class Name, Student Last Name, Student First Name, Student ID, School Name, Grade Level Name,".

At the bottom of the window is a "View Report" button.

Customized Version of the Student Demographics Report



Disabilities Report, a Customized Version of the Student Demographics Report

Student Demographics Report – Field Name Options

Option	Description
Birth Date	Date of birth of the student.
Calendar Name	Calendar used by the school in which the student is enrolled.
Class Name	Name of the class in which the student is enrolled. If no class name is assigned, then course name and section displays.
Counselor Name	Name of the guidance counselor assigned to the student. If your district is integrated with a student information system, this name may be imported from that system.
Disability Code	Code that represents a disability which is included in a list of disabilities recognized by the state department of education. These codes are also used in SpecialServices. If your district is integrated with a student information system, this code may be imported from that system. If you select this option, you must type 01, 02, 03, 04, 05, 06, 08, 09, 10, 11, 12, 13, 14, 15 or ** in the Value field.
Disability Name	Full name of a disability which is included in a list of disabilities recognized by the state department of education. These codes are also used in SpecialServices. If your district is integrated with a student information system, the name may be imported from that system. If you select this option, you must type the full or partial disability name in the Value field.
Enrollment Date	Date on which the student enrolled in the school. If your district is integrated with a student information system, this date may be imported from that system.
Enrollment Status Code	Code that represents whether the student is active or inactive in the school in which the student is enrolled. If your district is integrated with a student information system, this code may be imported from that system.
Gender Code	Code that represents whether a student is female or male. If your district is integrated with a student information system, this code may be imported from that system.
Grade Level Code	Code that represents the grade level in which the student is enrolled. If your district is integrated with a student information system, this code may be imported from that system.

Student Demographics Report – Field Name Options

Option	Description
Grade Level Name	Name of the grade level in which the student is enrolled. If your district is integrated with a student information system, this code may be imported from that system.
Graduation Date	Date on which the student will graduate from high school. If your district is integrated with a student information system, this code may be imported from that system.
Home School ID	Code that represents the school building in which the student was originally enrolled. If your district is integrated with a student information system, this code may be imported from that system.
Homeroom ID	Code that identifies the homeroom to which the student is assigned. If your district is integrated with a student information system, this code may be imported from that system.
Parent Access Disabled Indicator	Indicates whether the student's information has been disabled on the Parent Access Web Site. If a parent account is associated with multiple student accounts, the parent account can still access the other student accounts. If you select this option, you must select Yes or No in the Value field.
Parent Access Disabled Status Name	Indicates whether the student's information has been disabled on the Parent Access Web Site. If you select this option, you must type Disabled in the Value field.
PB School ID	GradeBook code that identifies the school in which the student is enrolled.
PB Student ID	GradeBook code that identifies the student.
School Enrollment Status Name	Indicates whether the student's record is active in GradeBook. If you select this option, you must type Active or Withdrawn in the Value field.
School ID	Code that identifies the school in which the student is enrolled. If your district is integrated with a student information system, this code may be imported from that system.
School Name	Name of the school in which the student is enrolled. If your district is integrated with a student information system, this name may be imported from that system.
Student Address Line 1	Street address where the student lives. If your district is integrated with a student information system, this address information may be imported from that system.
Student Address Line 2	Street address where the student lives. If your district is integrated with a student information system, this address information may be imported from that system.
Student Address Line 3	Street address where the student lives. If your district is integrated with a student information system, this address information may be imported from that system.
Student Address Apt No	Apartment number of the apartment in which the student lives. If your district is integrated with a student information system, this address information may be imported from that system.
Student City	City in which the student lives. If your district is integrated with a student information system, this address information may be imported from that system.

Student Demographics Report – Field Name Options

Option	Description
Student Email Address	Email address of the student. If your district is integrated with a student information system, this information may be imported from that system.
Student First Name	First name of the student. If your district is integrated with a student information system, this information may be imported from that system.
Student ID	District code that identifies the student. If your district is integrated with a student information system, this code may be imported from that system.
Student Last Name	Last name of the student. If your district is integrated with a student information system, this information may be imported from that system.
Student Middle Name	Middle name of the student. If your district is integrated with a student information system, this information may be imported from that system.
Student Phone Number	Student's primary phone number. If your district is integrated with a student information system, this information may be imported from that system.
Student State	State in which the student lives. If your district is integrated with a student information system, this address information may be imported from that system.
Student Zip Code	Postal code of the address at which the student lives. If your district is integrated with a student information system, this address information may be imported from that system.
Student's Last Parent Access Login Date	Date the last time the student logged in to the Parent Access Web Site.

This page intentionally left blank.

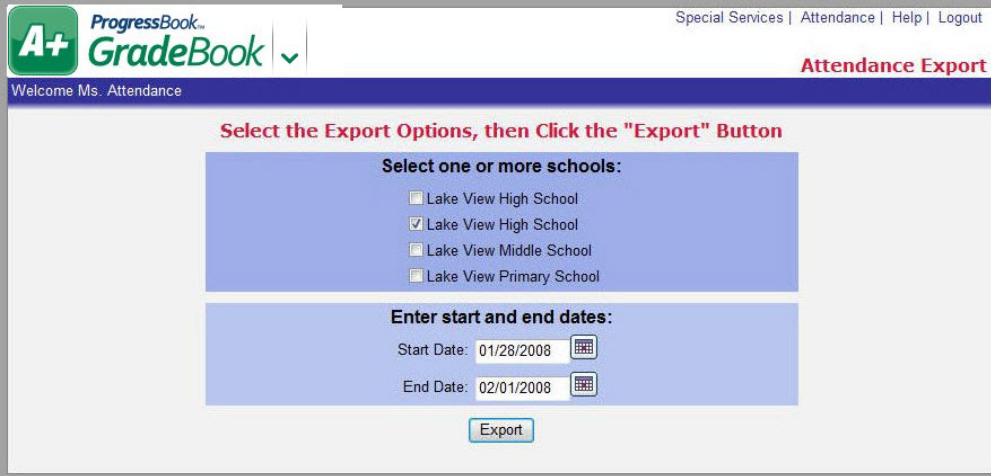
Attendance Export to Student Information System

If your school district is integrated with a student information system and does not use live attendance integration, the attendance data is imported each night into the student information system when other integration functions are completed. However, you may prefer to transfer the attendance data during the school day to more easily manage attendance. Attendance staff can run the export function at any time to update the student information system.

Export Attendance Data

The Attendance Export link will only be available if GradeBook is integrated with your student information system and does not use live attendance integration.

1. On the Attendance Home Page, click the **Attendance Export** link.
2. On the Attendance Export screen, select the appropriate **schools** to which the export applies.
3. Type a date in the **Start Date** and **End Date** fields when the export should run.
4. Click **Export**.



The screenshot shows the 'Attendance Export' interface. At the top, there's a header with the 'ProgressBook GradeBook' logo and navigation links: 'Special Services | Attendance | Help | Logout'. Below the header, a blue bar says 'Welcome Ms. Attendance' and 'Attendance Export'. The main content area has a title 'Select the Export Options, then Click the "Export" Button'. Under this, there are two sections: 'Select one or more schools:' with a list of schools (Lake View High School, Lake View Middle School, Lake View Primary School) and 'Enter start and end dates:' with input fields for 'Start Date' (01/28/2008) and 'End Date' (02/01/2008). An 'Export' button is at the bottom.

Attendance Export Screen

Note: Depending on your student information system, this functionality may export the attendance data directly into your student information system or it may create a text file, which you can then import into your student information system.

This page intentionally left blank.

Homerooms

If your system is integrated with a student information system, the Homeroom setup is typically done in the student information system and any changes you make should also be done in that system. In GradeBook, you should designate the homerooms or classes in which homeroom (daily) attendance should be taken.

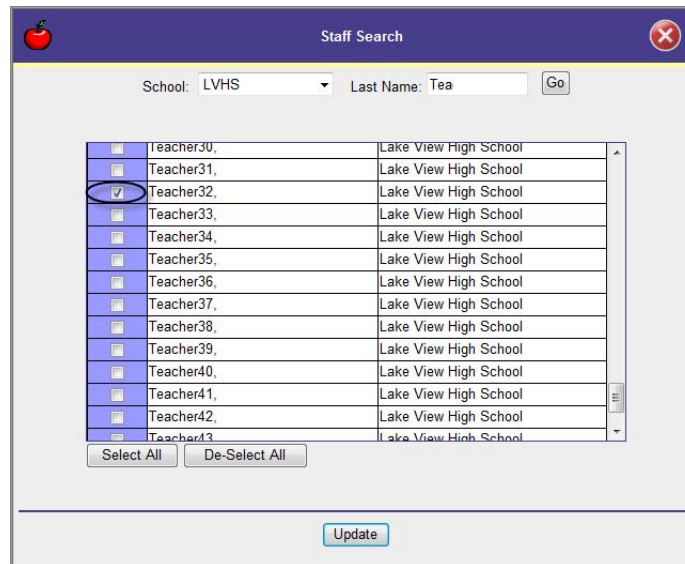
Maintain Homerooms

For schools that are not integrated with a student information system, you can add and delete homerooms, add and remove teachers from homerooms, and view the class roster for a homeroom as needed.

1. On the Attendance Home Page, click **Homerooms**.
2. On the Homerooms screen, select the appropriate **school** in the list.
3. You can perform any of the following options:
 - To add teacher(s) to a homeroom, click **Add** in the Add Teachers column.
 - i. On the Staff Search window, enter the **teacher's last name** or partial name in the Last Name field.
 - ii. Click **Go**.
A list displays matching the search criteria entered.
 - iii. Click the check box in the **Select** column for the **teacher(s)** you want to add.

Note: You can click *Select All* to select all the teachers in the list.

- iv. Click **Update**.

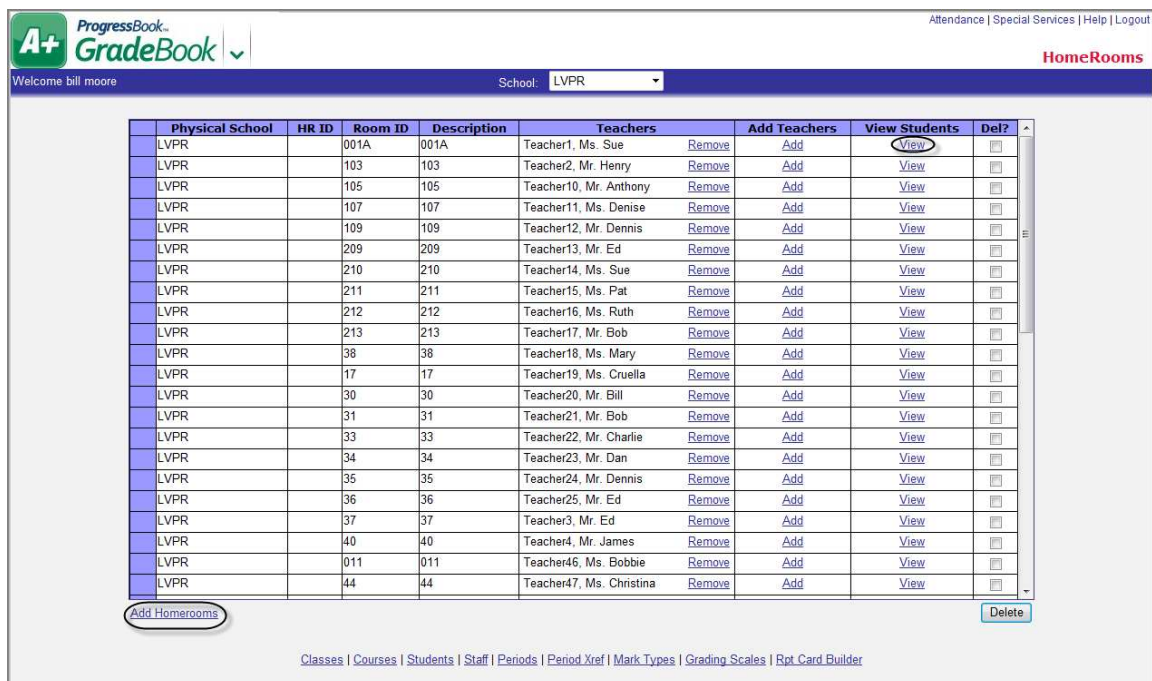


Staff Search window showing a list of teachers for Lake View High School (LVHS). The search criteria are School: LVHS and Last Name: Tea. The list includes teachers Teacher30 through Teacher43. Teacher32 is selected. Buttons for Select All, De-Select All, and Update are visible.

Teacher	School
Teacher30,	Lake View High School
Teacher31,	Lake View High School
<input checked="" type="checkbox"/> Teacher32,	Lake View High School
Teacher33,	Lake View High School
Teacher34,	Lake View High School
Teacher35,	Lake View High School
Teacher36,	Lake View High School
Teacher37,	Lake View High School
Teacher38,	Lake View High School
Teacher39,	Lake View High School
Teacher40,	Lake View High School
Teacher41,	Lake View High School
Teacher42,	Lake View High School
Teacher43,	Lake View High School

Staff Search Window

- v. Close the Staff Search window.
- To add homerooms, click the **Add Homerooms** link in the bottom left corner of the screen.
 - Delete homerooms – Click the **check box in the Del? column** next to the homeroom(s) you want to remove from the list, and then click **Delete**.
 - To view students assigned to homeroom on the Homerooms screen, click **View** in the View Students column for a homeroom.



HomeRooms screen showing a list of homerooms for LVPR. The screen includes a navigation bar with links like Attendance, Special Services, Help, and Logout. The main table lists homerooms with columns for Physical School, HR ID, Room ID, Description, Teachers, Add Teachers, View Students, and Del?. The 'View' link in the View Students column for Room 001A is highlighted. The 'Add Homerooms' link is in the bottom left, and the 'Delete' button is in the bottom right.

Physical School	HR ID	Room ID	Description	Teachers	Add Teachers	View Students	Del?
LVPR		001A	001A	Teacher1, Ms. Sue	Remove	Add	View
LVPR		103	103	Teacher2, Mr. Henry	Remove	Add	View
LVPR		105	105	Teacher10, Mr. Anthony	Remove	Add	View
LVPR		107	107	Teacher11, Ms. Denise	Remove	Add	View
LVPR		109	109	Teacher12, Mr. Dennis	Remove	Add	View
LVPR		209	209	Teacher13, Mr. Ed	Remove	Add	View
LVPR		210	210	Teacher14, Ms. Sue	Remove	Add	View
LVPR		211	211	Teacher15, Ms. Pat	Remove	Add	View
LVPR		212	212	Teacher16, Ms. Ruth	Remove	Add	View
LVPR		213	213	Teacher17, Mr. Bob	Remove	Add	View
LVPR		38	38	Teacher18, Ms. Mary	Remove	Add	View
LVPR		17	17	Teacher19, Ms. Cruella	Remove	Add	View
LVPR		30	30	Teacher20, Mr. Bill	Remove	Add	View
LVPR		31	31	Teacher21, Mr. Bob	Remove	Add	View
LVPR		33	33	Teacher22, Mr. Charlie	Remove	Add	View
LVPR		34	34	Teacher23, Mr. Dan	Remove	Add	View
LVPR		35	35	Teacher24, Mr. Dennis	Remove	Add	View
LVPR		36	36	Teacher25, Mr. Ed	Remove	Add	View
LVPR		37	37	Teacher3, Mr. Ed	Remove	Add	View
LVPR		40	40	Teacher4, Mr. James	Remove	Add	View
LVPR		011	011	Teacher46, Ms. Bobbie	Remove	Add	View
LVPR		44	44	Teacher47, Ms. Christina	Remove	Add	View

Links on the HomeRooms Screen

- i. On the Homeroom Roster screen, you can add or delete students.
- ii. Click the **Back to the Homeroom List** link in the top left corner of the screen to return to the Homerooms screen.

ProgressBook GradeBook Attendance | Special Services | Help | Logout

Homeroom Roster

Back to the Homeroom List HR: Teacher1, Ms. Sue

Name	ID	Grade	Remove?
Dregely, Gabrielle	999028364	02	<input type="checkbox"/>
Horst, Winni	999024602	02	<input type="checkbox"/>
Hresko, Hailey	999001124	02	<input type="checkbox"/>
Hulkavic, Martin	999046757	02	<input type="checkbox"/>
Hulse, Terri	999044821	02	<input type="checkbox"/>
Humrichouser, Victoria	999025619	02	<input type="checkbox"/>
Ivancic, Chloe	999001118	02	<input type="checkbox"/>
Iverson, Anthony	999001119	02	<input type="checkbox"/>
Ivory, Savannah	999001121	02	<input type="checkbox"/>
Jablonski, Brian	999042502	02	<input type="checkbox"/>
Janus, Emily	999027008	02	<input type="checkbox"/>
Jaworski, Taniro	999001092	02	<input type="checkbox"/>
Katz, Paul	999020226	02	<input type="checkbox"/>
Kenney, Hannah	999028821	02	<input type="checkbox"/>
Kesick, Stephan	999023760	02	<input type="checkbox"/>

Add Students Select All De-Select All

Remove the selected students from the homeroom

[Classes](#) | [Courses](#) | [Students](#) | [Staff](#) | [Periods](#) | [Period Xref](#) | [Mark Types](#) | [Grading Scales](#) | [Rpt Card Builder](#)

Back to the Homeroom List Link

Add Homerooms

For schools that are not integrated with a student information system, you can add homerooms as needed.

1. On the Homerooms screen, click the **Add Homerooms** link in the bottom left corner of the screen.

ProgressBook...
GradeBook

Attendance | Special Services | Help | Logout

HomeRooms

Welcome bill moore School: LVPR

Physical School	HR ID	Room ID	Description	Teachers	Add Teachers	View Students	Del?
LVPR		001A	001A	Teacher1, Ms. Sue Remove	Add	View	<input type="checkbox"/>
LVPR		103	103	Teacher2, Mr. Henry Remove	Add	View	<input type="checkbox"/>
LVPR		105	105	Teacher10, Mr. Anthony Remove	Add	View	<input type="checkbox"/>
LVPR		107	107	Teacher11, Ms. Denise Remove	Add	View	<input type="checkbox"/>
LVPR		109	109	Teacher12, Mr. Dennis Remove	Add	View	<input type="checkbox"/>
LVPR		209	209	Teacher13, Mr. Ed Remove	Add	View	<input type="checkbox"/>
LVPR		210	210	Teacher14, Ms. Sue Remove	Add	View	<input type="checkbox"/>
LVPR		211	211	Teacher15, Ms. Pat Remove	Add	View	<input type="checkbox"/>
LVPR		212	212	Teacher16, Ms. Ruth Remove	Add	View	<input type="checkbox"/>
LVPR		213	213	Teacher17, Mr. Bob Remove	Add	View	<input type="checkbox"/>
LVPR		38	38	Teacher18, Ms. Mary Remove	Add	View	<input type="checkbox"/>
LVPR		17	17	Teacher19, Ms. Cruella Remove	Add	View	<input type="checkbox"/>
LVPR		30	30	Teacher20, Mr. Bill Remove	Add	View	<input type="checkbox"/>
LVPR		31	31	Teacher21, Mr. Bob Remove	Add	View	<input type="checkbox"/>
LVPR		33	33	Teacher22, Mr. Charlie Remove	Add	View	<input type="checkbox"/>
LVPR		34	34	Teacher23, Mr. Dan Remove	Add	View	<input type="checkbox"/>
LVPR		35	35	Teacher24, Mr. Dennis Remove	Add	View	<input type="checkbox"/>
LVPR		36	36	Teacher25, Mr. Ed Remove	Add	View	<input type="checkbox"/>
LVPR		37	37	Teacher3, Mr. Ed Remove	Add	View	<input type="checkbox"/>
LVPR		40	40	Teacher4, Mr. James Remove	Add	View	<input type="checkbox"/>
LVPR		011	011	Teacher46, Ms. Bobbie Remove	Add	View	<input type="checkbox"/>
LVPR		44	44	Teacher47, Ms. Christina Remove	Add	View	<input type="checkbox"/>

[Add Homerooms](#) [Delete](#)

Add Homerooms Link on the HomeRooms Screen

- On the Room Search window, click the **check box(es)** in the Select column next to the homeroom(s) you want to add.

Note: You can click *Select All* to select all the homerooms on the list.

- Click **Add the selected rooms.**

The selected homeroom(s) display on the Homerooms screen.

- Close the Room Search window.

Room Search

Physical School: LVPR

Select	Room ID	Description
<input checked="" type="checkbox"/>	39	39

[Select All](#) [De-Select All](#)

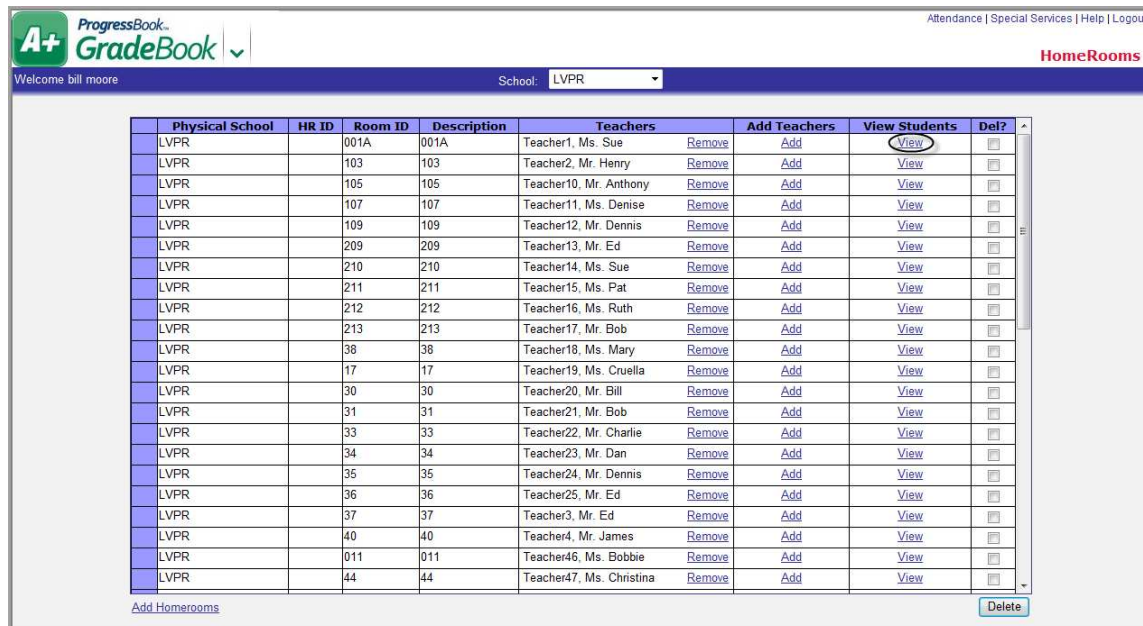
[Add the selected rooms.](#)

Room Search Window

Maintain Homeroom Roster

For schools that are not integrated with a student information system, you can view the homeroom roster and add and remove students as needed.

1. On the Homerooms screen, click **View** in the View Students column for a homeroom.



Physical School	HR ID	Room ID	Description	Teachers	Add Teachers	View Students	Del?
LVPR		001A	001A	Teacher1, Ms. Sue	Remove	Add	View
LVPR		103	103	Teacher2, Mr. Henry	Remove	Add	View
LVPR		105	105	Teacher10, Mr. Anthony	Remove	Add	View
LVPR		107	107	Teacher11, Ms. Denise	Remove	Add	View
LVPR		109	109	Teacher12, Mr. Dennis	Remove	Add	View
LVPR		209	209	Teacher13, Mr. Ed	Remove	Add	View
LVPR		210	210	Teacher14, Ms. Sue	Remove	Add	View
LVPR		211	211	Teacher15, Ms. Pat	Remove	Add	View
LVPR		212	212	Teacher16, Ms. Ruth	Remove	Add	View
LVPR		213	213	Teacher17, Mr. Bob	Remove	Add	View
LVPR		38	38	Teacher18, Ms. Mary	Remove	Add	View
LVPR		17	17	Teacher19, Ms. Cruella	Remove	Add	View
LVPR		30	30	Teacher20, Mr. Bill	Remove	Add	View
LVPR		31	31	Teacher21, Mr. Bob	Remove	Add	View
LVPR		33	33	Teacher22, Mr. Charlie	Remove	Add	View
LVPR		34	34	Teacher23, Mr. Dan	Remove	Add	View
LVPR		35	35	Teacher24, Mr. Dennis	Remove	Add	View
LVPR		36	36	Teacher25, Mr. Ed	Remove	Add	View
LVPR		37	37	Teacher3, Mr. Ed	Remove	Add	View
LVPR		40	40	Teacher4, Mr. James	Remove	Add	View
LVPR		011	011	Teacher46, Ms. Bobbie	Remove	Add	View
LVPR		44	44	Teacher47, Ms. Christina	Remove	Add	View

View Link on the HomeRooms Screen

2. On the Homeroom Roster screen, you can perform any of the following options:
 - To add students to a homeroom roster, click the **Add Students** link in the lower left corner of the screen.
 - To remove students from a homeroom roster, click the **check box in the Remove? column** next to the student(s) whom you want to remove from the homeroom, and then click **Remove the selected students from the homeroom**.
3. Click the **Back to the Homeroom List** link in the top left corner of the screen to return to the Homerooms screen.

ProgressBook GradeBook Attendance | Special Services | Help | Logout

Homeroom Roster

Back to the Homeroom List HR: Teacher1, Ms. Sue

Name	ID	Grade	Remove?
Dregely, Gabrielle	999028364	02	<input type="checkbox"/>
Horst, Winni	999024602	02	<input type="checkbox"/>
Hresko, Hailey	999001124	02	<input type="checkbox"/>
Hulkavic, Martin	999046757	02	<input type="checkbox"/>
Hulse, Terri	999044821	02	<input type="checkbox"/>
Humrichouser, Victoria	999025619	02	<input type="checkbox"/>
Ivancic, Chloe	999001118	02	<input type="checkbox"/>
Iverson, Anthony	999001119	02	<input type="checkbox"/>
Ivory, Savannah	999001121	02	<input type="checkbox"/>
Jablonski, Brian	999042502	02	<input type="checkbox"/>
Janus, Emily	999027008	02	<input type="checkbox"/>
Jaworski, Tariro	999001092	02	<input type="checkbox"/>
Katz, Paul	999020226	02	<input type="checkbox"/>
Kenney, Hannah	999028821	02	<input type="checkbox"/>
Kesick, Stephan	999023760	02	<input type="checkbox"/>

Add Students

Select All De-Select All

Remove the selected students from the homeroom

Homeroom Roster Screen

Set Required Homerooms for Daily Attendance

Attendance personnel can designate the homerooms and/or classes in which daily attendance should be taken. This ensures that teachers can only take daily or homeroom attendance in the proper class.

1. On the Attendance Home Page, click **Set Required Homerooms for Homeroom Attendance**.
2. On the Set up Required Homerooms screen, **search for the homeroom** in which daily attendance should be taken.
 - a. Select the appropriate **school building** in the School list.
 - b. Click **Search**.

A list of all the homerooms in the entire school displays if you do not enter any information in the HR or Last Name fields.

- c. To narrow the search results, perform any of the following optional steps:
 - Type the full or partial name of the class in the HR field.
 - Type the full or partial last name of the teacher assigned to the homeroom in the Last Name field.
 - To designate how the list of results should be sorted, select one of the following options in the Sort By list:
 - Homeroom
 - Last Name
 - Period

- A list displays that matches the search criteria entered.
- Since all homerooms and classes are enabled by default, click **De-Select All** to clear the previously selected classes.
 - Click the **check box in the Select column** for each class in which daily attendance should be taken.

ProgressBook
A+ GradeBook

Special Services | Attendance | Help | Logout

Set Up Required Homerooms

School: Lake View Elementary School HR: Last Name: Sort By: Homeroom Search

Check any homerooms that are required for staff to take daily attendance.

Select	School	Homeroom	Teacher	Period
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher34, Mr. Michael	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher26, Mr. Fred	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher27, Mrs. Ann	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher28, Mrs. Betty	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher29, Mrs. Donna	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher30, Mr. George	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher31, Ms. Pat	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher33, Mr. John	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher35, Mr. Steve	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher36, Mr. Joe	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher37, Mrs. Betty	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher38, Ms. Ann	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher39, Mr. Shawn	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher40, Ms. Alice	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher41, Ms. Ann	
<input checked="" type="checkbox"/>	LVHS	*Homeroom	Teacher42, Ms. Anne	
<input checked="" type="checkbox"/>	LVHS	*Homeroom 100	Teacher43, Ms. Amy	
<input checked="" type="checkbox"/>	LVHS	*Homeroom 106	Teacher44, Ms. Audrey	
<input checked="" type="checkbox"/>	LVHS	*Homeroom 112	Teacher45, Ms. Beth	
<input type="checkbox"/>	LVHS	Algebra 2: 01	Admin1, Mr. J	1
<input type="checkbox"/>	LVHS	Algebra 2: 01	Teacher2, Mr. Henry	1
<input type="checkbox"/>	LVHS	Algebra 2: 01	Teacher3, Mr. Ed	1
<input type="checkbox"/>	LVHS	Algebra 2: 01	Teacher4, Mr. James	1
<input type="checkbox"/>	LVHS	Algebra 2: 01	Teacher5, Mr. Gary	1
<input type="checkbox"/>	LVHS	Algebra 2: 01	Teacher6, Mr. Hank	1
<input type="checkbox"/>	LVHS	Algebra 2: 01	Teacher7, Mr. L	1
<input type="checkbox"/>	LVHS	Algebra 2: 01	Teacher8, Mr. Randy	1
<input type="checkbox"/>	LVHS	Algebra 2: 01	Teacher9, Mr. T	1

Select All Deselect All Save

Set Up Required Homerooms Screen

- Click **Save**.

This page intentionally left blank.

Period/Block Codes

Period/Block codes represent the periods or blocks that make up a school day and is used in period attendance and student scheduling. Even if your school district is integrated with a student information system, you may need to enter or maintain these codes in GradeBook.

Maintain Period/Block Codes

1. On the Home Page, click **Period/Block Codes** under the named codes section.
2. On the Period/Block Codes screen, select the appropriate **named codes list** in the Name list.
3. You can perform any of the following options:
 - Modify information in any of the fields, as needed.
 - Add codes to the list.
 - i. Type the **new code** in the Code column.
 - ii. Type the time at which the **period/block begins** in the Start Time field.
 - iii. Type the **length in minutes** of the period/block in the Duration column
 - iv. Click **Save**.
 - v. To continue adding codes, repeat steps a through d.
 - To delete a code, click the **check box in the Del column** next to the code(s) you want to remove from the list, and then click **Save**.
 - Copy the list to a new list.
 - i. Select the **default named codes list** in the Name list.
 - ii. Type the **name of the copied list** in the Copy to new list field.
 - iii. Click **Go**.

The name entered in the Copy to new list field displays in the Name list.
 - iv. Continue adding, modifying or deleting codes as needed.

[Special Services](#) | [Attendance](#) | [Help](#) | [Logout](#)

Welcome Ms. Attendance

Period/Block Codes

Name: Period/Block Codes ▼

Code	Start Time	Duration (in minutes)	Delete
1	7:00 AM	50	<input type="checkbox"/>
2	7:50 AM	50	<input type="checkbox"/>
3	8:40 AM	50	<input type="checkbox"/>
4	9:30 AM	50	<input type="checkbox"/>
5	10:20 PM	50	<input type="checkbox"/>
6	11:10 PM	50	<input type="checkbox"/>
7	12:00 PM	50	<input type="checkbox"/>
8	12:50 PM	50	<input type="checkbox"/>
9	1:40 PM	50	<input type="checkbox"/>
A	2:30 PM	50	<input type="checkbox"/>
B	3:20 PM	50	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	New

Period/Block Codes Screen

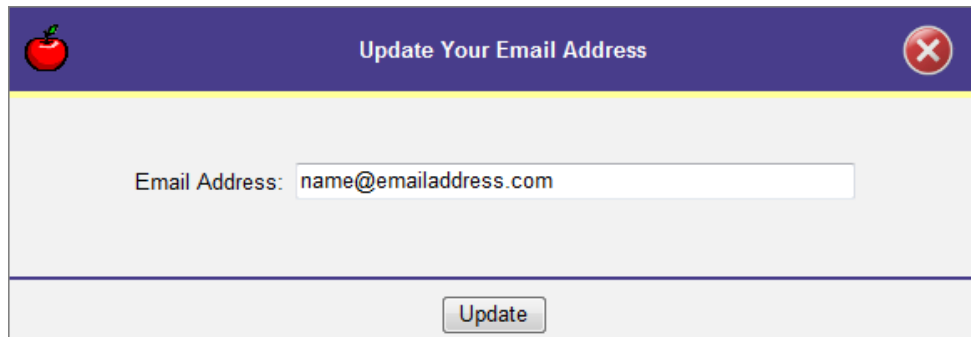
Account Maintenance

You have the ability to update your GradeBook account with your email address and manage your password.

Update Email Address

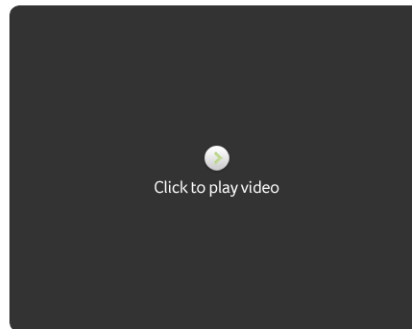
The email address you enter here is used mainly for communication purposes. If you are logged into GradeBook as a teacher, the email address displays on the Parent Access Web Site.

1. On the Attendance Home Page, click **Update Email Address**.
2. On the Update Your Email Address window, type your **full email address** in the Email Address field.
3. Click **Update**.
4. Close the Update Your Email Address window.



Update Your Email Address Window

Change Password



Change Password Video

If your district has enabled the Staff Password Changes option, **Change Your Password** displays on your home page. ProgressBook applications recognize each user by individual login, so changing your password in GradeBook changes your password in all ProgressBook applications.

1. On the **Attendance Home Page**, click **Change Your Password**.

The CentralAdmin **Change Password** screen displays.

2. On the **Change Password** screen, in the **Current Password** field, enter your current password.

Note: For ProgressBook authenticated accounts, by default, password requirements are eight characters with at least one uppercase letter, one lowercase letter, one number and one special character; however, your district may have different requirements.

3. In the **New Password** field, enter your new password.

Note: If you enter your current password as your new password, the following message displays: “The new password cannot be the same as the old password.”

4. In the **Confirm New Password** field, re-enter your new password.
5. Click **Change Password**.

The system returns you to the Attendance Home Page.

Note: For ProgressBook authenticated users, by default, you must wait 360 days to reuse a password; however, your district may have different requirements. If you enter a previously used password, the following message displays: “You cannot set the password to a previously used password.”

Note: For Windows authenticated users, contact your Windows administrator for password reuse requirements.

The image displays three screenshots from the ProgressBook GradeBook Attendance system. The top-left screenshot shows the 'Attendance Information' menu with 'Change Your Password' highlighted. The top-right screenshot shows the 'Change Password' form with fields for 'Current Password', 'New Password', and 'Confirm New Password', and a 'Change Password' button. The bottom screenshot shows the 'Attendance Home Page' after the password change, with the 'Attendance Information' menu still visible on the left and new sections like 'Report Builder Reports' and 'My Reports' on the right.

Change a Password

This page intentionally left blank.