

VIEWING ATTENDANCE REPORTS IN GRADEBOOK

The purpose of this document is to provide insight into critical information related to IMPACT attendance processes.

Process	Timing
Gradebook attendance data movement to SIM	This process runs every 30 minutes between 10am and 5pm on Monday through Friday.
SIM attendance corrections movement to Gradebook	This process runs once nightly at 2am on Monday through Friday.

Important Notes








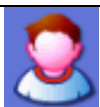


- Given the processing windows above, schools should not be comparing SIM and Gradebook side by side throughout the course of the day; the data exchange is not real time.
- The current processing routine takes up to 45 minutes to complete. For example: attendance recorded between 8am -10am will not appear in SIM at 10:01am, it may take until 10:45am.
- Reporting Problems:** Any report of an attendance problem must be phoned into the Help Desk (773.553.3925 - Option 2) as a first step. The caller must provide the school name, the affected teacher, class or student (with ID). The only way to effectively troubleshoot issues is to provide specifics. Obviously, schools need to have the processing windows in mind before placing a call about missing data.

Accessing Attendance Reports

1. Log into Gradebook.



2. On the main landing page, click
3. The page that opens contains all of the reports associated with the attendance module. The following is a list of the most-trafficked attendance reports and a concise summary of each. These reports are available for Gradebook administrators and office staff.

Description of Attendance Reports	
	<p>TEACHER VERIFICATION REPORT</p> <p>View or print a sheet that displays both the teacher attendance submissions in Gradebook and any administrative modifications in SIM. This report can be run for a day or date range once the automated data exchange has run as prescribed.</p>
	<p>DISPLAY TEACHER PROGRESS</p> <p>Generate a list of teachers who have completed their attendance submissions for a given day or period. Send reminder emails to teachers who have not submitted attendance for the day.</p>
	<p>DAILY ATTENDANCE SUMMARY</p> <p>View attendance records for a teacher or all teachers for a specified date range.</p>
	<p>ATTENDANCE CHANGE REPORT</p> <p>Track changes made to each student's attendance entries over a given date range.</p>
	<p>ATTENDANCE BY TEACHER</p> <p>View a teacher's daily attendance submissions. The modify attendance feature is set to READ ONLY as administrator attendance modifications should be submitted in SIM.</p>
	<p>ATTENDANCE BY ACTIVITY CODE</p> <p>View attendance records for all students associated with a particular activity code. This report ONLY shows attendance entered within the Gradebook. The modify attendance feature is set to READ ONLY as administrator attendance modifications should be submitted in SIM.</p>
	<p>ATTENDANCE TOTALS BY CODE</p> <p>Produce a list of the number of instances of a specific code per teacher or per student.</p>
	<p>ATTENDANCE BY STUDENT</p> <p>View all attendance records for a specific student by time code and period.</p>
	<p>SUBSTITUTE CLASS ROSTER</p> <p>Print out the class rosters of any teachers that are absent. This feature compiles a list of all of a teacher's class rosters for the day, as well as a blank attendance form that can be used by substitutes to take attendance manually.</p>
	<p>EXCESSIVE ABSENCE REPORT</p> <p>Pull a list of students who have more than the designated number of a specified attendance code. This is useful for tracking students who have excessive occurrences of a particular attendance code ("absent," "tardy," etc).</p>