










| Reports                                       |   |   |
|---|---|---|
| Report  | Purpose   | Options   |
| <b>Daily ProgressBook Attendance</b>          | Displays daily student absences by homeroom.  | <ul style="list-style-type: none"> <li>• School*</li> <li>• Date</li> </ul>   |
| <b>Ineligibility</b>                          | Displays students who are ineligible to participate in activities based on grade point average.                             | <ul style="list-style-type: none"> <li>• School*</li> <li>• Grade Level</li> <li>• Activity Codes or Groups*</li> <li>• Activities</li> <li>• Students</li> <li>• Quarter*</li> <li>• Filter criteria by GPA*</li> </ul>  |
| <b>Period Attendance</b>                      | Provides period attendance information.   | <ul style="list-style-type: none"> <li>• School*</li> <li>• Quarter or Date Range*</li> <li>• Grade Level</li> <li>• Student</li> <li>• Basic Report or Group by Student/Class/Date, Student/Date/Class, Teacher/Class/Date/Student*</li> <li>• Filter criteria by Attendance Codes*</li> </ul> |
| <b>Period Attendance Audit</b>                | Lists classes for which period attendance was taken or not taken.   | <ul style="list-style-type: none"> <li>• School*</li> <li>• Teacher*</li> <li>• Date Range*</li> <li>• Sort by Date or Teacher*</li> <li>• Period attendance taken or not taken</li> </ul>  |
| <b>Parent Access Login Activity Audit</b>     | Displays last time parents and students logged on to the Parent/Student Access Web Site, or those who have never logged on. | <ul style="list-style-type: none"> <li>• School*</li> <li>• Grade Level</li> <li>• Student</li> <li>• Quarter or Start Date*</li> <li>• Parents logged in or never logged in</li> <li>• Students logged in or never logged in</li> </ul>  |
| <b>Post Homework &amp; Marks to Web Audit</b> | Displays assignments which have or have not been posted to the Homework and/or Progress Details Web pages.                  | <ul style="list-style-type: none"> <li>• School*</li> <li>• Date Range</li> <li>• Homework posted or not posted*</li> <li>• Marks posted or not posted*</li> <li>• Summary or Detail view*</li> </ul>   |

| Reports                         |  |   |
|---------------------------------|--|---|
| Report                          | Purpose  | Options   |
| <b>Potential Skip</b>           | Identifies students marked present for daily attendance but absent for a specific class. | <ul style="list-style-type: none"> <li>• School*</li> <li>• Grade Level</li> <li>• Student</li> <li>• Block</li> <li>• Date or Date Range*</li> <li>• Sort by Student or Date*</li> <li>• Attendance code criteria*</li> </ul>      |
| <b>Lunch Count</b>              | Displays daily lunch counts.   | <ul style="list-style-type: none"> <li>• School*</li> <li>• Date*</li> <li>• Summary or Detail view*</li> </ul>   |
| <b>Staff Attendance Audit</b>   | Lists homerooms or classes for which daily attendance was taken or not taken.            | <ul style="list-style-type: none"> <li>• School*</li> <li>• Homeroom attendance taken, not taken or All</li> <li>• Date*</li> </ul>   |
| <b>Report Card Verification</b> | Lists teachers who have not entered report card grades.                                  | <ul style="list-style-type: none"> <li>• Report Card</li> <li>• School</li> <li>• Quarter</li> <li>• Summary or Detail view</li> <li>• Hidden Classes</li> </ul>  |
| <b>Lesson Plan</b>              | Displays lesson plan summaries as well as standards taught or not taught.                | <ul style="list-style-type: none"> <li>• School*</li> <li>• Teacher*</li> <li>• Class*</li> <li>• Quarter or Date Range*</li> <li>• Detail</li> <li>• Summary</li> <li>• Content Taught</li> <li>• Content Not Taught</li> </ul>    |
| <b>Class Progress</b>           | Displays assignment marks and averages by class.   | <ul style="list-style-type: none"> <li>• School*</li> <li>• Teacher*</li> <li>• Class*</li> <li>• Quarter*</li> <li>• Assignment type averages</li> <li>• Assignments</li> <li>• Sort order</li> <li>• Columns per page*</li> </ul> |

| Reports  |   |  |
|--|---|--|
| Report   | Purpose   | Options  |
| <b>Missing Assignment</b>  | Displays missing assignments by student or assignment.  | <ul style="list-style-type: none"> <li>• School*</li> <li>• Teacher*</li> <li>• Class*</li> <li>• Quarter*</li> <li>• Quarter or Date Range*</li> </ul>  |
| <b>Student Progress</b><br><b>Student Progress by Assessments</b>  | Displays assignment details, teacher comments, and attendance for a student.                                  | <ul style="list-style-type: none"> <li>• School*</li> <li>• Grade level</li> <li>• Student</li> <li>• Quarter*</li> <li>• Report Features: <ul style="list-style-type: none"> <li>• Class alias</li> <li>• Class average</li> <li>• Daily and/or Period attendance</li> <li>• Daily comments</li> <li>• Teacher comments</li> <li>• Duplex printing</li> <li>• Hide assignments</li> <li>• Hide Averages</li> <li>• Hide exempt</li> <li>• Parent signature line</li> <li>• Posted to Parent Access</li> <li>• Points missing</li> <li>• Student ID</li> </ul> </li> </ul> |
| <b>Attendance Detail Year to Date</b><br>(To access, click the Calendar icon for the student, and then click the <a href="#">Print</a> link on the Absences by Student Calendar window.) | Displays a student's absences for the year with attendance codes, reason, notes, and arrival/dismissal times. | None   |
| <b>Absence Queue</b><br>(To access, click the <a href="#">Print the Queue</a> link.)   | Displays unresolved absences by grade and homeroom.   | <ul style="list-style-type: none"> <li>• Grade Level Sort Order</li> <li>• Homeroom Sort Order</li> <li>• Student Sort Order</li> <li>• All, Done or Not Done Status*</li> </ul>   |
| <b>Daily Audit</b><br>(To access, click the <a href="#">Daily Audit Rpt</a> link.)   | Displays all additions and modifications made to the Absence Queue.   | <ul style="list-style-type: none"> <li>• School*</li> <li>• Grade Level Sort Order</li> <li>• Homeroom Sort Order</li> <li>• Student Sort Order</li> </ul>   |

| Absence Queue   |  |
|---|--|
| <p>The Absence Queue lists all the students that have been marked absent or tardy in daily attendance. This screen is used daily to reconcile student absences by adding reason codes, adding notes from parents, recording phone calls to the parents, etc. Student records remain in the Absence Queue until they have been resolved and marked "Done."</p> |  |
| Attendance by Student List  |  |
| <p>The Attendance by Student List is used to display students and edit attendance codes. When a student does not display in the Absence Queue, an attendance administrator can enter the appropriate code so the student displays in the Absence Queue.</p>   |  |
| <p><b>Search Options</b></p>  | <ul style="list-style-type: none"> <li>• School*</li> <li>• Year*</li> <li>• Calendar*</li> <li>• Student Name</li> <li>• Student ID</li> <li>• Homeroom/Class</li> <li>• Grade</li> <li>• Absence Status</li> </ul> |

| View Teacher's Grade Book   |  |
|---|--|
| <p>This feature allows a principal to view, but not edit, a teacher's Grade Book.</p> |  |
| <p><b>Search Options</b></p>  | <ul style="list-style-type: none"> <li>• School*</li> <li>• Teacher Last Name</li> <li>• Teacher ID</li> <li>• Course</li> </ul>   |
| <p><b>Content Viewed</b></p>  | <ul style="list-style-type: none"> <li>• Assignments &amp; Marks</li> <li>• Assignments mapped to report card assessments</li> <li>• Current Averages</li> <li>• Missing Assignments</li> <li>• Daily Comments</li> <li>• Period Attendance</li> </ul> |

| Absence Queue Icons   |  |
|---|--|
| Icon  | Description  |
|  | Opens Contact Tracking window to insert new contact information.               |
|  | Opens Contact Tracking window to edit existing contact information.            |
|  | Opens Update Absence Info window to enter absence contact information.         |
|  | Opens Update Absence Info window to edit existing absence contact information. |
|  | Opens Absences by Student Calendar window.                                     |
|  | Opens Absence Comments window to insert new comment.                           |
|  | Opens Absence Comments window to edit existing comment.                        |
|  | Opens Class Attendance window to edit period attendance for student.           |
|  | Opens Delete from Queue window to delete a record from the queue.              |

| Grade Book Grid Symbols, Codes, Colors |  |         |
|--|--|---------|
| Symbol/Code                            | Description                            | Color   |
| ?                                      | Missing Assignment                     | Aqua    |
| !                                      | Excluded Assignment                    | Gray    |
| !!                                     | Excluded Assignment, Posted to Web     | Orange  |
| d                                      | Past Due Assignment                    | Yellow  |
| L                                      | Excluded as Lowest Mark                | Fuchsia |
| L!                                     | Excluded as Lowest Mark, Posted to Web | Green   |

**Views** – Daily Comments or Period Attendance, filter assignments by type or report card assessments.