Helpful Reports and Processes

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Review a quick collection of helpful reports and processes below.

Attendance Reports and Processes

Attendance Reports			
Task	**Purpose**	**Path**	**Steps**
Print an Attendance Roster for a Substitute	To print a blank report with a single day.	*Menu > Attendance Office > Reports > Sub Attendance Roster Report*	1. Select **effective** date. 2. Select **period**. 3. Select **teacher(s)**. To select multiple teachers, hold down **control** while selecting the teacher. 4. Select Display and Student Options to include. 5. Add a comment if needed. 6. Click **Generate Report**.

Attendance Register Report	To print a blank report with multiple days.	*Menu > Attendance Office > Reports > Attendance Register*	1. Select **Course Section Attendance Register**. 2. Enter the **Start** and **End Date.** 3. Choose **Portrait** or **Landscape** orientation. 4. Select **teacher(s)**. To select multiple teachers hold down control while selecting the teacher. 5. Select **section(s)**. To select multiple sections hold down control while selecting the section. 6. Check to **Print copy for the Primary Teacher only**. 7. Select **sort** option. 8. **Generate Report**.

Period Count Report	This report counts attendance marks for students in the periods selected.	*Menu > Attendance Office > Reports > Period Count Report*	1. Select the group of students to include. 2. Enter the **Enrollment Effective Date**. 3. Choose a **Report Type** of Total Count. 4. Enter a **Start Date**. 5. Enter an **End Date**. 6. Enter the **minimum** number of period absences that a student can have based on the criteria of the report you are generating in the Having at least box. 7. Enter the **maximum** number of period absences that a student can have based on the criteria of the report you are generating in the Having at most box. 8. Select the **Period GroupOptions**. 9. Select the **Sort Options**. 10. Select the **Attendance Mark Status(es)** based on the criteria of the report you are generating. 11. Select the **Attendance Excuse Status(es)** based on the criteria of the report you are generating. 12. Select the **Excuse Code(s)** based on the criteria of the report you are generating. 13. Choose the **Report Format**. 14. **Generate Report**.

Task	Purpose	Path	Steps
Day Count Report	This report determines the total number of days a student has been in attendance based on the minutes entered on the Whole Day Absence field on the Calendar Information tool. Attendance counts are reported in whole-day values.	*Menu > Attendance Office > Reports > Day Count Report*	1. Select the group of students to include and/or an Ad Hoc Filter. 2. Enter a **Start Date**. 3. Enter an **End Date**. 4. Enter the **minimum** number of daily absences that a student can have based on the criteria of the report you are generating in the days of Absences box. 5. Enter the **maximum** number of daily absences that a student can have based on the criteria of the report you are generating in the days of Absences box. 6. Choose the **DAILY APPROXIMATION** option under Calculation Options. 7. Choose the **Sort Option**. 8. Choose the **Report Format**. 9. **Generate Report**.

Attendance Processes

Task	Purpose	Path	Steps
Enter Attendance	To enter attendance codes on groups of students (or individuals), based on individual class periods, whole days, a range of days, or a specific time period. *Also useful for entering future absences.*	*Menu > Attendance Office > Attendance Entry Wizard*	1. Select the correct **attendance date**. 2. Select a **mode**. 3. Mark appropriate student and/or period data. 4. Click **Save Attendance**.
Daily Attendance Report	To view attendance for a day. Results in a summary report of all students absent/tardy on the date chosen.	*Menu > Attendance Office > Daily Attendance Processing*	1. Enter **Date**. 2. Choose **Summary Report**.

Update an Individual Student's Attendance	Allows you to modify attendance codes as you receive reasons for absences/tardies.	*Search Student > Student Information > General > Attendance*	1. Select the student. 2. Navigate to **Attendance**. 3. Select **NEW**. 4. Change **date**. 5. Select **period**. 6. Select **code** (drop-down menu). 7. Add **comments** (optional) and click **Save**.
Determine Which Teachers Have/Have Not Taken Attendance	This tool monitors classroom attendance.	*Menu > Attendance Office > Classroom Monitor*	1. Select **Date** and click **Refresh.** 2. Check "**Primary Teachers Only**" box. Shows all teachers attendance: **RED** means attendance *has not* been taken; **GREEN** means attendance *has* been taken.
Generate a Report of Who Created an Attendance Change on a Student: FOR SELECTED DAYS	This report will extract attendance changes that have been made **for the selected attendance date** range during the selected modification time frame. Each modification to a student's section attendance is displayed in a separate row so please try to limit the length of the Attendance Date Range entered. The report can be printed in two formats CSV and HTML.	*Menu > Attendance Office > Reports > Attendance Change Tracking Report*	1. Enter **Attendance Date Range**. 2. Select **Filter** Criteria. 3. Choose one of three filters: ("Include only attendance audit records that are tied to a course section") is the most common. 4. Select **Format** CSV or HTML (CSV will Export to an Excel File. HTML will look like an ad hoc query report. No pretty-formatted PDF is available for this). 5. **Generate Report**.

| Generate a Report of Who Created an Attendance Change on a Student: FOR A SECTION OR TEACHER | This report will display changes to the student attendance in a **course section**. Enter the Attendance Date Range and the Modification Date Range. Each modification to a student's attendance record displays in a separate row in the report so please limit the length of the Attendance Date Range entered. Select the course sections of interest and the desired printing option. | *Menu > Attendance Office > Reports > Section Change Tracking Report* | 1. Enter **Attendance Date Range**.

 2. Select **Filter** Criteria.

 3. Select a **Teacher(s)** and/or **Section(s)**.

 4. Choose to **Print by Teacher or Course**.
 ○ **Generate Report**. (PDF is the only available option for this report.) |

Office Reports

Task	Purpose	Path	Steps
Create Mailing Labels	This report will generate mailing labels for the students who meet the search criteria. *Only addresses marked as mailing addresses will be included.*	*Menu > Census > Reports > Mailing Labels*	This report generates mailing labels for the Students, Guardians, Teachers, and Staff for those individuals who meet the entered criteria. • **Students**- Prints one label with student's name and one guardian name per household. • **Guardians**- Prints one label with each person who is marked as a guardian per household. • **Teachers**- Prints one label for each teacher who is in a household. • **Staff**- Prints one label for each staff member who is in a household.

ADM/ADA Attendance Detail Report	Report shows membership and attendance information.	*Menu > Attendance Office > Reports > ADM and ADA Detail Report*	1. Enter **Start** and **End Date** 2. Choose Ad Hoc filter if needed. 3. Select **Summary** or **Detail** type 4. Select **Daily Approximation** (provides whole day calculations) 5. Select the **Calendar** (hold control to select more than one) 6. **Generate Report**
Create an Emergency Contact/Non- Household Member Report	This standard report includes a student's demographic information, household information, and non-household contact information.	*Menu > Census > Reports > Census Verification Report*	1. Select the **Grade** of Student(s) 2. Select **Primary**, **Secondary** and **Non-Household** 3. Select any **other** boxes you'd like to include 4. **Generate Report**
Enrollment Summary Report	Report shows enrollments by school, grade, gender, and race/ethnicity.	*Menu > Student Information > Reports > Enrollment Summary Report*	1. Enter the **Enrollment Effective Date**. 2. Select **All Schools** or **specific school(s)**. (All schools does not provide a district total). 3. Select the **State Race/Ethnicity** Values. 4. Choose **Original Format.** 5. Choose **P: Primary enrollment**. 6. Choose **report** format. 7. **Generate Report**

Scheduling Reports/Processes

Scheduling Reports			
Task	**Purpose**	**Path**	**Steps**
Create a Class Roster **(May also be used for Field Trips and Census Cleanup)**	This report displays student rosters for each section for each teacher or course selected. The Effective Date is used to determine both the active Teachers assigned to the Course-Section and which students to include on the roster. The sections can be sorted by Course Name, Course Number or Period for each teacher selected.	*Menu > Scheduling & Courses > Reports > Section Rosters Report*	1. Select **Term**. 2. Select **Period Schedule**. 3. Select **Period(s)**. 4. Select **Teacher(s)**. 5. Select **Date**. 6. Choose **printing**, **output** and **extra options**. 7. Select **Sorting** preference. 8. **Generate Report**. **For Field Trips**: Select the "Show Guardian Information" Box. This will print all of the contacts associated with either parent and/or guardian, for emergency purposes.
Running a Staff History Report	Run a report to see staff history.	*Menu > Scheduling & Courses > Reports > Staff History Report*	1. Select **Course(s)**. 2. Select **Primary Teachers** (and **Teacher** if you have any co-taught courses). 3. Make any **other selections** needed and press **Generate Report**.
Scheduling Processes			
Task	**Purpose**	**Path**	**Steps**

Task	Purpose	Path	Steps
Add or Edit a Teacher/Section Record	Where you can edit staff information related to sections and courses.	*Search > Course/Section > Enter appropriate code for course(s) > Select Search icon to search > Select correct course*	**Course Sections:** **Edit** or **Add** *section as needed* • Add/edit section number per PSU procedures. • Click **period** boxes for each term the section occurs. • If section attributes are set at the course level, only select in the section if different from the course (Post Secondary Institution, Instructional Provider, How Taken, Delivery Mode) • Click **Create Section** at bottom of screen. **Section Staff History:** • Click the **New Primary Teacher** • Select the new teacher • Click **Save.**
Running the Student Gap Scheduler	This report shows which, if any, students are not assigned to a course.	*Menu > Scheduling & Courses > Load Schedules > Student Gap Scheduler*	1. Pick a **grade** or **All Students**. 2. Select a **report** type (detail gives you the most helpful information). 3. Select which **period(s)** you would like to include. 4. Press **Find Students** or **Generate Report**. Find Students brings up the students who need classes/courses on the left side of the screen so you can edit right away. Generate Report brings up a PDF report of those same students.

Grade Reports			
Task	**Purpose**	**Path**	**Steps**

Print Progress Report - Option 1	Print a report of In-Progress Grades	*Menu >Grading & Standards > Reports > Grades Report*	1. Pick a **Grade** or **Ad Hoc Filter**. 2. Check the appropriate grading term(s). 3. Select the teacher(s). 4. Choose a Group By option. 5. Check the Display Options needed (Set page break for each Student will produce one page per student). 6. Choose All Grades/Scores. 7. Generate Report.

| **Print Progress Report - Option 2** | Print a report of In-Progress Grades | *Menu >Grading & Standards > Reports > Report Card* | 1. If there is an existing report that you should print, choose the appropriate report and Skip to Step 3.

2. Otherwise, click on **Display Options** and follow the steps below:

   a. Name the Report.

   b. Choose the **Report Type**.

   c. Check **In-Progress Grades** under Display Grades, or **Posted Grades** if your district posts the Progress Grade.

   d. Check **Main** under Report on Terms. Then check the Terms to include.

   e. Choose the grading task under **Grading Tasks** that contains the In-Progress Grade/Posted Grade you wish to display.

   f. Select any **other** boxes you'd like to include

3. Choose an **Ad Hoc Filter** or a **Grade**.

4. Check **Active Only**.

5. Enter the **Effective Date**.

6. Choose **Sort Options.**

7. **Generate Report** |

Print Report Card	Print report cards for All Students or Grade.	*Menu >Grading & Standards > Reports > Report Card*	1. Choose the **Report Option** 2. Select an **ad hoc** or Choose a **Grade** 3. Check **Active Only** for current students 4. Enter **Effective Date** 5. Select **Sort Options** 6. Selec**t Batch Queue Options** 7. **Generate Report**